

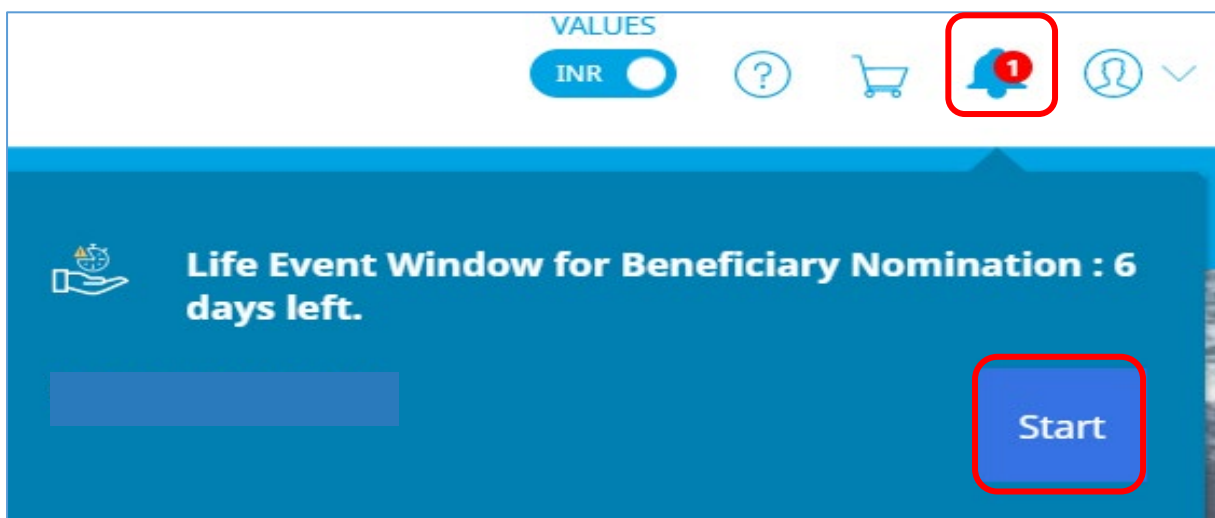
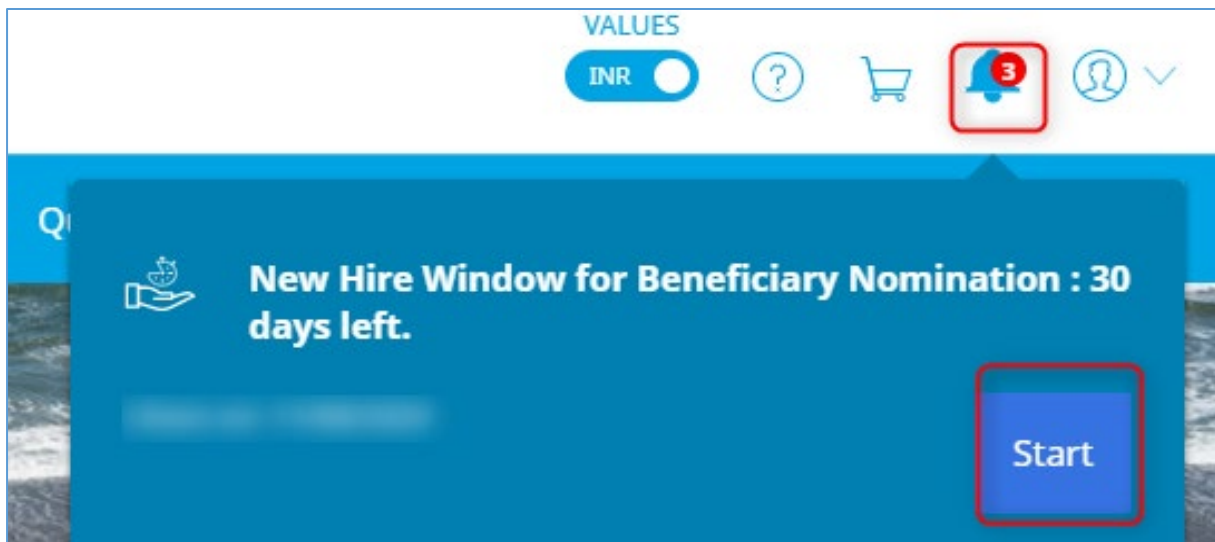
Welcome! This is a step by step guide to help you nominate your Group Term Life Insurance (GTL) beneficiaries on My Adobe Benefits.

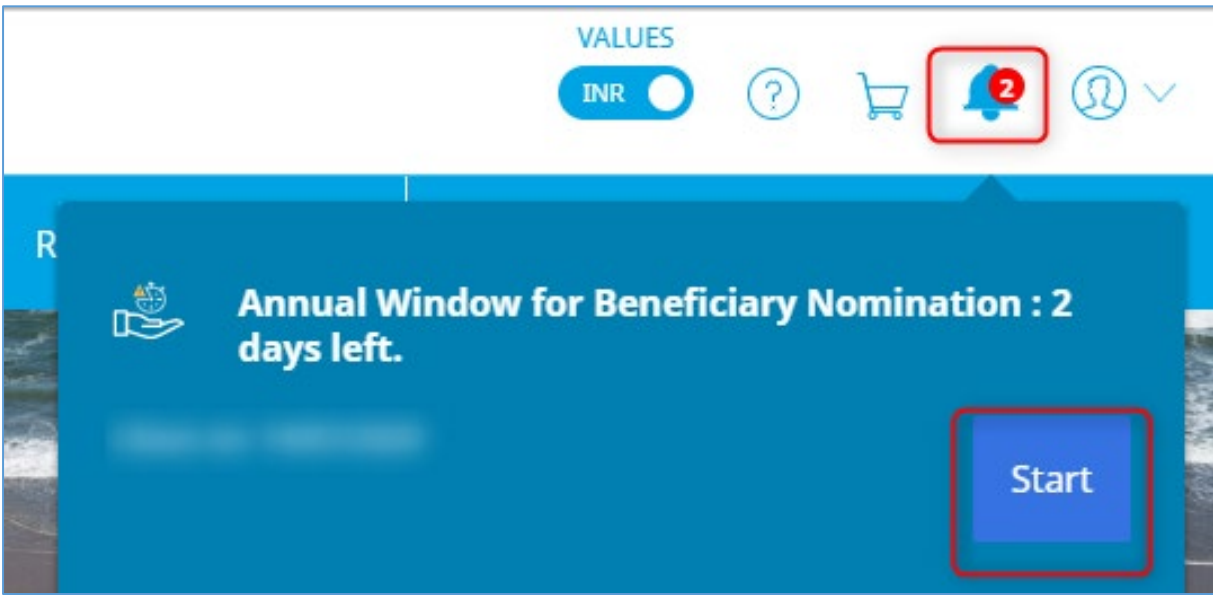
Section 1: Nomination of Beneficiaries

1. Select the relevant window to get started. Click **Start**

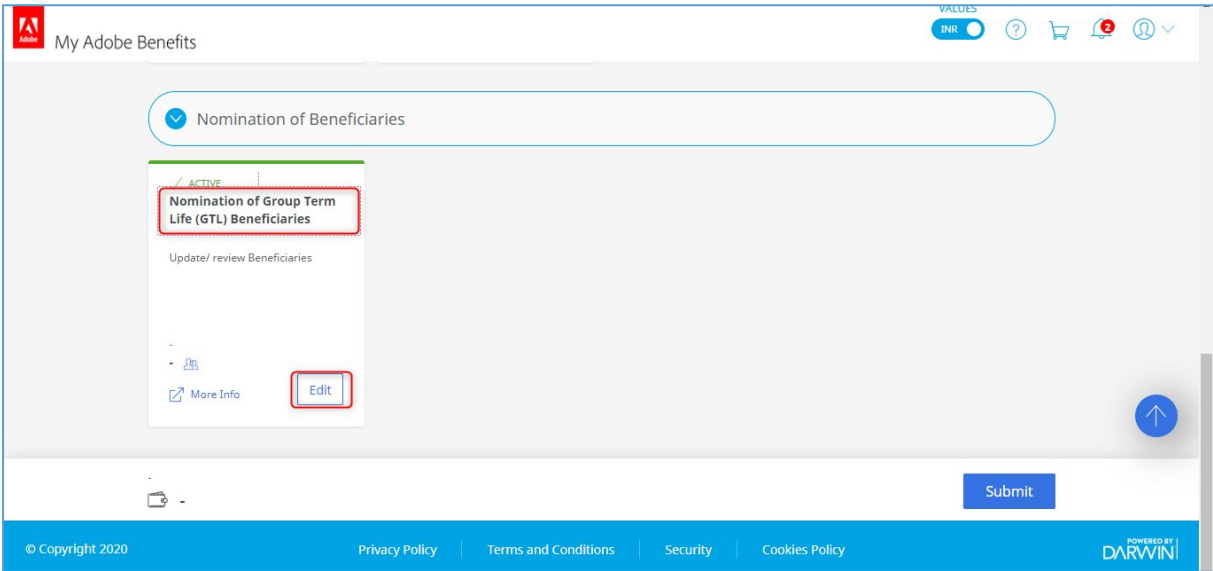
- **New Hire Window** – available to new hires; open for 30 days from date of joining
- **Annual Window** – available to all regular employees only when initiated by Adobe; open for 30 days
- **Life Event Window** – self-triggered; open for 7 days (refer Section 2)

Note: If multiple windows are open simultaneously, you can nominate your beneficiaries through any one window of your choice within the timeframe mentioned against it. The data will get updated in either case.





2. Click **Edit** on the Nomination of Group Term Life (GTL) Beneficiaries



3. Under Nomination of Beneficiaries - select relevant option and click **Next**

The screenshot displays the 'My Adobe Benefits' interface. At the top, there is a navigation bar with 'Home', 'Benefits', 'Reimbursements', and 'Quick Links'. The main content area is titled 'Nomination of Beneficiaries'. It features two radio button options: 'Update/ review Beneficiaries (default)' (selected) and 'Update/ review Beneficiaries (due to Life Event)'. Below these options is a blue button labeled 'Next >', which is highlighted with a red dashed box. To the right of the main content, there is a 'Proceed' button with a shopping cart icon. Below the 'Nomination of Beneficiaries' section, there is a 'Beneficiaries' section with a note: '- Adobe provides Group Term Life Insurance (GTL) at no cost to you. The coverage is thrice the annual base (fixed) salary, with a maximum cap of INR 3.5 Crore.' A blue circular arrow icon is visible in the bottom right corner of the page.

4. Under Beneficiaries, click **Add a beneficiary** and fill in applicable details. Click **Save**
Note: Remember to provide legal guardian's name, address and contact details in case of minor beneficiary – under 18 yrs of age (under section 2 of 2: 'Dependent's contact details')

The screenshot shows a user interface for adding a beneficiary. At the top, there is a button labeled "Add a beneficiary" with a plus icon, highlighted by a red dashed border. Below it is a blue button labeled "Next >".

The main form area is titled "Add a beneficiary" and contains the following elements:

- A warning message: "The details marked with * are mandatory. Please enter all details correctly with the correct use of upper and lower case. Add legal guardian's details in case of minor beneficiary"
- A progress indicator showing "1 of 2: Dependant's identification" (highlighted in grey) and "2 of 2: Dependant's contact details" (highlighted in light blue).
- A yellow warning box with a triangle icon and the text: "Please agree to provide this information." Below this is a checkbox labeled "I agree to provide this information *".
- At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

5. Select the beneficiaries you would like to add to GTL and assign percentages (must total to 100%). Click **Next**

Note: While you can add as many beneficiaries on the system, only the ones you select and assign a % would be considered as your GTL beneficiaries

The screenshot shows a form titled "Beneficiaries" with a table of two beneficiaries. Each beneficiary has a checked checkbox and a percentage of 50%. A summary box on the right shows "100%" with a green checkmark and the text "Must total 100%". Below the table is a link to "Add a beneficiary" and a blue "Next >" button.

	%
<input checked="" type="checkbox"/> [Redacted]	50
<input checked="" type="checkbox"/> [Redacted]	50

100% ✓
Must total 100%

[+ Add a beneficiary](#)

[Next >](#)

6. Check **Please confirm** to acknowledge your nomination. Click on **Proceed** to continue

The screenshot shows an "Acknowledgement" section with a text block: "I acknowledge and confirm that I have reviewed the details of the beneficiaries named herein which supersedes all previous nominations made so far and is correct to the best of my knowledge." Below this is a yellow warning box with a triangle icon and the text "Please tick to acknowledge and submit your nomination". A checkbox labeled "Please confirm" is checked. To the right is a blue "Proceed" button with a shopping cart icon.

Acknowledgement

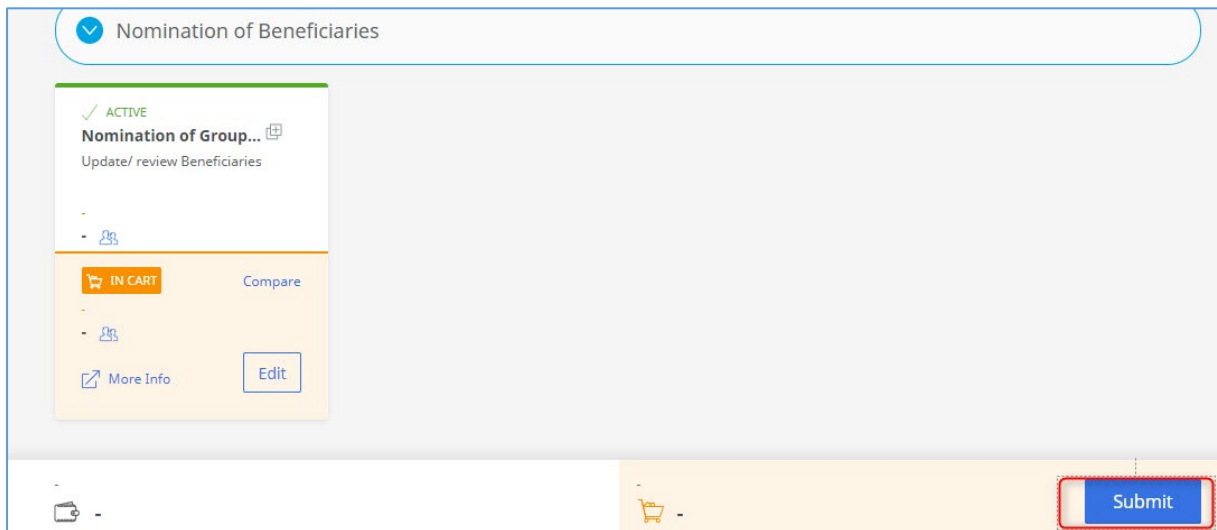
I acknowledge and confirm that I have reviewed the details of the beneficiaries named herein which supersedes all previous nominations made so far and is correct to the best of my knowledge.

⚠ Please tick to acknowledge and submit your nomination

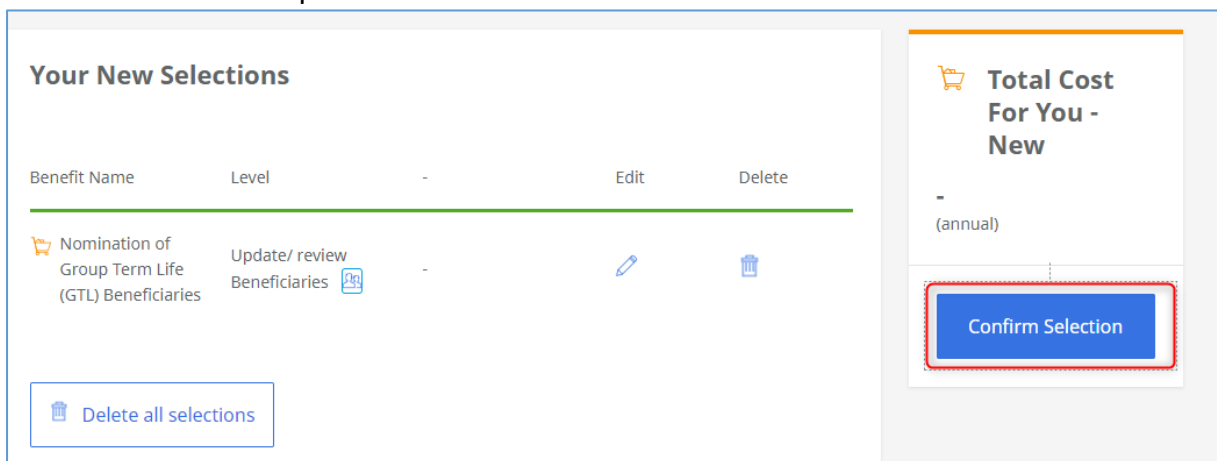
Please confirm

[Proceed](#)

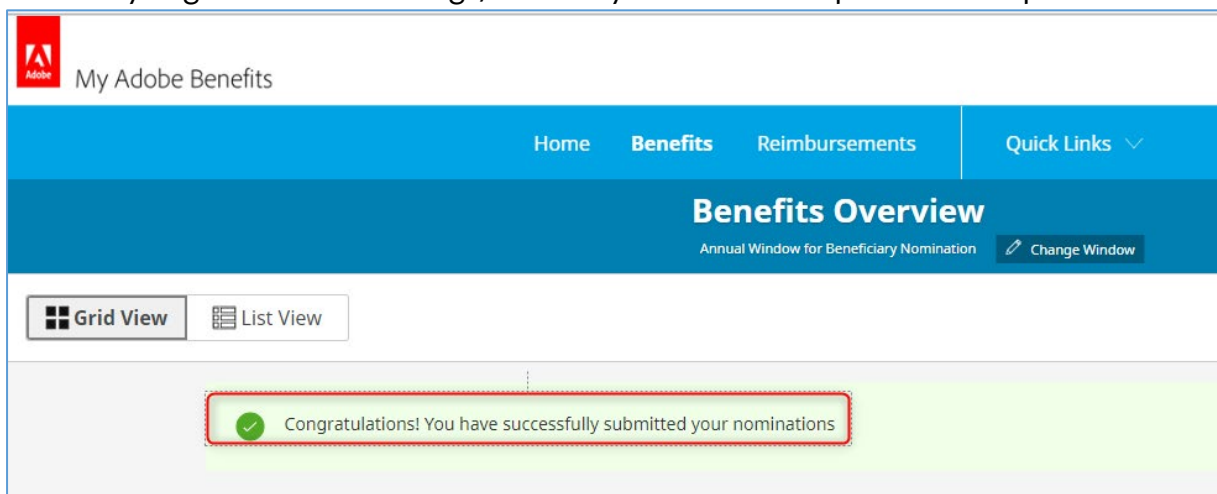
7. Click **Submit**



8. Click **Confirm Selection**. You must complete this step otherwise your nomination will not be confirmed/ completed.



9. Once you get the below message, it means your nomination process is complete.



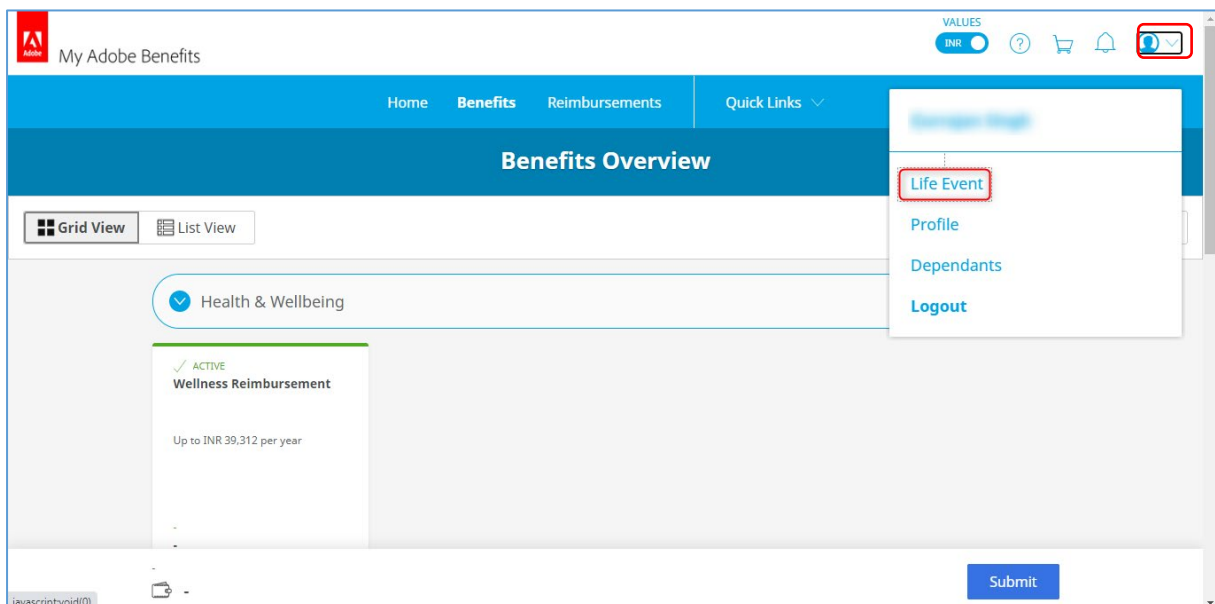
Section 2: Triggering a Life Event

If no window is currently open, use this option to review & update your GTL beneficiaries.

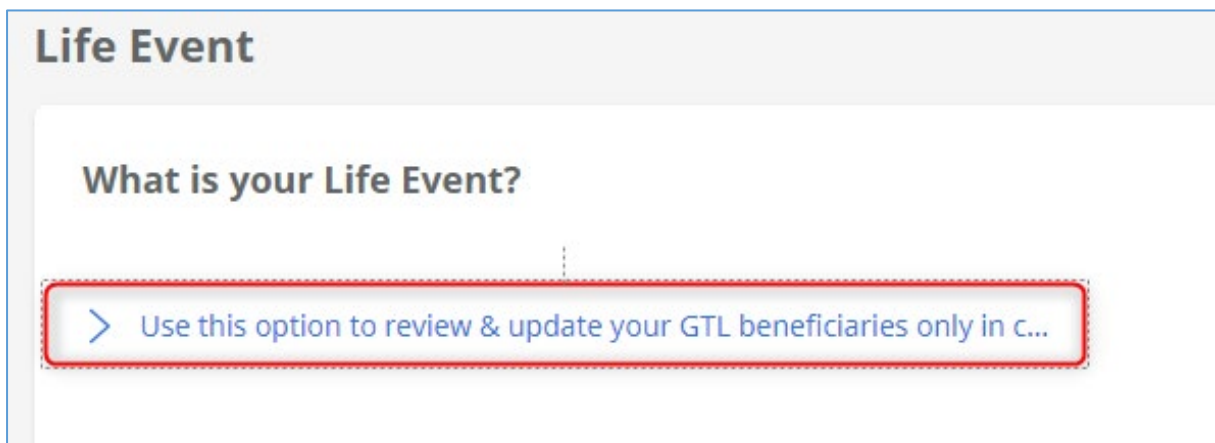
- It can be used in case of a Life Event such as marriage, birth of child/adoption, separation, demise of enlisted beneficiary or any exceptional circumstances through the year.
- It can also be availed if you wish to simply review and update your nomination anytime irrespective of a Life Event (you still need to go through this route).

This is a self-triggered nomination window of 7 days during which you can review and update your nominations.

1. If you need to make changes to the nomination of your beneficiaries, click on **Life Event**



2. Click on the link



3. Enter **'today's date'** i.e. the date on which you are performing this action. Click **Save**
Note: Only 1 Life Event can be triggered on 1 date

Use this option to review & update your GTL beneficiaries only in case of a 'Life Event' such as marriage, birth of child/adoption, separation, demise of enlisted dependent or any exceptional circumstances

Please enter today's date:

13	07	2020
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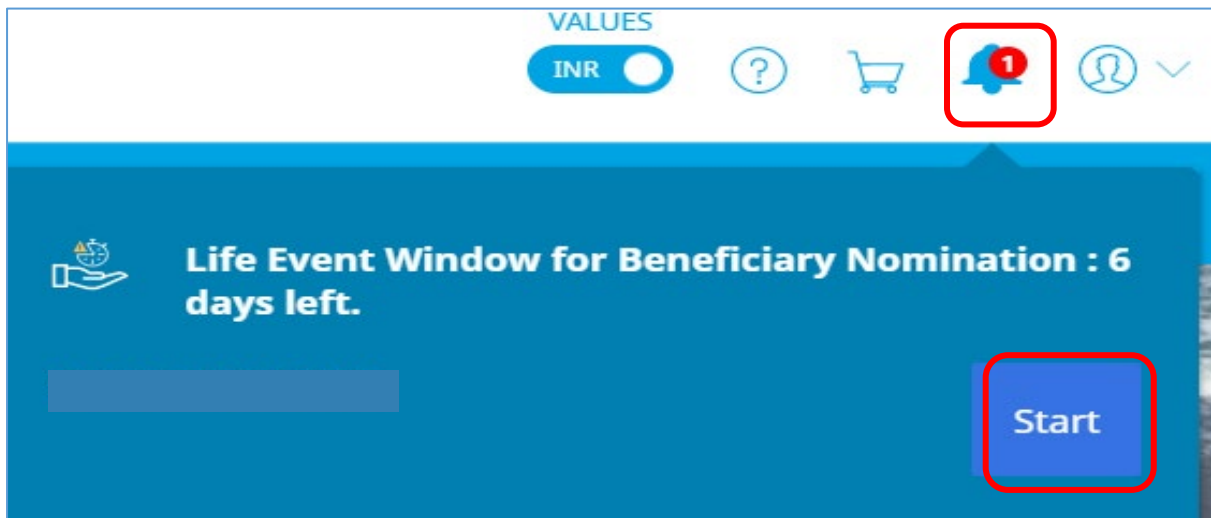
Nomination Period

Available from Event Date ▼

Nomination Period Length

7 Days

4. Your window (valid for 7 days) will be opened immediately for you to update your nomination.



5. Click **Proceed to Nomination now** to start nominating your beneficiaries. Refer to Section 1 for the detailed steps.

