



METLIFE LIFE INSURANCE

How To Update Your Beneficiary Designation in the Employee Self-Service Portal (SAP)

Life insurance is one of the many valuable benefits provided to you by Miami-Dade County Public Schools (M-DCPS). This benefit enables you to plan for the future and provide security for your family.

Life Insurance can:

- Cover your family's needs if you are not there, including food, bills and debt.
- Help pay for your children's education.
- Help ensure your family stays in their home.
- Help take care of those who depend on you.
- Help provide financial stability for your family.

M-DCPS strongly encourages all employees to review their current designated beneficiary on record. Below are the directions to access your information through the Employee Portal.

1. **Log in to Employee Portal**
2. **Click on SAP/ERP Icon**
3. **Click on Employee Self Service Tab**
4. **Click on Benefits**
5. **Dependents/Beneficiary and Charity**
Organization/Trust Fund (This is where you verify or create new beneficiary). Please note, you are not able to delete records from SAP.
6. **Anytime Enrollment** *(This is where you designate percentages for your beneficiaries.*
7. **Click Enroll or Change**
Each plan (*Sick/Vacation, Voluntary Life, Accidental Death & Dismemberment, Basic Life and/or Optional Life*) requires that you designate a percentage for your beneficiaries. Once you have completed your designation, click on **Next**.
8. Once all plans have been edited, click on **Click Here to Continue Tab**.
9. Review your change and click **Submit**.
10. Print your **Benefits Confirmation Statement**.

For additional assistance regarding accessing and updating beneficiary information, please contact Ms. Sasha Antonini, On-Site MetLife Representative, at 305-995-7029.

NOTE: You are not able to delete records from SAP; however, you are able to designate an individual you wish to remove as a beneficiary by selecting zero percent. This will make them ineligible to receive any proceeds.

