



Updating Your Beneficiary in Workday

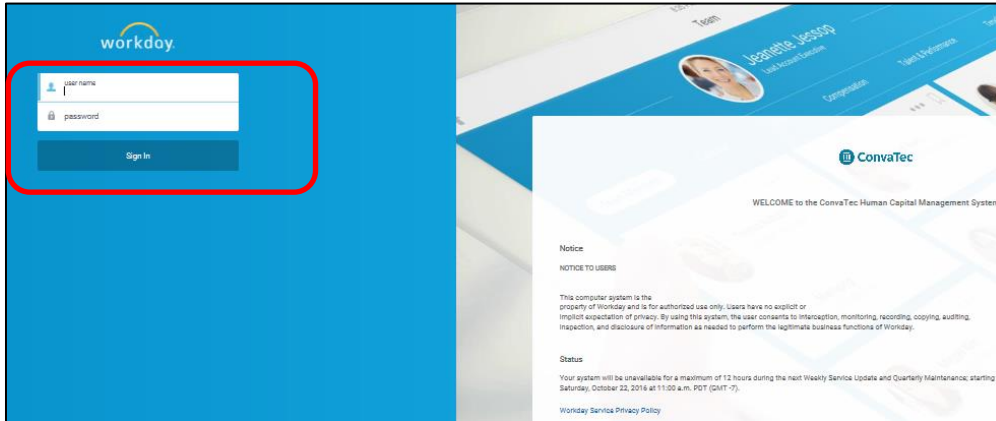
The following instructions are available to guide you through the steps of updating your beneficiaries for the basic life insurance, accidental death and dismemberment coverage, and optional life insurance benefits at ConvaTec.

You can make changes to your beneficiaries at any time during the year.

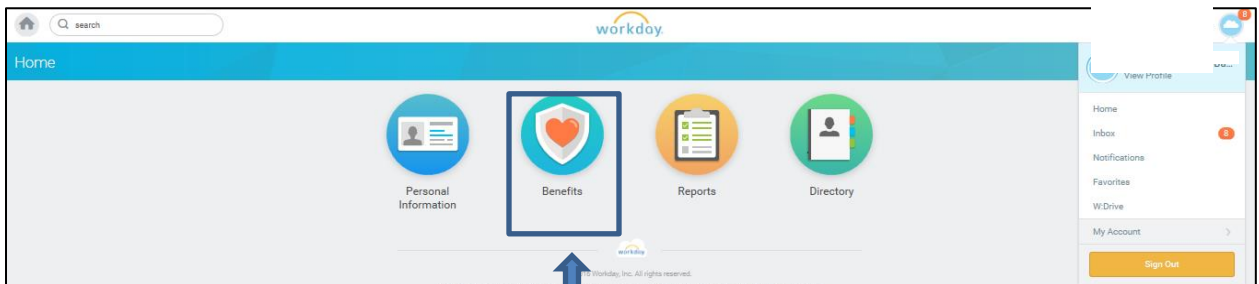
Log into Workday by following the Workday quick link located at the bottom right hand side of the Catalyst homepage <http://catalyst.corp.convatec.com> or directly through <https://www.myworkday.com/convatec>

The screenshot shows the Catalyst homepage with a navigation bar at the top containing links for Home, Departments, Markets, Policies & Procedures, Careers, Quick Links, and Project Workspace. The main content area is divided into several sections: '180 Medical Recognized For High Integrity And Ethics', 'Compliance Helpline', 'Product News', 'Quick Links', and 'Your Personal Stories'. The 'Quick Links' section on the right side of the page lists various internal tools and portals, with 'Work Day' at the bottom of the list circled in red. A large blue arrow points from the right edge of the page towards the circled 'Work Day' link.

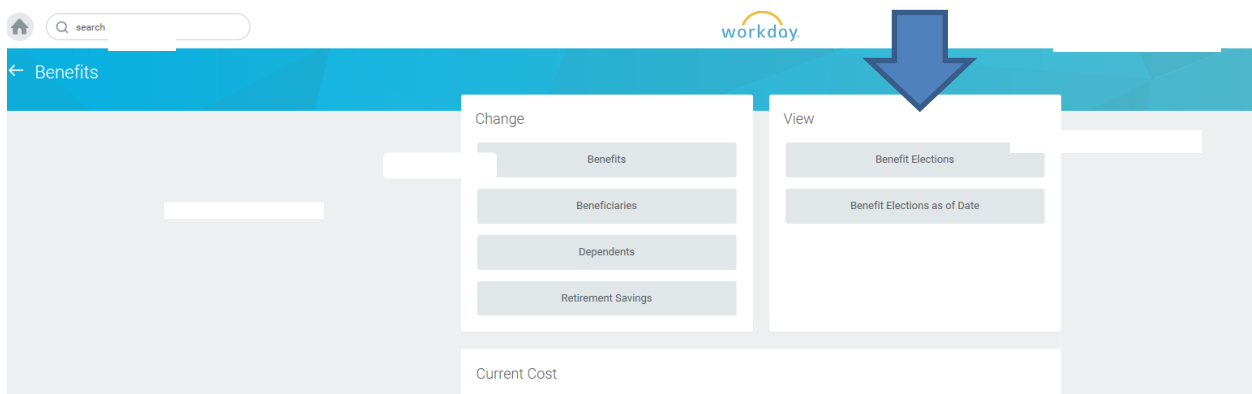
Log into Workday. Your user name and password are the same as your credentials you use to log onto your computer. If you need assistance logging in to Workday, or to change your address, please send an email to workday@convatec.com.



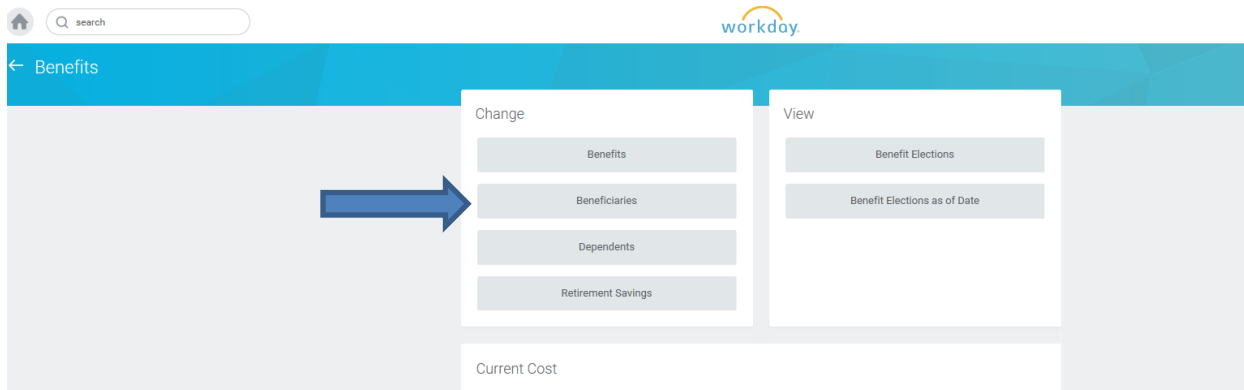
Access your benefits page by selecting the benefits icon.



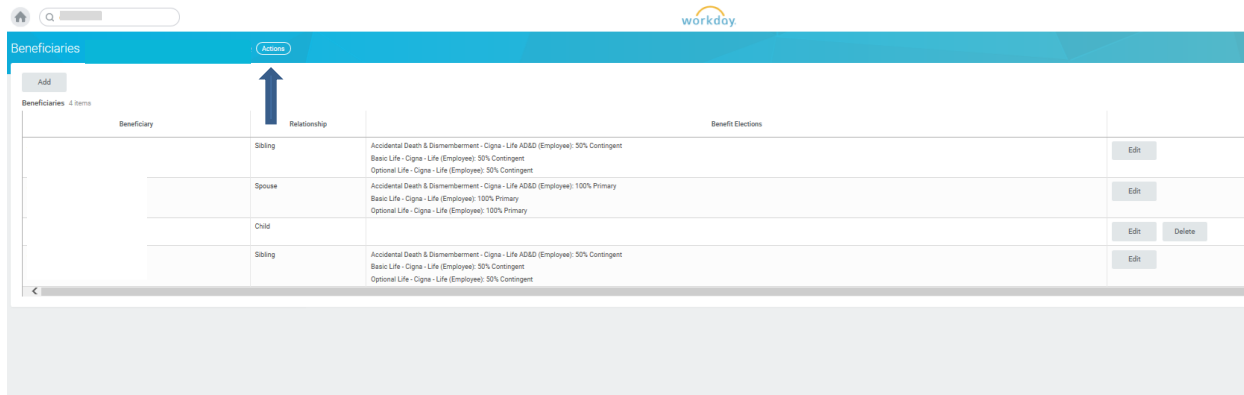
You may review your current benefit elections and beneficiaries by selecting Benefit Elections under View.



To modify your beneficiary designations, select Beneficiaries under Change.



To modify your beneficiary designation, select Actions. You may Add, Edit, and Delete your beneficiaries from this page.



Print a copy for your records and click on done to complete. Should you have any questions throughout the process or regarding your benefits, please contact Deanna Baamonde at Deanna.Baamonde@convatec.com or benefits@convatec.com.