

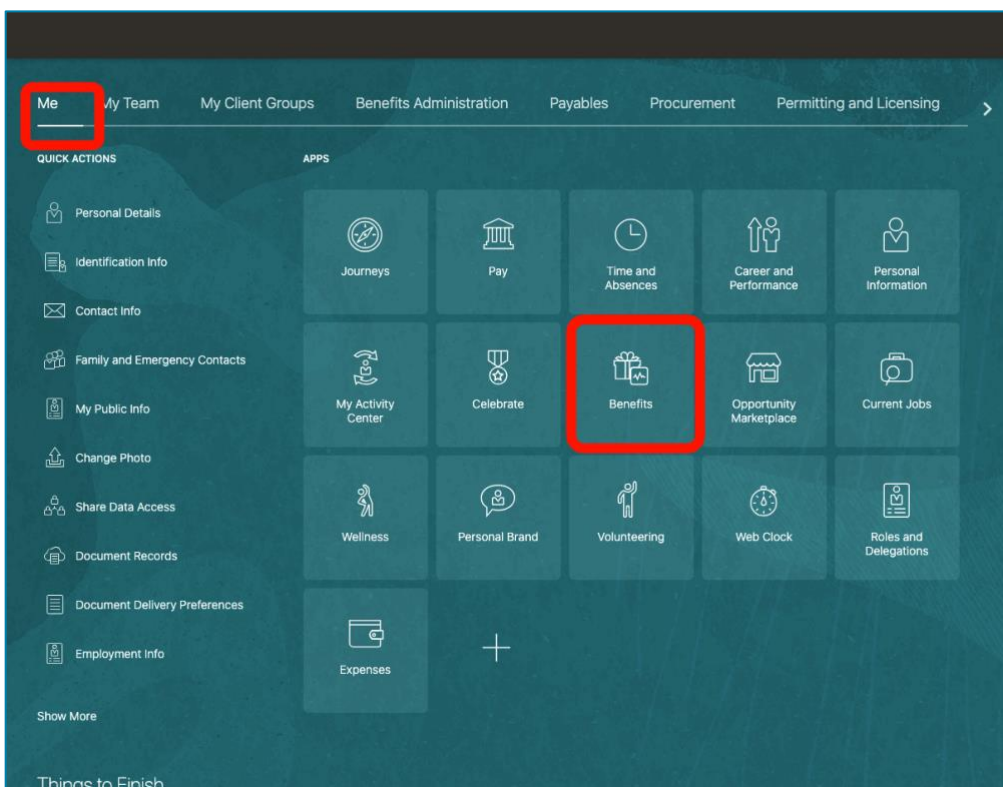
### INTRODUCTION

In this quick guide, you'll learn how to log onto Oracle Cloud to enter beneficiary information for:

- Life and AD&D coverage
- Disability coverage, if elected
- \$500 MNPS-provided Afterlife Benefit

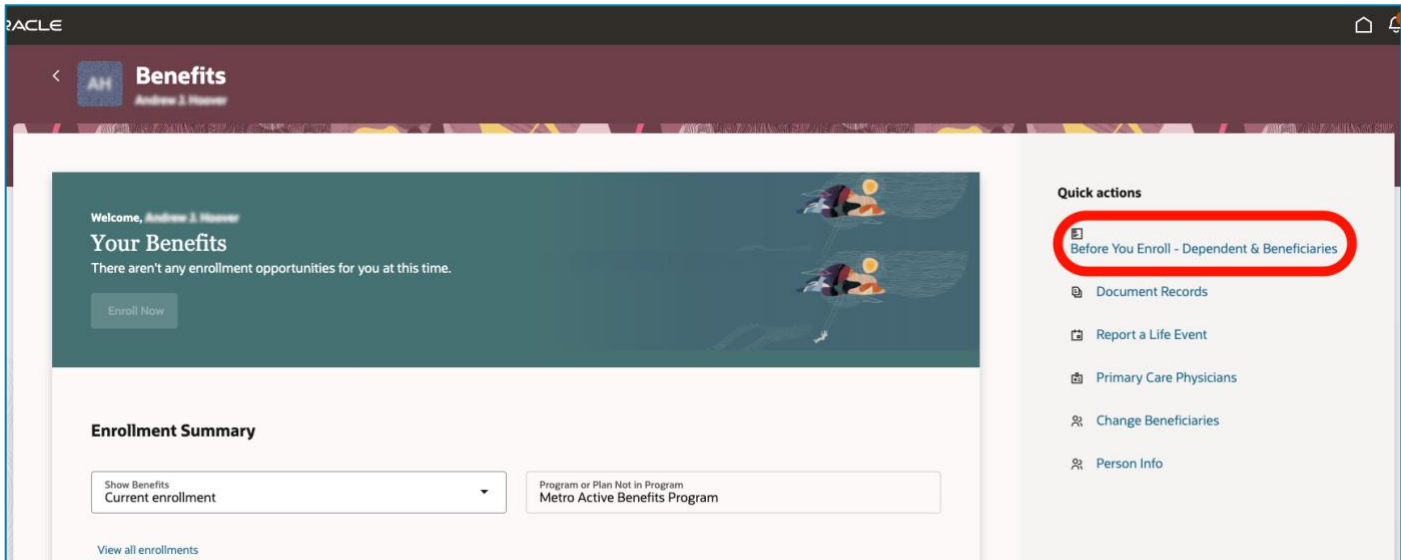
### QUICK STEPS

**Step #1:** In Oracle Cloud, from the **Me** tab, select **Benefits**.



## First, enter the people you want to name as beneficiaries:

**Step #2:** Under **Quick Actions**, select **Before You Enroll - Dependent & Beneficiaries**.



**Step #3:** Listed under **My contacts** are people you previously entered as either dependents or beneficiaries.

- If you don't see the person(s) you wish to name as a beneficiary, add them:

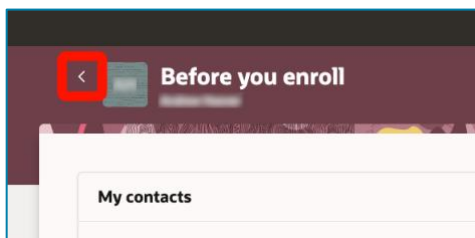
- a. Select the **+**.
- b. Complete the required information.

Note: The start date of the relationship must be January 1, 2026, or before.

- c. Select **Submit**.

Repeat steps a–c for each beneficiary you want to name who isn't already listed in your contacts.

- When you're finished adding any contacts, and **My contacts** shows everyone you want to name as a beneficiary, select the **<** next to **Before you enroll** to return to the **Benefits** page.



## Then, assign your beneficiaries to a plan:

On the Benefits page, coverage that needs to be assigned a beneficiary will be listed under **Pending Actions**.

**Step #4:** On the **Benefits** page, under **Quick Actions**, select **Change Beneficiaries**.

**Step #5:** On the **Plan and Options** dropdown, select one of the coverages you need to name a beneficiary for.

**Step #6:** Below the dropdown, select one or more beneficiaries for the coverage shown in the dropdown by entering the percentage that should go to each.

**Rules:**

- Leave the percentage field blank next to a name if you're **not** naming that person as a beneficiary.
- At least one primary beneficiary is required.
- Contingent beneficiaries are optional.
- Total percentages must equal 100%.

**Step #7:** Select **Submit**.

The screenshot shows a 'Change Beneficiaries' form. At the top, there are two dropdown menus: 'Program or Plan' (Metro Active Benefits Program) and 'Plan and Option' (Afterlife Benefit - Active - \$500). A red callout box with the number '5' points to the second dropdown. Below the dropdowns is a blue informational box with a pencil icon and the text: 'Divide the percentage of your benefits among as many beneficiaries as you like. Primary beneficiaries are mandatory but contingent beneficiaries are optional. The total percentage should not exceed 100%.' Below this are three beneficiary sections: 'Child', 'Spouse', and 'Child'. Each section has 'Primary' and 'Contingent' percentage fields. A red callout box with the number '6' points to the 'Primary' field for the 'Spouse' beneficiary, which contains the value '100'. At the bottom of the form are 'Cancel' and 'Submit' buttons. A red callout box with the number '7' points to the 'Submit' button.

**Step #8:** Repeat steps #4–#7 until beneficiaries are named for every coverage type in the dropdown.

**If you have an active Life Event open, your steps are slightly different:**

**Step #1:** In Oracle Cloud, from the **Me** tab, select **Benefits**.

**Step #2:** Select **Enroll Now**.

**Step #3:** Select the pencil icon next to each plan. Follow the prompts to select a beneficiary for each coverage type.

**Step #4:** Select **Save**.

## ABOUT ORACLE CLOUD

Oracle Cloud is the system Metro Nashville Public Schools uses to support every stage of your employee journey — from hiring to retiring. It's a secure, online platform that brings all your HR needs together in one place. From pay and benefits to leave and timekeeping, Oracle Cloud makes it simple to find the information you need, whenever you need it. *Click. Cloud. Done.*