

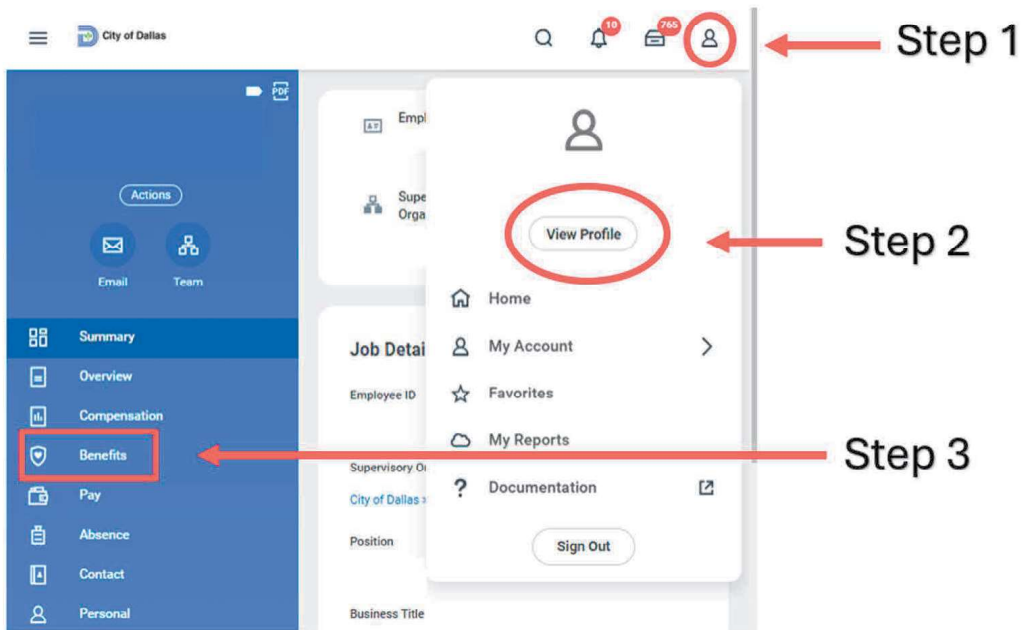


**City of Dallas**

# **View and Update Beneficiary's**

Job Aid

# View and Update Beneficiary's



**Log in to Workday using your Workday credentials.**

Follow the prompts below to continue to Navigate to the Benefits page.

1. Select Profile
2. Select View Profile
3. Select Benefits



## View and Update Beneficiary's



Click on "Beneficiaries" under the Benefits section to see a list of your current dependents.

1. Edit a Beneficiaries.
2. Select the Beneficiary you wish to update.
3. Click "Edit" next to their information.
4. Make the necessary changes and click "Submit" to save the updates.

