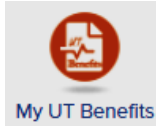


## Add/Change Beneficiary in MyUTBenefits

At <https://my.utrgv.edu/home> login with your UTRGV credentials.

Under applications, look for My UT Benefits icon



Once you have reached the Welcome page, Click on **Enroll Now**

A screenshot of the My UT Benefits Welcome page. On the left, there is a "Welcome" section with text explaining the portal's purpose and providing instructions on how to use the "Enroll Now" button. Below the text is a banner for "ANNUAL ENROLLMENT JULY 15-31" featuring a smiling woman at a laptop. On the right side of the page, there is a vertical column of buttons: "ENROLL NOW" (highlighted with a red and green underline), "NEW HIRE INFO", "STATUS CHANGE INFO", and "GETTING READY TO RETIRE".

Click on **Benefits**, then **Your Benefits**


A screenshot of the My UT Benefits navigation menu. The menu is dark blue with white text and icons. The "Your benefits" option is highlighted with a red box and a red arrow. The "Benefits" option in the top right corner is also highlighted with a red box and a red arrow. Other options include "Life Event", "Medicare", "Learning Center", and "BENEFIT REPORTS" (with "Confirmation Statement" listed below it). The "Profile" and "Quit" options are partially visible in the top right.


Search for the plans you want to add/change Beneficiaries and Click on Add or Edit

The University of Texas  
Rio Grande Valley

Edit coverage Show Plan Details ▾

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 **Your AD&D coverage**  
Basic AD&D 2020-21

Coverage Amount:	\$40,000.00
Effective Date:	09/01/2019
Persons Covered:	
<b>Beneficiaries:</b>	

Edit coverage Show Plan Details ▾

Detailed description: This is a screenshot of a web portal for The University of Texas Rio Grande Valley. The page displays 'Your AD&D coverage' for the 'Basic AD&D 2020-21' plan. The coverage amount is \$40,000.00 and the effective date is 09/01/2019. Under the 'Persons Covered' section, there is a highlighted 'Beneficiaries:' label and a corresponding yellow 'Add' button with a pencil icon. The page includes 'Edit coverage' and 'Show Plan Details' links at both the top and bottom of the coverage information.

Finally, make sure to Save your changes. You can always log back in to view or edit your beneficiaries.