HOW TO UPDATE YOUR BENEFICIARIES IN WORKDAY

Step 1:
- Log into Workday by going to **sunrun.okta.com** and clicking on the Workday link
- Click "Benefits" under Change
- In the Benefit Event Type field, select "Beneficiary Change"
- Enter the date in the Benefit Event Date open field

Step 2:
Click "Submit," then "Open"

Step 3:
Select the line of coverage you would like to update by clicking on the plus (+) sign next to Requires Beneficiary

Step 4:
Click the drop-down menu to select your beneficiary, or add a new one by clicking "Create" if you do not already have your beneficiary listed

SUNRUN

Step 5:
Enter your beneficiary's information in the open fields and click "Continue"

Enter your beneficiary information.

Relationship	*
Use as Beneficiary	☑
Date of Birth	MM / DD /YYYY 📅
Age	(empty)
Gender	select one ▼
Full-time Student	☐
Student Status Start Date	
Student Status End Date	
Disabled	☐

Step 6:
Designate the percentage for your beneficiary

*Primary Percentage / Contingent Percentage

🔘 Primary Percentage

100

⭕ Contingent Percentage

0

Step 7:
Click "I Agree" and hit "Submit"

SUNRUN