

# Manage your voluntary term life insurance beneficiary online

## 1

To designate, view or change your voluntary term life insurance beneficiary, visit [LifeBenefits.com/stateoftn](https://LifeBenefits.com/stateoftn) and log in with the user ID and password below.

**User ID:** TN plus your Edison ID number\*

**Example:** If your Edison ID number is 12345678, your ID would be TN12345678.

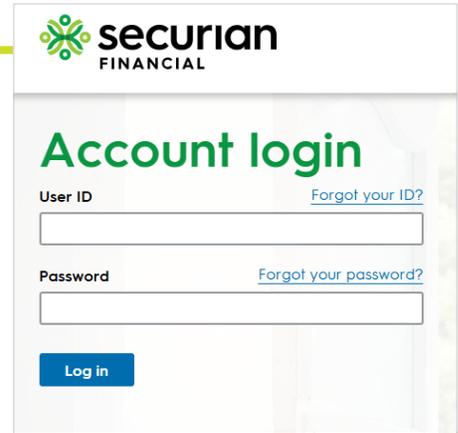
**Initial password:** Your eight-digit date of birth (MMDDYYYY) followed by the last four digits of your Social Security number.

**Example:** If you were born on July 22, 1962, and your Social Security Number is 123-12-1234, your initial password would be 072219621234.

If you have previously accessed [LifeBenefits.com/stateoftn](https://LifeBenefits.com/stateoftn), use the password you set up during your previous visit.

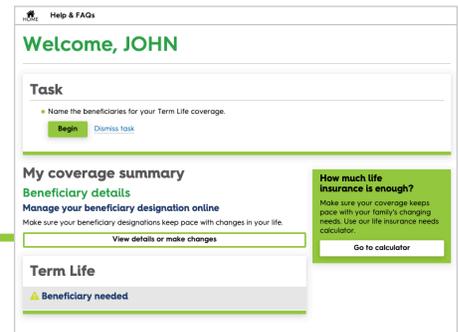
If you have questions or are not able to log in, please contact group customer service directly at **1-866-881-0631**.

\*Your Edison ID number can be obtained from your Human Resources Department.



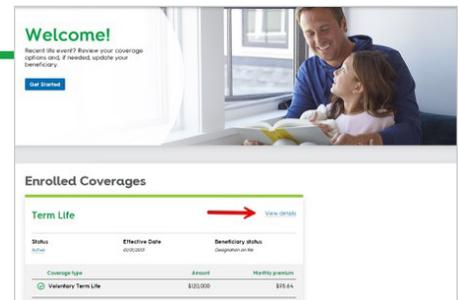
## 2

To designate your beneficiary for the first time, click "Begin" in your tasks.



## 3

To update an existing designation, click "View details" under your enrolled coverages, then select "Edit beneficiaries."



# 4

You can select one beneficiary, or split the benefit among multiple beneficiaries, as long as the total shares equal 100 percent. If you have any questions about beneficiaries or how to designate, click on the Beneficiaries 101 link located at the top of the web page in the blue box.

The screenshot shows the 'Beneficiary designation' form at the 'Choose beneficiaries' step. It includes a navigation menu on the left with options: 'Choose beneficiaries', 'Beneficiary detail', 'Verify designation', and 'Sign and submit'. The main content area has a header 'Beneficiary designation' and a sub-header 'Choose beneficiaries'. Below this is a blue box with a question mark icon and the text 'New to beneficiary designations? Learn more with Beneficiaries 101.' A prompt asks to 'Enter the names of your beneficiary(ies)'. The 'Coverage' section is set to 'Term Life'. There are two sections for beneficiaries: 'Primary beneficiary(ies)' and 'Contingent beneficiary(ies)'. Each section has a table with columns for 'Beneficiary's full name', 'Relationship', and 'Share %'. In the primary section, Jane Wilson is listed as a Spouse with a 100% share. In the contingent section, Sam Wilson is listed as a Son with a 50% share and Sally Wilson as a Daughter with a 50% share. Each section has a 'Total share %: 100' indicator and a note that 'Share percentages must total 100%'. There are 'Add primary beneficiary' and 'Add contingent beneficiary' links. At the bottom, there are 'Cancel', 'Complete later', and 'Next' buttons.

# 5

You will need to know the first and last names of your beneficiary. If you also have their address, phone number, date of birth and/ or Social Security number, this can be helpful at the time of claim to expedite payment.

The screenshot shows the 'Additional information' form. It starts with a heading 'Additional information' and a note: 'These details can be invaluable in the event of a claim. If you don't have this information available right now, you may return in the future to add it.' Below this is a section 'This beneficiary has the same address as:' followed by a text input field. There are three 'Street address' fields (1, 2, 3), a 'City' field, a 'State/province' dropdown, a 'Postal code' field, and a 'Country' dropdown set to 'USA'. There are 'Date of birth' and 'Social Security number' fields with a 'mm/dd/yyyy' format hint. A 'Phone' field is also present. A checkbox is labeled 'This is a number outside the U.S.'. A section titled 'What if I don't know their information?' contains two radio button options: 'I don't have the additional information for a beneficiary available, you can still complete your designation.' and 'I don't have additional information for Jane Wilson or any of my remaining beneficiaries and would like to skip this step.' At the bottom, there are 'Cancel', 'Complete later', and 'Next' buttons.

# 6

Verify that all information is correct.

The screenshot shows the 'Beneficiary designation' form at the 'Verify designation' step. The navigation menu on the left now includes 'Verify designation'. The main content area has a header 'Beneficiary designation' and a sub-header 'Verify designation'. Below this is a blue box with a question mark icon and the text 'Please review this information and verify it is correct.' The 'Coverage' section is set to 'Term Life'. There are two sections for beneficiaries: 'Primary beneficiary' and 'Contingent beneficiaries'. Each section has a table with columns for 'Beneficiary detail', 'Relationship', and 'Share %'. In the primary section, Jane Wilson is listed as a Spouse with a 100.00% share. In the contingent section, Sam Wilson is listed as a Son with a 50.00% share and Sally Wilson as a Daughter with a 50.00% share. Each section has an 'Edit' link. At the bottom, there are 'Back', 'Cancel', 'Complete later', and 'Next' buttons.

# 7

Sign and submit via electronic signature.

This screenshot shows the final step of the beneficiary designation process. It includes a 'Sign and submit' section with a warning that the designation will replace any previous ones. There is an 'Email notification' section with a checkbox to receive an email confirmation and a text field for an email address (john.wilson@test.com). The 'Electronic signature' section contains a legal disclaimer and radio buttons for 'I agree' and 'I do not agree'. At the bottom, there are 'Back', 'Cancel', 'Complete later', and 'Submit' buttons.

# 8

Once your designation is made, you will receive a beneficiary confirmation statement in the mail. If you need to change or update your beneficiary, changes can be made online at any time.

This screenshot shows a summary of the current beneficiary designation. It includes a 'Term Life' section with a date of 04/01/20XX and an 'Edit beneficiaries' link. Below are two tables: 'Primary beneficiary' and 'Contingent beneficiaries'. The primary beneficiary is Jane Wilson, spouse, with a 100.00% share. The contingent beneficiaries are Sam Wilson (son, 50.00%) and Sally Wilson (daughter, 50.00%).

Name	Relationship	Share %
Wilson, Jane	Spouse	100.00

Name	Relationship	Share %
Wilson, Sam	Son	50.00
Wilson, Sally	Daughter	50.00



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