Adding/Updating/Removing your Beneficiary Designation

Cooper Standard requires all beneficiary designations for employee life and AD&D benefits to be recorded online at the Cooper Standard Benefit Service Center. Entering or changing the information online is easy and can be done at anytime!

Log in to the Cooper Standard Benefit Service Center by going to cooperstandardbenefits.com from any computer with Internet access or by following the link for the Benefit Service Center from HR OneSource. (Green button in upper right corner of the page)

Log in to your personal information by using your employee # or SSN and entering your password. Employees not remembering their user ID or password can follow the instructions for resetting their password to the right of the login button. Or you can contact the Cooper Standard Benefit Service Center during the hours of 8:00 am EST to 6:00 pm EST. The phone number will be on the login page.



On the left menu under Benefits Management, you will see an item Edit Beneficiaries. Click on this.

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HR		<u> </u>
One Source		Your partners in Health, Wealth, and Career Management
Logout	Change Password	Contact Us
Home	Welcome to the Cooper Standard Benefit Service Center online!	
Admin Admin Console	Cooper Standard is pleased to offer you this online service and hopes that you find it as useful as we do. It's easy to use an - 24 hours a day, seven days a week.	nd allows you the freedom to manage your benefits at a time that's right for you
Enrollment Complete Open Enrollment	If you have any questions or comments concerning this site or your enrollment, please use the Contact Us button to send a 3340. Customer Service Representatives are available Monday through Friday from 8am - 6pm Eastern Standard Time.	an e-mail to the Cooper Standard Benefit Service Center or call 1-877-459-
Benefits Management Current Coverage Initiate or Complete a Life	Cooper Standard's benefit programmendes you with the flexibility to choose coverage that is right for you and your family. F your enrollment guide	Please take the time to learn about each of your benefit options by reviewing
Event Edit Beneficiaries Personal Information Personal Data Dependent Data	edding your New Hire or Open Enrollment period you may make changes at any time through the end of the enrollment peri effect through the end of the calendar year. Elections made during your Open Enrollment period will take effect January 1st the year you may not make any changes to your coverage unless you have a qualified family status change, also referred to your coverage, you must make the request within 31 days after the event occurs. By failing to notify our office of your qualifier until the next annual enrollment period, with any changes not taking effect until January 1st of the following year. Please refe	iod. Elections made during your New Hire Enrollment period will remain in of the following year and will remain in effect until December 31st. Throughout as a life event. If you experience a life event and wish to make changes to d family status change within 31 days of the event, you will be required to wait er to your Summary Plan Description for additional details.
View Summary Plan Descriptions (SPDS) and	When making any benefit selections or coverage changes, be sure to click the ACCEPT button at the bottom of each page t confirmation statement of your elections. It is very important to keep the confirmation statement for your personal recom-	lo go on to the next section. When you have completed your enrollment, print a ds.
Other Important Documents	Do we have your most current personal information listed below? If it is not, please contact your local HR representative.	
Tools and Information	Name: HOWDY DOODY	

You will then see a button Add Beneficiary. Click on this to add your beneficiaries.

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Logout Change Password Contact Us	
Beneficiary Allocations	
Admin Console You may make changes to your beneficiary information for your Life insurance Plans. You may make changes to your beneficiary designation at any time during the year.	
Enrollment Complete Open Enrollment Add Beneficiary, make any changes before updating the distribution. Add Beneficiary	nal information
Benefits Management Current Coverage Initiate or Complete a Life	
Edit Beneficiaries	
Personal Information Personal Data Dependent Data	
View Summary Plan Descriptions (SPDS) and Other Important Documents	

On the next screen you will select the Relationship and enter the Name, SSN or Tax ID, Date of Birth or Trust Date and Address.

Also - refer to the "Helpful Hints" at the bottom of the page on how to enter information for different types of beneficiaries.

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alth and Wellness	and a second sec	and the second sec		
	Save Beneficiary Cancel	Save and Add Addisonal Beneficiary		
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	You can name an individual, corporation/or	ganization, or trust as a beneficiary. The following examples r	nay be helpful in designating beneficiaries	
	Individual: "Mary A. Doe"			
	 Each name should be listed as firs Include the address, relationship a 	name, middle mitial, last name ("Mary A. Doe" oot "Mrs. M. Do id Date of Birth for each individual listed.	5e")	
Verified	Corporation/Organization: "ABC Charitable	Organization"		
	Select "Other" as the relationship Write the legal name of the corpora Your must preserve the artiface of For questions you can contact	ion or organization in the space for the Beneficiary's Name and state of marshin for a structure states or conversion list the Cooper Standard Benefit Benefic Center of a Toll Frae Pha	en 1-877-859-3340 8 AM to 6 PM Monday Ibru Enday	
	Construction and Southern			

Once you have entered the information, you will click the **Save Beneficiary** button. This will bring you to the **Beneficiary Allocation** screen.

OR – to add more than one beneficiary - click the **Save and Add Additional Beneficiary** button. Repeat this for all beneficiaries you wish to add at this time. You can always log back in and add additional later.

Once this is complete you can click **Save Beneficiary** button and it will take you to the next screen which is the Beneficiary Allocation Screen.

Here on the Beneficiary Allocation page (screen shown below) you will need to enter the type of beneficiary (click on drop down menu for primary or contingent) and the percentage you would like to allocate to each one. Once you complete the distribution percentages so they add up to 100% for each type of beneficiary, you will click the **Apply Beneficiary Designations** button. This will save the elections to the system. There are also helpful definitions for what primary and contingent beneficiary designations are and important information on employees electing their beneficiary designations.

You should print a copy of your designation for your records. You can click on the **Printable Beneficiary Page** button on the screen after applying the designation and it will produce a one page statement showing your beneficiaries in a PDF file. See the sample Beneficiary Statement on the next page of the instructions. You can also go in at any time and print a Beneficiary Statement for your records.

Adding Another Beneficiary:

You can always add another beneficiary to show in the table by clicking the Add Beneficiary button.

Removing/Changing Information for an existing Beneficiary:

You can remove anyone listed as beneficiary in the table by clicking on their name. It then takes you to that person's information and you will see an option to **Delete Beneficiary.** If you need to update an address or any other information for a beneficiary, click on the person's name in the table, make the appropriate changes and then click **Save Beneficiary**.

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HR		
One Source		Your partners in Health, Wealth, and Career Management
Logout	Change Password	Contact Us
Home	Beneficiary Allocations	
Admin Admin Console	This is your opportunity to update your beneficiary information for your Life Insurance Plans. You may make changes to your beneficiary designation at any time during the year. To change beneficiary information or delete a beneficiary, clic <mark>ush</mark> the beneficiary's name and enter the updated informati	on on the form displayed. Please be sure to confirm the personal information
Complete Open Enrollment Benefits Management Current Coverage	of all beneficiaries, and if necessary, make any changes before updating the distribution. Add Benaficiary	
Initiate or Complete a Life Event Edit Beneficiaries Personal Information Personal Data Dependent Data	Below are your beneficiary designations. Name Relationship Type MARY POPPINS Parent	
<u>View Summary Plan</u> <u>Descriptions (SPDS) and</u> <u>Other Important</u> <u>Documents</u>	Even Distribution of Shares Click here to designate equal shares in percent to the primary and seconda	y beneficiaries.
Tools and Information Provider Contact Information Health and Wellness	Apply Beneficiary Designations DEFINITION S	
	You may find the following definitions helpful in completing this page: Primary Beneficiary(ies) - the person(s) or entity you choose to receive your life insurance proceeds. Payment will be may primary beneficiary(ies) - the person(s) or entity you choose to receive your life insurance proceeds. If the primary beneficiaries in equal s Contingent Beneficiary(ies) - the person(s) or entity you choose to receive your life insurance proceeds if the primary beneficiaries of the primary beneficiary predeceases the insured equal shares unless otherwise specified. In the event that a designated contingent beneficiary predeceases the insured shares or all to the sole remaining contingent beneficiary.	ide in equal shares unless otherwise specified. In the event that a designated hares or all to the sole remaining primary beneficiary. eficiary(ies) die *or the entity dissolves) before you die. Payment will be made in the proceeds will be paid to the remaining contingent beneficiaries in equal
	IMPORTANT INFORMATION ABOUT BENEFICIARY DESIGNATIONS Use this page to designate or make changes to the beneficiary(ies) of your Group Insurance death proceeds. The inform anyone or any entity as your beneficiary and you may change your beneficiary at any time. Common designations include named beneficiary. If there is no named beneficiary, or the named beneficiary predeceased the insured, settlement v	ation on this page will replace any prior beneficiary designation. You may name individuals, corporation/organizations and trusts. Payment will be made to the vill be made in accordance with the terms of your Group Contract.
	Printable Beneficiary Page Click here to print a copy of your beneficiaries for your records.	

At any time you can log into the Benefit Service Center website and print the current Beneficiary Statement or save it to a pdf file. You should keep a copy of this in your personal records at home and always print out a new statement if you have made changes.

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EY KIDS, WHAT TIME IS IT?, FL 5	38458	SSN: XXX-XX-1234	
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LIFE INS	SURANCE BENEFICIARY INFOR	MATION	
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If you have questions or problems during the process of adding, deleting or updating a beneficiary, you can contact the Cooper Standard Benefit Service Center. Their phone number is 1-877-459-3340 and representatives are available to assist you during the hours of 8:00 am EST – 6:00 pm EST.