

HOW TO REGISTER A DIVORCE OR END OF DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES


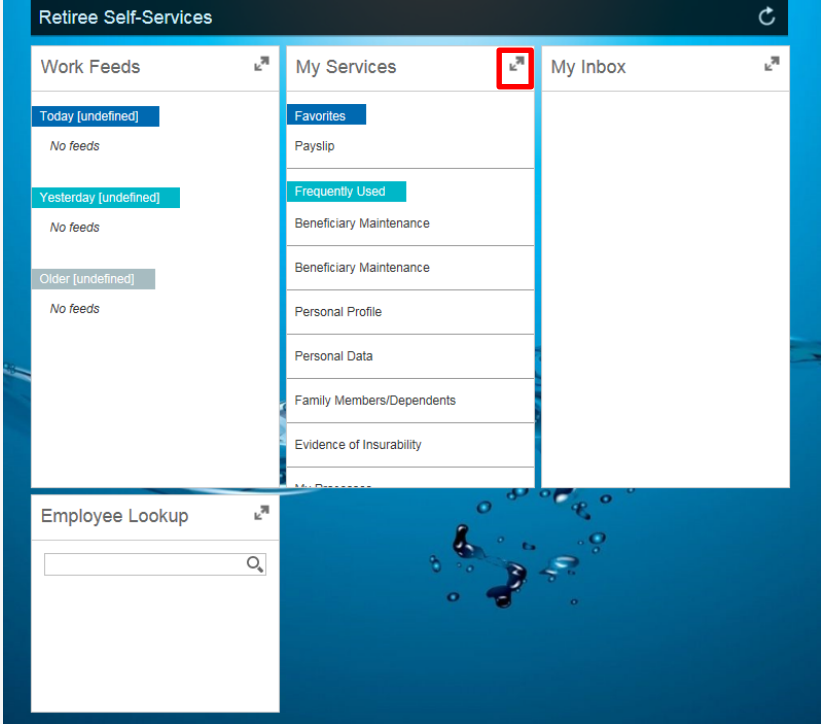

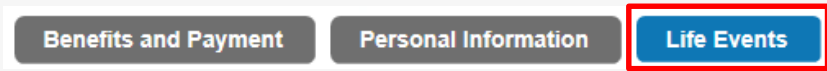
Objective

- ✓ How to register the divorce or end of domestic partnership of the retiree through Retiree Self-Services.

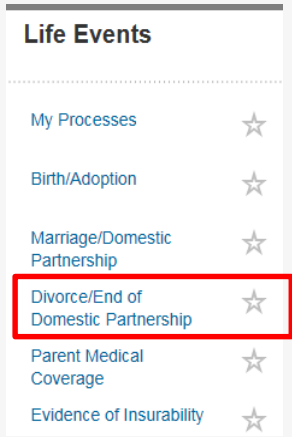

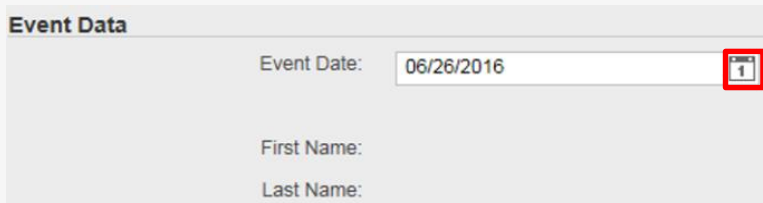
Note

- ✓ *Perform this activity just if have decided to cancel the health insurance coverage for this beneficiary.*


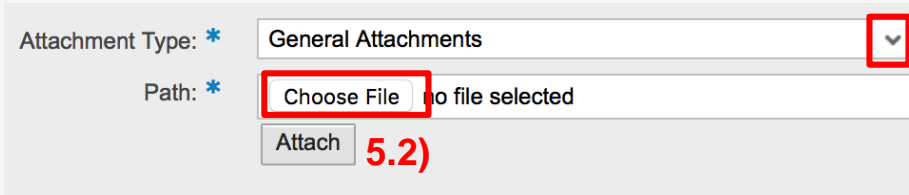
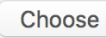
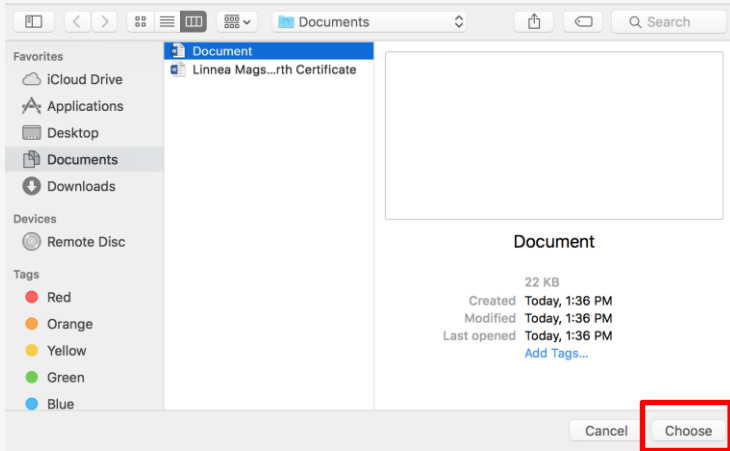
REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
1) Go to “My Services” and click  .	
2) Click  .	


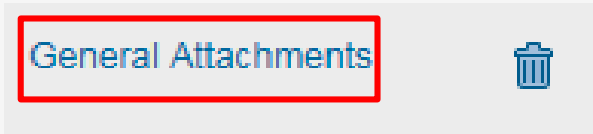
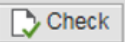
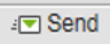


REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
<p>3) Go to “Life Events” and click “Divorce/End of Domestic Partnership”.</p>	 <p>The screenshot shows a list of life events under the heading "Life Events". The items are: My Processes, Birth/Adoption, Marriage/Domestic Partnership, Divorce/End of Domestic Partnership (highlighted with a red box), Parent Medical Coverage, and Evidence of Insurability. Each item has a star icon to its right.</p>
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click the calendar icon  in the field “Event Date” and select the date that you wish for the medical insurance coverage to cease for the dependent. This date can be equal to the divorce or desired future date.</p> <p>In the fields First Name and Last Name, the system will already have your spouse/partner’s information.</p>	 <p>The screenshot shows the "Event Data" form. It has fields for "Event Date:", "First Name:", and "Last Name:". The "Event Date:" field contains the date "06/26/2016" and has a calendar icon (highlighted with a red box) to its right. The "First Name:" and "Last Name:" fields are empty.</p>


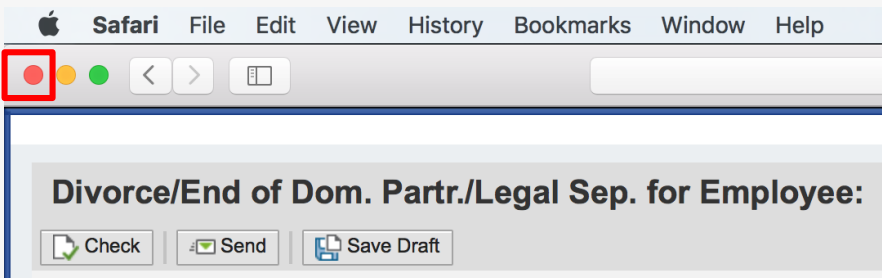
REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
<p>5.1) Go to “Attachment Type” and click  to select the type of document you wish to add.</p> <p>5.2) Click on “Choose File” to select the document you wish to attach.</p> <p><i>You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint...).</i></p>	<p>5.1)</p>  <p>5.2)</p>
<p>6) Once you select the document, click  .</p>	

REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
<p>7) You are able to view the uploaded file, by clicking “General Attachments”.</p> <p>If you want to eliminate the attachment, click </p>	
<p>8.1) Once you have completed the fields and uploaded the document, click  Check (this button allows us to verify if the required data has been completed before sending).</p> <p>8.2) Click  Send to send the changes to be approved.</p> <p><i>The button  Save Draft saves all your changes but does not send them to be approved.</i></p>	

REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
9) To return to the main menu, close the window by clicking  .	

Need help on how to access or navigate
your Retiree Self-Services?

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

