



To make your beneficiary designation for your Life Insurance Benefits at The Hartford:

- Go to the website <https://enroll.thehartfordatwork.com/enroll>
 - Enter the following information if you are logging in for the first time:
 - Your user ID is your full Crewmember ID – i.e. John Smith ID 349, your ID is 5 digits only so John Smith's is 00349.
 - Your temporary password is the first letter of your first name, first letter of last name followed by your date of birth – i.e. John Smith DOB 1/1/2018 js01012018
 - The system will prompt you to change your password.
- If this is the first time you are logging in and will not be adding any coverage beyond the Basic Life benefits, click on *I want to update my Beneficiary*.
- If this is the first time you are logging in and will be electing any supplemental or dependent coverage, go in and make those elections first. After you elect your coverage, you will be prompted to add your Beneficiary information. Click on *I want to update my Beneficiary*.
- If you have previously logged in and elected coverage, enter your user ID and password as instructed above. You will be brought to the Welcome Back page. On the right hand side of the page, click *I want to update my Beneficiary*.

If you are unable to access the online site, need help or have any questions, you may contact The Hartford's Enrollment Support Center at **1-855-396-7655**. The hours of operation are between 8AM – 8PM ET, Monday - Friday.