

# Follow Your *Passion*

# Find Your *Purpose*

## **Faculty and Staff GC Life Insurance**

***USG provides employees a Basic Life and AD&D policy of \$25,000 at no cost to the employee. If you are employed in the USG system with ten years of service (or retired with 10 years of service), and are interested in designating Georgia College as a beneficiary of all or part of your Georgia College life insurance, please contact Merissa and follow the instructions on the back of this page.***

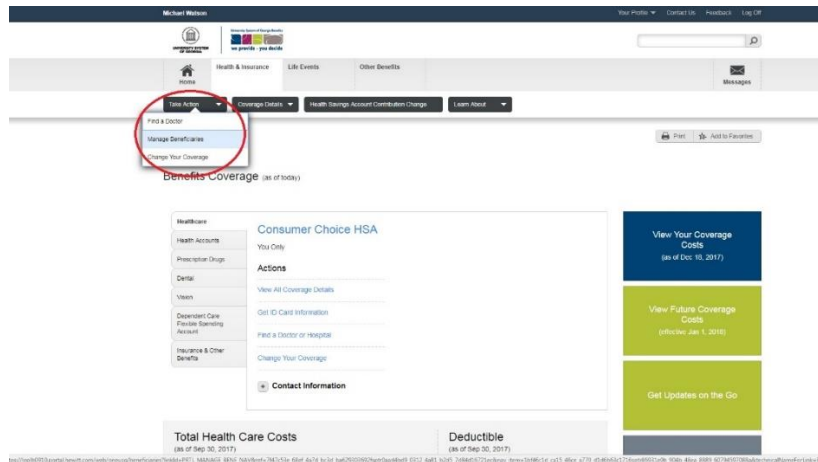
Mr. Frank Adkinson  
Donor Engagement Officer  
Summerlin House  
120 Clarke St  
Phone: (478) 445-8548  
frank.adkinson@gcsu.edu

***Thank you for considering Georgia College!***

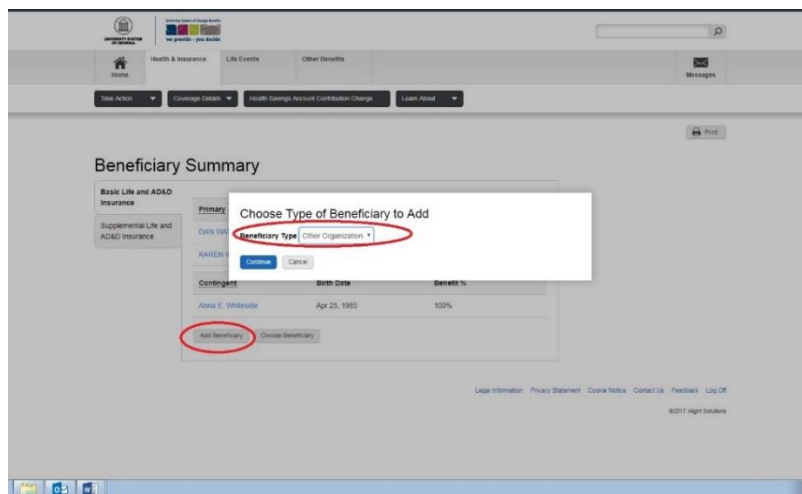
**\*If the donor(s) will not reach age 50 before the campaign's conclusion at June 30, 2020, the bequest will not count toward campaign totals, however, the donor(s) will be honored as Corinthian Society members.**

“Start Here” in Unify and click on the oneUSG Connect button to log in. Click on “Employee Self Service and choose “Benefits” from the drop down menu. Then click on “Manage My Benefits.”

This will take you to a page with three buttons at the top, “Health & Insurance”, “Life Events”, and “Other Benefits.” Click on the “Health & Insurance” button, and it will take you to the page pictured below. Click on the “Take Action” arrow and a drop down menu will appear. Select “Manage Beneficiaries.” On the Beneficiary Summary page be sure you are choosing “Basic Life and AD&D Insurance”.



If you already have a beneficiary designated you will need to add a beneficiary. You will do this by clicking “Add Beneficiary” then selecting “Other Organization” as the Beneficiary Type. You will be listing Georgia College and State University Foundation (*the “&” is an invalid character in the system*), CBX 96, Milledgeville, GA 31061. List GCSU Foundation as the “Shortened Name.”



To update your current beneficiary (ies), click on “Choose Your Beneficiaries” on the summary page (above) and change to Primary, Contingent or Not a Beneficiary. Once you add the Foundation as a beneficiary it should walk you through allocating percentages for your beneficiary(ies). Once complete, you can print the confirmation page or save as a pdf or screenshot, and e-mail to the advancement professional with whom you are working.