Online Beneficiary Designation Instructions

MyLibertyConnection via Campus Connection provides you with a secure and convenient way to submit and store your beneficiary designations online. This web service is available to you 24 hours a day, 7 days a week (except for planned maintenance periods).

How do I log on to MyLibertyConnection?
1. Use your browser to log on to Campus Connection: https://campusconnect.depaul.edu
2. Select: Self Service > Benefits > Liberty Mutual

How do I enter my Beneficiary information?
After you log in, click on “Name or Change Beneficiary Information” to start the Beneficiary Designation submission process. The submission interview is comprised of three main parts:

Part 1 – About you
- You will be provided with details on information needed to name or change your beneficiary. Click "Start"
• Enter your DePaul ID into the Employee ID box if not pre-filled and enter in all other required personal information marked with a red asterisk.
• Click “Next” once completed
Part 2 – About your Beneficiaries

- Click "Add Beneficiary" in the top left of the screen

- A drop box will appear asking you to “Choose Beneficiary Type. Select if Primary or Contingent.
- You will then need to answer questions regarding the beneficiary selected. Click “Add” once completed.
• To add another beneficiary, either primary or contingent, once again click “Add Beneficiary” in the top left of the screen and repeat steps as needed.

• Once all beneficiaries added, update allocation % as needed. Note must equal 100%. If you do not want equal shares among your beneficiaries, click the “Equal Shares” box so it un-checks and update the percentages.

• Once completed, click “Next”
Part 3 – Confirm and Submit

- Review information. If edits needed click “back.” If no edits needed, click the box for your “Electronic Signature” confirming you have designated the beneficiaries above and understand this submission revokes any prior designations.
- Click “Submit”

What happens when my Beneficiary Designation is submitted?
You will see a “Confirmation” screen confirming that “You Have Successfully Submitted your beneficiary designation information.” If you click on the “Click Here” link, you can print a detailed summary report confirming the information you submitted during your session.

What information is on the summary report?
The summary report will provide the following:
- A submission time and date stamp
- A summary of the information and answers you provided in Part 1 and Part 2 of the online submission.