HOW TO REGISTER A MARRIAGE OR DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES



User Guide for Mac/Apple

Objective

 Register the marriage/domestic partnership of the retiree through the Retiree Self-Services.

Note

 Perform this activity just if you have decided to include this beneficiary on the health insurance coverage.



Instruction	View
1) Go to "My Services" and click 🛛 🖉 .	Retiree Self-Services
	Work Feeds 🖉 My Services 🖉 My Inbox 🖉
	Today [undefined] Favorites No feeds Payslip
	Yesterday [undefined] Frequently Used No feeds Beneficiary Maintenance
	Older [undefined] Beneficiary Maintenance
	No feeds Personal Profile
	Personal Data
	Family Members/Dependents
	Evidence of Insurability
	Employee Lookup 🖉
2) Click Life Events .	Benefits and Payment Personal Information Life Events



Instruction	View
 Go to "Life Events" and click "Marriage/Domestic Partnership". 	Life Events
(You can also click on the star 🗡 to add "Marriage/Domestic Partnership" to your Favorites,	My Processes
	Birth/Adoption
which can be found on the first page of your Retiree Self-Service right below "My Services").	Marriage/Domestic
	Divorce/End of Domestic Partnership
	Parent Medical
	Evidence of Insurability



Instruction View 4.1) Go to "Event Data". **4.2)** Click on the calendar **1** on the field **"Event** Event Data Date" and select the date that you wish for the 4.2) Event Date: medical insurance coverage to enter into effect. This date can be equal to the marriage or desired future date. 4.3) Date of Birth: 4.3) Click on the calendar 1 on the field "Date of 4.4) First Name: Birth" and select the date of birth of your 4.5) Last Name: spouse/partner. 4.4) Click "First Name" and type the first name of Financially Dependent: your spouse/partner. Educational Attendance: 4.5) Click "Last Name" and type the last name of Disabled: ų your spouse/partner. Living with Staff Member: ų It is **not** mandatory to specify the status "Financially Dependent", "Educational Attendance", "Disabled" or "Living with Staff Member". The information will not affect their benefits.

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Instruction View 5.1) Go to "Event Data". 5.2) Display the menu found on "Event Type" Event Type: and select either "Marriage" or "Domestic Marriage <u>×</u> 5.2) Partnership". Country of Birth: **5.3** Nationality: **5.4** 5.3) Click 🔄 on the field "Country of Birth" and 5.5) Gender: **v** . unknown select the country of birth of your spouse/partner. Employer Type: Ð 5.6) Employer Name: **5.4)** Click **D** on the field **"Nationality**" and select Organizational Key: Ð the nationality of your spouse/partner. Occupational Earnings: 0,00 5.5) Display the menu of "Gender" and select the gender of your spouse/partner. 5.6) If it applies, enter the employer information of your spouse/partner in the fields "Employer Type", "Employer Name", "Organizational Key" and "Occupational Earnings".



Instruction	View
6) Go to Attachments and click on the arrow on the left side to display the Attachments menu.	• Attachments (0)
7.1) Go to " Attachment Type " and click to select the type of supporting documents you wish to upload.	7.1) Attachment Type: * General Attachments Path: * Choose File to file selected Attach 7.2)
7.2) Click on " Choose File " to select the document you wish to attach.	
You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint).	



Instruction	View
8) Once you select the document, click Choose	Image: Search Favorites Image: Cloud Drive A Applications Desktop Documents Downloads Devices Rendte Disc Tags Red Orange Yellow Green Blue Cancel
 9) You are able to view the uploaded file, by clicking "General Attachments". If you want to eliminate the attachment, click minimate 	General Attachments



Instruction	View
 10.1) 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). 10.2) Click Send to send the changes to be approved. The button Save Draft saves all your changes but does not send them to be approved. 	10.1) 10.2) Check I ⊆ Send I Save Draft
11) To return to the main menu, close the window by clicking .	Marriage/Domestic Partnership for Employee: Check Send Save Draft



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

