

Adding and Updating a Beneficiary in DayForce

Log into your DayForce account at www.dayforcehcm.com OR thru SuccessFactors by clicking on this tile on the home page.



Payroll (SSO)

Salaried Login:

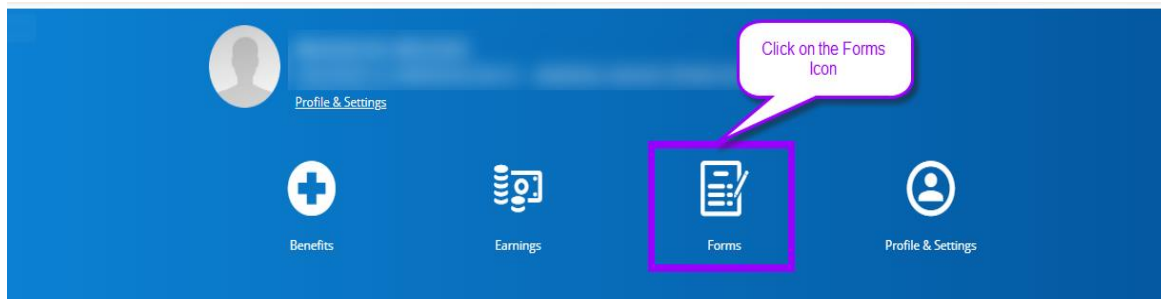
- < Company ID - argos
- < Username - Payroll ID starting with 100
- < Password - Desktop password

Hourly Login:

- < Username - Payroll ID starting with 100
- < Password - DOB in the format of yyymmdd

Please ensure that you have the SSN, Birth Date and address of your beneficiary when completing your beneficiary update.

You will be taken to the Home page-then click on the “Forms” Icon.



Click on the “Current Beneficiary Information” link.

Forms

Available Forms

Search Forms	Search	Reset
Benefits (2)		
Current Beneficiary Information Current Dependent Information		
Personal (2)		
Direct Deposit Life Event Declaration		
Tax forms (2)		
Federal W4 - 2021 Province/State Tax Form		

The Current Beneficiary Information page will pop up.

Current Beneficiary Information

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add

✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
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Current Designation

Below are the benefit options in which you can choose to designate a beneficiary. If you want to add a new beneficiary designation, select "Add Designation" and select the beneficiary you would like to designate a percentage. You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

Basic AD&D -

Coverage Date

↓ Add Designation

↑ Remove Designation

Beneficiary	Relationship	Birth Date	Type	Percentage
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Save Draft

Submit

Cancel

Print

Click on “Add” under Current Beneficiary(s)

If you have beneficiaries on file they will be listed in the pop up box that appears. If you do not see the person you want to select click the “add a new beneficiary link.”

Current Beneficiary Information

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add

✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
-------------	--------------	------------	-----------

Select from the list below or choose to add a new beneficiary.

+

+

Add a new beneficiary

If you are adding a new beneficiary, please complete all required information in the pop up box.

Add New Beneficiary



Personal Information

* Required Field

First Name*	
Middle Name	
Last Name*	
Gender	Select an Option...
Relationship*	Select an Option...
Birth Date	
SSN	

Primary Address

+ Add

No Primary Address

Other Address

+ Add

Phone Number

+ Add

Currently does not have a phone number.

Continue

Cancel

Click Continue once completed.

Once you hit continue you will see your new beneficiary in the Current Beneficiary(s) box.

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add ✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
test k			View/Edit

Current Designation

To update your current beneficiary designation, please complete the following steps.

Look for the life insurance benefit you want to add the person to by selecting the appropriate coverage from the list of available options listed in the Current Designation section.

Current Designation

Below are the benefit options in which you can choose to designate a beneficiary. If you want to add a new beneficiary designation, select "Add Designation" and select the beneficiary you would like to designate a percentage. You must designate at least one Primary beneficiary. You may designate any percentage greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

Basic Life - Salary

Coverage Date



Add Designation



Remove Designation

Beneficiary	Relationship	Birth Date	Type	Percentage

Basic AD&D - Salary

Coverage Date



Add Designation



Remove Designation

Beneficiary	Relationship	Birth Date	Type	Percentage

You can scroll down if there are more options to choose from

Supplemental Life - Employee

Save Draft

Submit

Cancel

Print

Click on the life insurance coverage you want to update with the new beneficiary by click on “Add Designation.”
Click on the name of the person you want to add.

Basic Life - Salary
Coverage Date

Add Designation Remove Designation

Available Beneficiaries:

+ test

Click the name of the person you just added to your account

Birth Date Type Percentage

9 Primary

5 Primary

Primary

Add a new beneficiary
To add a new beneficiary not listed, first add them to the Current Beneficiaries at the top of the page.

That name should now appear in the list of available beneficiaries.

Basic Life - Salary
Coverage Date

Add Designation Remove Designation

Beneficiary Relationship Birth Date Type Percentage

+ test

Click the name of the person you just added to your account

Now you need to ensure that your percentages equal 100% for each of your primary beneficiaries and any contingent, if applicable.

Beneficiary Relationship Birth Date Type Percentage

+ test

100.00

40.00

40.00

20.00

The percentage can be in different increments as long as it adds up to 100%

Complete this step for all insurance coverage that you want updated. Once changes are made click Submit to complete the update.

Add Designation Remove Designation

Save Draft Submit Cancel Print

Process complete.

If you have any questions or concerns please reach out to the Benefits Department at benefits@argos-us.com or you may call us at 678-368-4300.