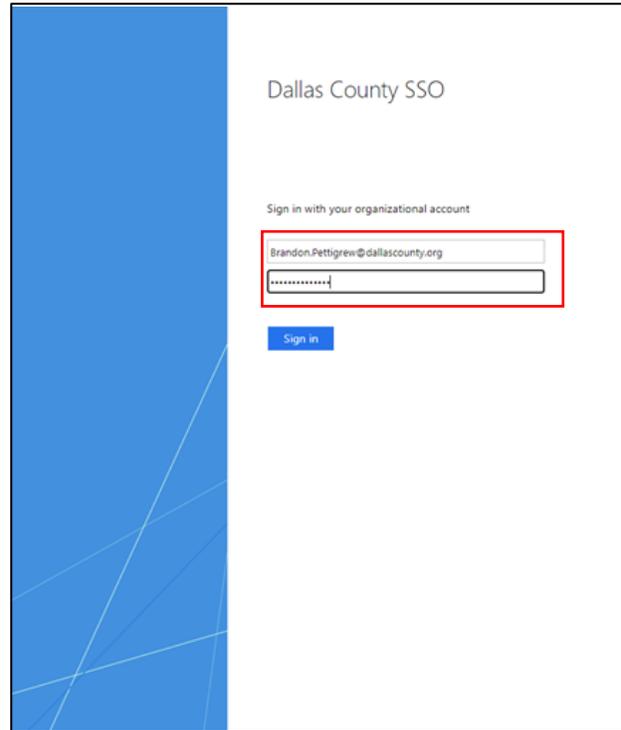
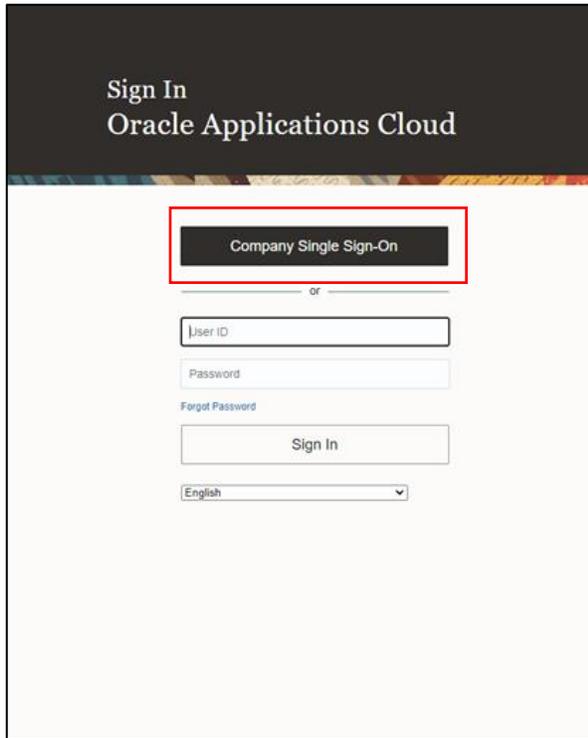


Beneficiary Designation Guide

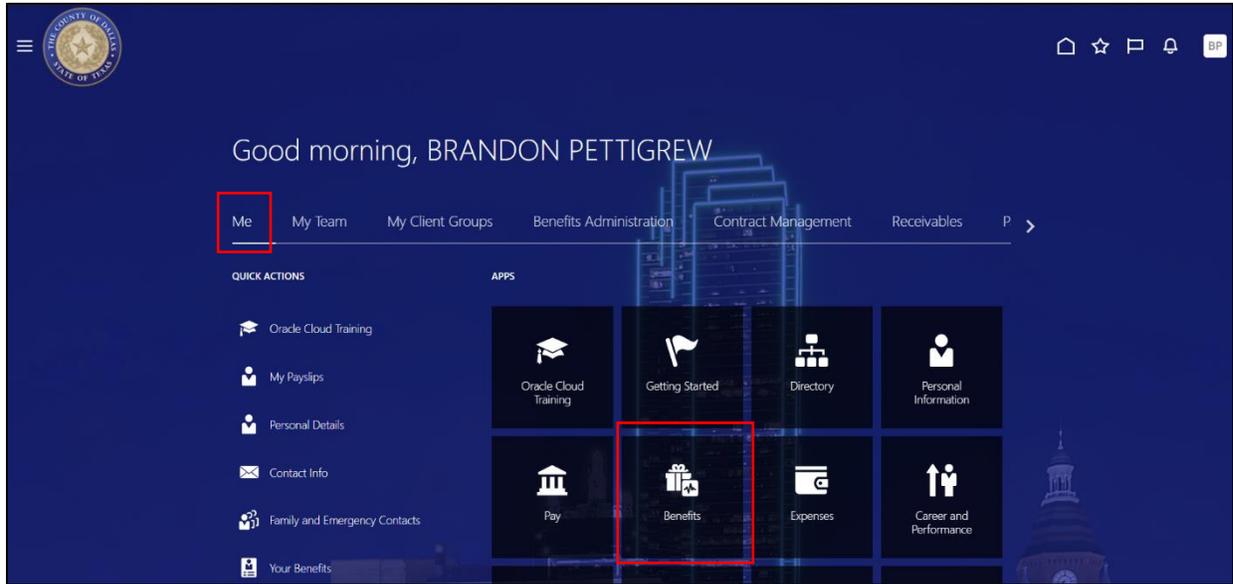
1. Visit the Oracle Fusion [here](#) and select to log in via “Company Single Sign-On”. It will redirect you to a login page where you will input your Dallas County Windows login information (Dallas County email and password used to log into your Dallas County computer). If your login information is not working correctly, please contact the IT Help Desk at **214-653-7900**.



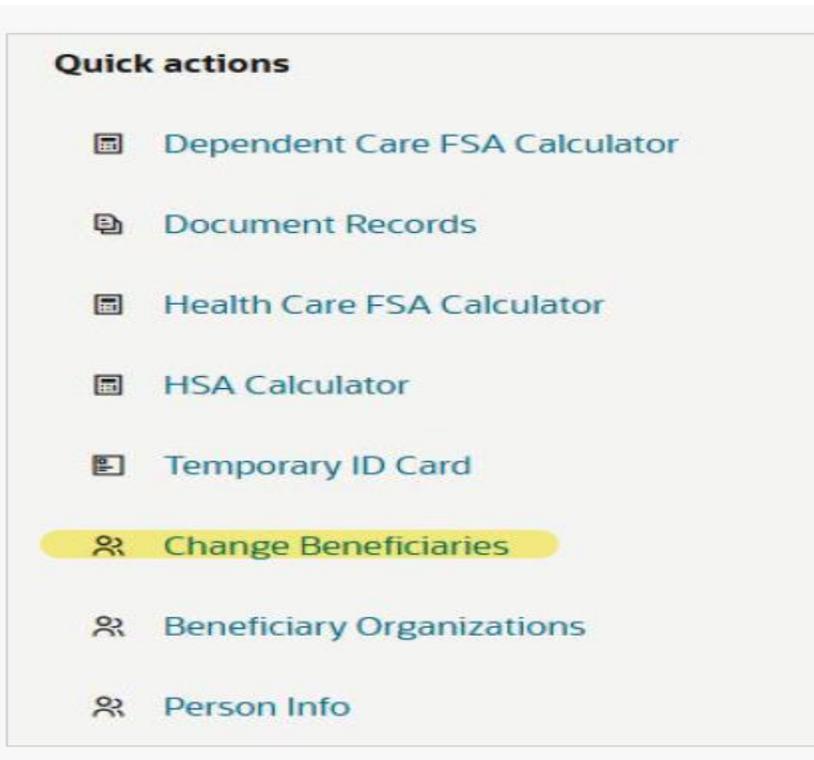
2. Once you have logged in, you should be taken to the Welcome page showing your name and the Dallas County logo with *Production* in a gold banner at the top. From here, you can click the **Me** tab.



3. Now that you have navigated to the **Me** tab, you can click the **Benefits** tile to be taken to your Benefits Portal.



4. From your Benefits portal, you can **change your beneficiaries** under the left panel of **Quick Actions**. Select the **“Change Beneficiaries”** option from Quick Actions.



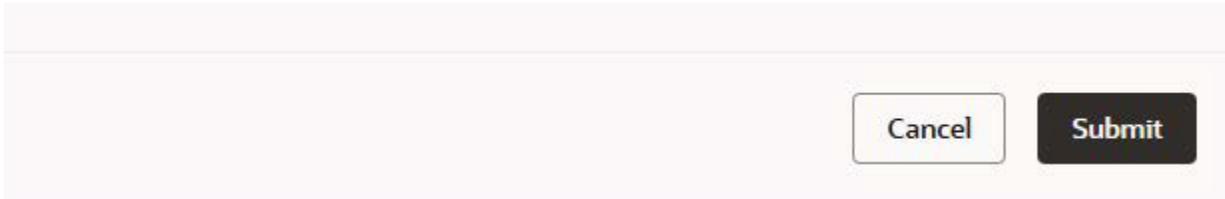
5. You must update your beneficiaries for your **Basic Life & ADD** coverage that is County provided **AND any Optional Life** coverage levels you enrolled in during your Open Enrollment election period by using the drop down under **Plan and Option**. **Beneficiary percentages must total 100% for Primary AND Contingent** if you choose to add a Contingent.

The screenshot shows a form titled "Change Beneficiaries" with a close icon in the top right. It contains two dropdown menus. The first dropdown is labeled "Program or Plan" and has "Dallas County Benefits Program" selected. The second dropdown is labeled "Plan and Option" and has "Basic Life & ADD" selected. Below the second dropdown, there is a list of options: "Optional Life - Annual Salary x 2" and "Basic Life & ADD", with "Basic Life & ADD" highlighted in light blue.

Designate Beneficiaries for Optional Life coverage levels you enrolled in during your Open Enrollment election period by using the drop down under **Plan and Option** and selecting **Optional Life – Annual Salary (coverage levels will vary from pictures shown based on your elections)**.

The screenshot shows a form titled "Change Beneficiaries" with a close icon in the top right. It contains two dropdown menus. The first dropdown is labeled "Program or Plan" and has "Dallas County Benefits Program" selected. The second dropdown is labeled "Plan and Option" and has "Optional Life - Annual Salary x 2" selected. Below the second dropdown, there is a light blue informational box with a blue information icon. The text in the box reads: "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%."

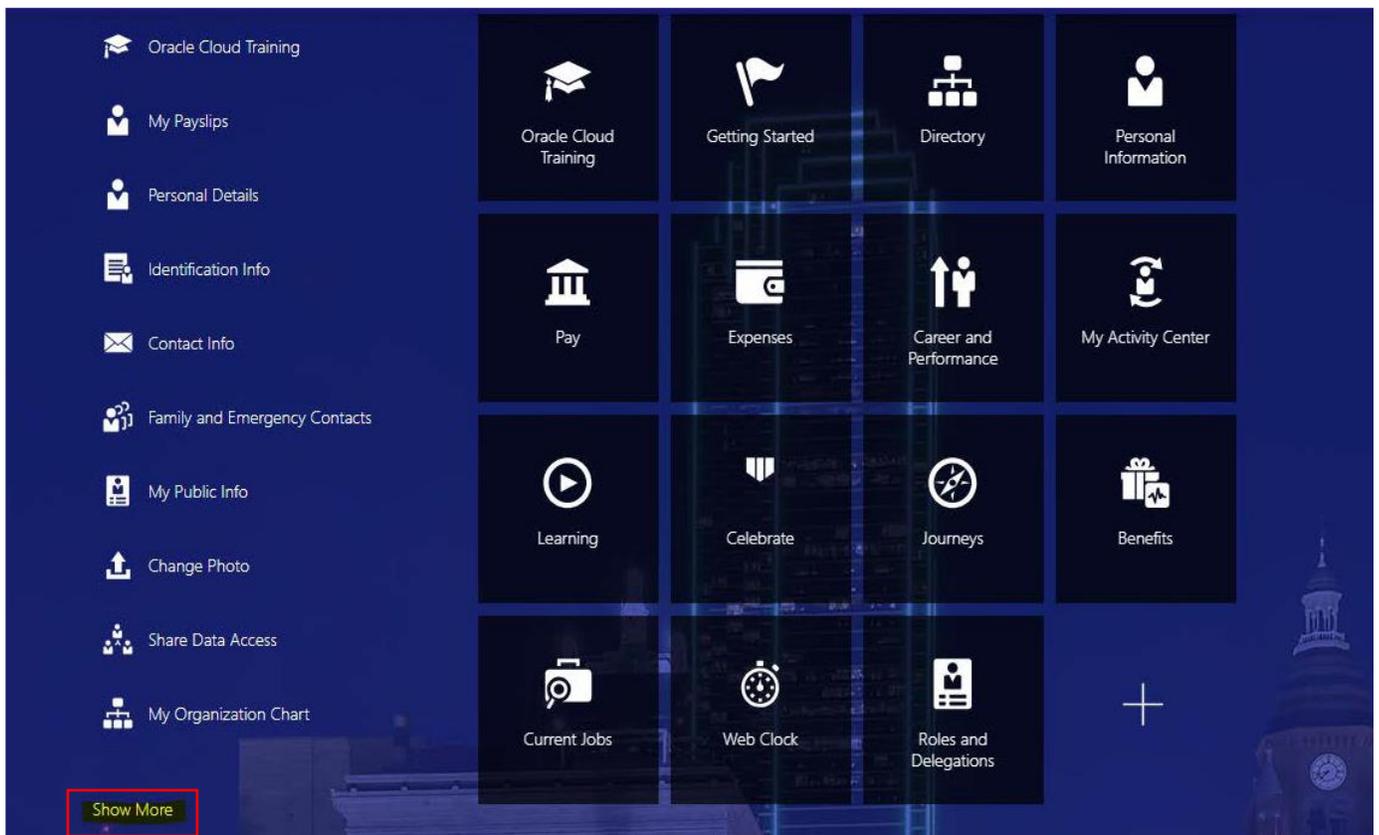
6. Once you have added your percentages, please hit **Submit** to save your designations.



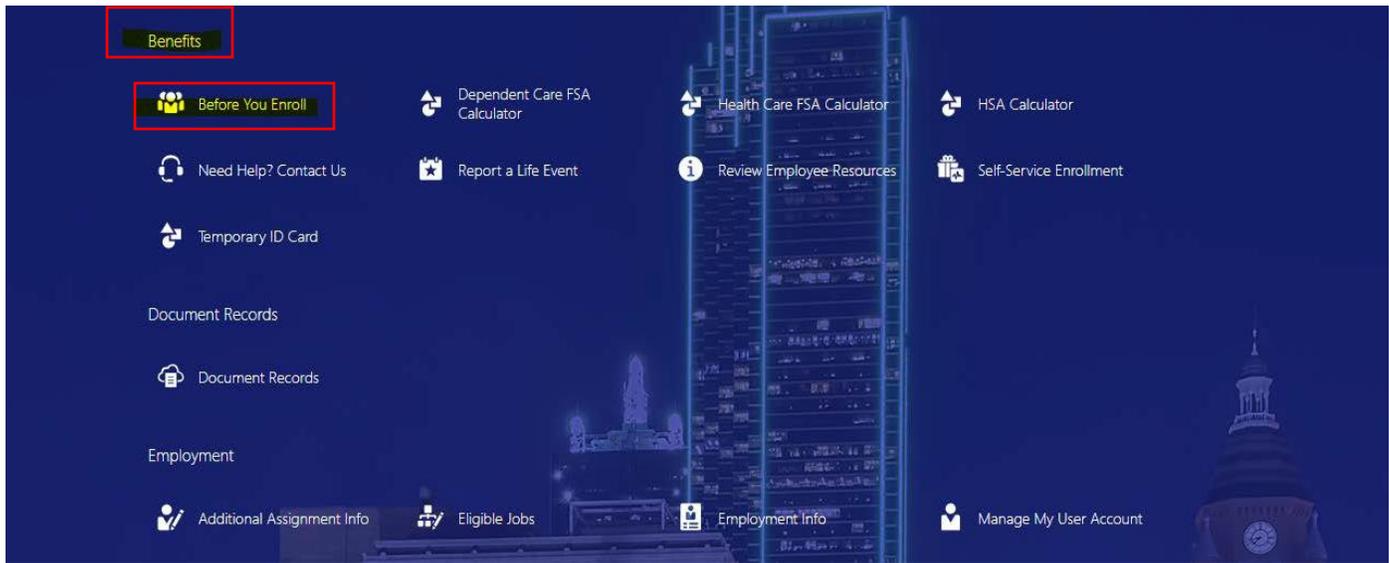
Do not see the person you wish to designate as a beneficiary? You will need to add the beneficiary under your People to Cover screen before completing your designations.

Adding a New Contact to People to Cover

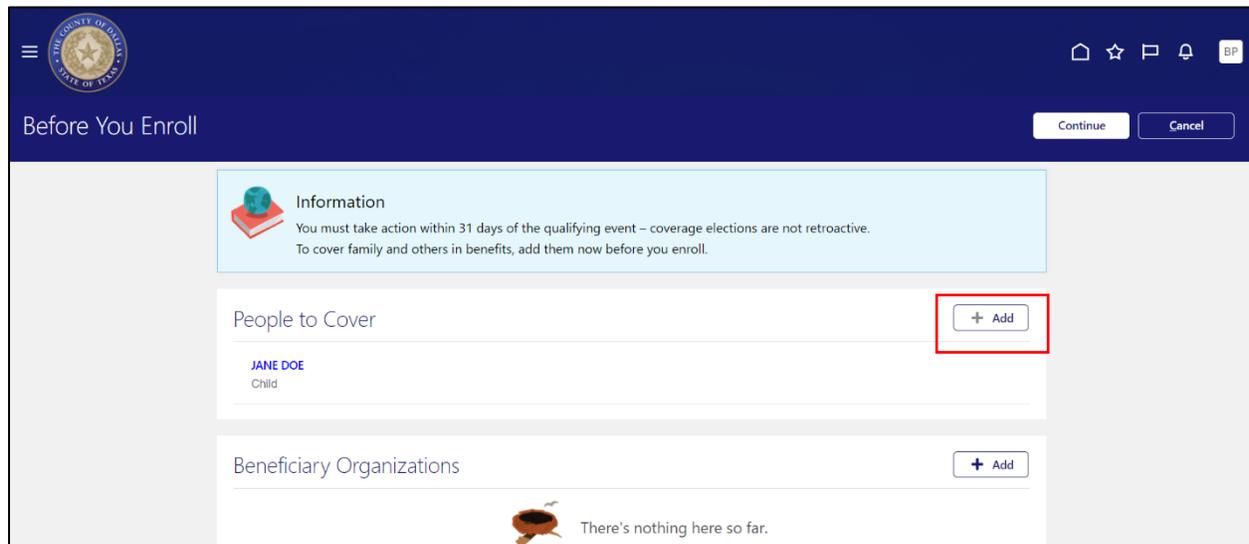
1. Once logged into Oracle Fusion, navigate back to the home page, click the **Me** tab. You will then scroll down to see the **Show More** option from the **left-hand side panel**.



2. This will pull up more options to choose from, select **Before You Enroll** under the **Benefits** section to be taken to your **Before You Enroll** screen.



3. From the **Before You Enroll** screen, you will have access to your **People to Cover** where you can add a person to designate as a beneficiary. You can add **any** person as a life insurance beneficiary. This person **does not** have to be an eligible dependent or spouse. Click the **+ Add** button.
- Please note that adding individuals to the **People to Cover** section **DOES NOT** automatically add them to your health coverage.
 - Please note that you **cannot** make changes to your Health Benefits elected during Open Enrollment via this process. You can only add a new person to designate as a life insurance beneficiary.
 - Please DO NOT add Beneficiary Organizations.** Only add **People** under your **People to Cover** section.



4. After clicking the **+ Add** button, you will add the relevant information for the beneficiary designation person(s) you wish to add. You will click the **Submit** button once finished.
 - a. Name (**Must include LEGAL First and Last name**)
 - b. Relationship
 - c. Start Date of this relationship (**This must be entered as a date prior to 01/01/2026**)
 - d. Gender
 - e. Date of Birth
 - f. Address
 - g. National Identifier (**This can be a valid US Social Security Number if available**)

Basic Information

<div style="border: 1px solid red; padding: 5px;"> <p>*Last Name</p> <input type="text"/></div> <p>First Name</p> <input type="text"/>

***Relationship**

Select a value ▼

***What's the start date of this relationship?**

mm/dd/yyyy 📅

 Suffix Middle Name |

Gender

Select a value ▼

Date of Birth

mm/dd/yyyy 📅

Address

Use My Address

Select a value ▼

Enter a New Address

National Identifiers

Country

United States ▼

***National ID Type**

Social Security Number ▼

***National ID**

111-11-1111

Submit

Cancel

5. After clicking **Submit**, you will then navigate back to Step 1 of **Beneficiary Designation Guide** (Page 1) and complete the steps to add the designated percentages to your new beneficiary.

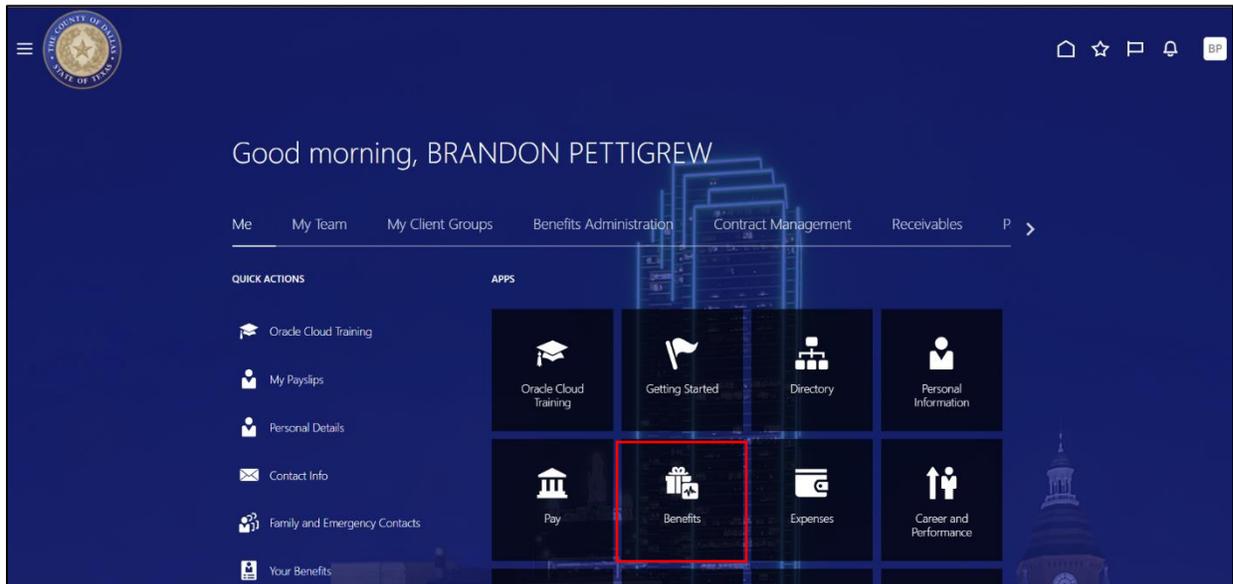
Please be sure to add your designated percentages to your **Basic Life ADD + any Optional Life Insurance** coverages.

*Please note: **Dependent Life** and **Spouse Optional Life** coverages **do not** require a designation as these are paid out to the Dallas County employee.*

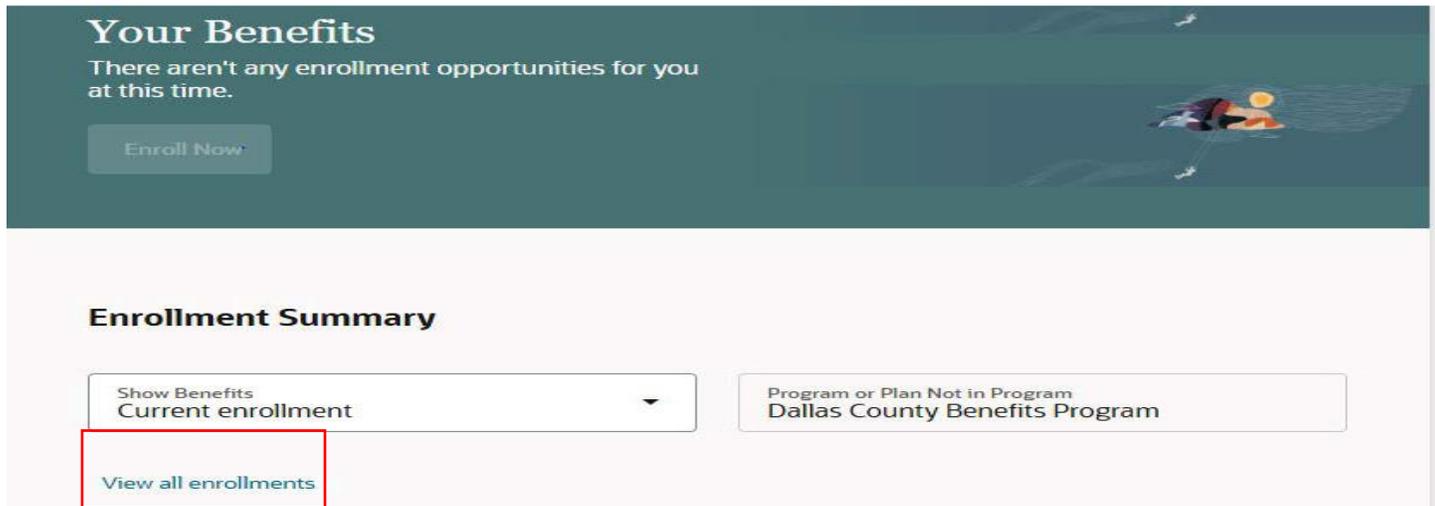
Once you complete your enrollments, you can print your **Benefits Confirmation Statement** as a record of your Life Insurance Beneficiary Designation.

Print Your Benefits Confirmation Statement

1. Simply navigate back to your Benefits Portal. From the Benefits Portal you will select the **Your Benefits** tile to view/print your **Benefits Confirmation Statement**.



2. From the Benefits screen, you will select **View all enrollments**.



3. Click **Print All Benefits** to receive a PDF copy of your **Benefits Confirmation Statement**. Review your **Beneficiaries** under the **Beneficiaries** section of your statement located close to the last page. Please review it to ensure your designation(s) is correct and save it for your records.



You can complete this process as frequently as needed. We **highly recommend** that you view/update your life insurance beneficiaries at least annually during each Open Enrollment period, however you can access and update this important information year-round.

If you are having trouble designating a life insurance beneficiary, please contact the Benefits team at the following:

Benefits@dallascounty.org

(214) 653-6161

Thank you for taking the time to complete this very important step!