Instructions for Changing Life Insurance Beneficiary Information

To change allocations for current life insurance beneficiaries or to add or change beneficiaries, access PeopleSoft: https://hr85.gmis.in.gov/psp/hr91prd/EMPLOYEE/HRMS/?cmd=logout

Enter your User ID and Password. (For assistance with password resets, contact the IOT Help Desk at 1-800-382-1095 or 317-234-4357.)

Please note: You cannot remove or delete out a beneficiary. However, you may allocate 0% to a beneficiary.

1. Click on Self Service under Main Menu
2. Click on Benefits
3. Click on Benefits Summary
4. Click on Supplemental Life or Basic Life
5. Click on EDIT at the bottom of the page
6. Enter the new percentage in the New Primary Allocation column and/or the New Secondary Allocation column next to the individual's name.
7. Click Update Totals
8. Click Save
9. Click OK

If you want to add another person as a beneficiary, click on Add a New Beneficiary and complete all the required information.

10. Click Save
11. Click OK

Click on the Return to Change Current Beneficiaries and Allocations link and repeat the process (Steps 6 – 9) if you are making an allocation for the newly added beneficiary.

Click on the Return to Life Insurance Main link for a summary of the newly designated allocation totals.

Click on the Return to Employee Benefit Summary link to access the Benefit Summary screen or if complete you may click on the Sign out link at the top right corner of the screen.