# HOW TO REGISTER A MARRIAGE OR DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES
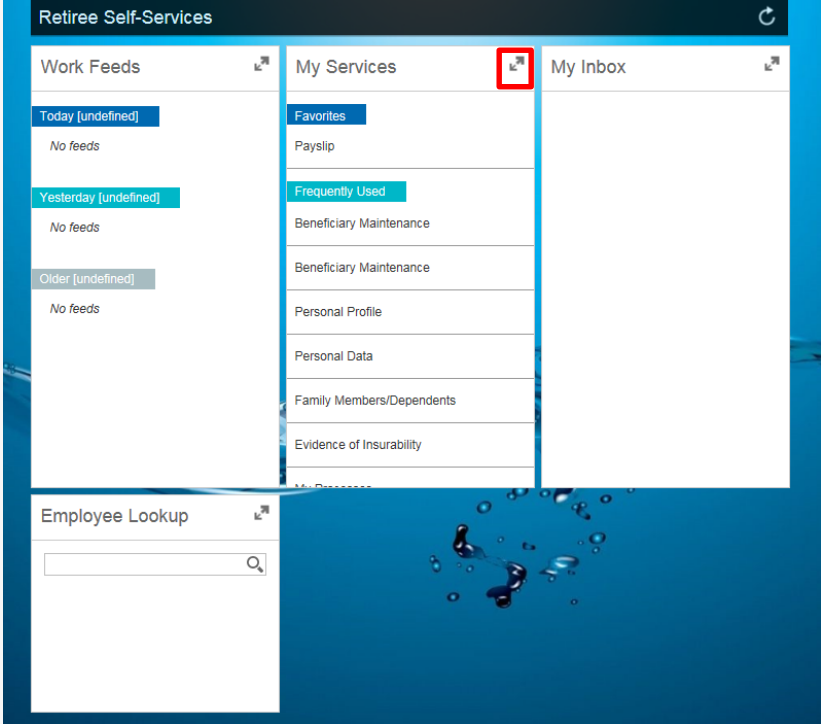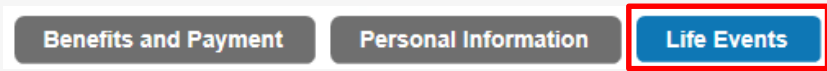
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User Guide for Mac/Apple

## Objective

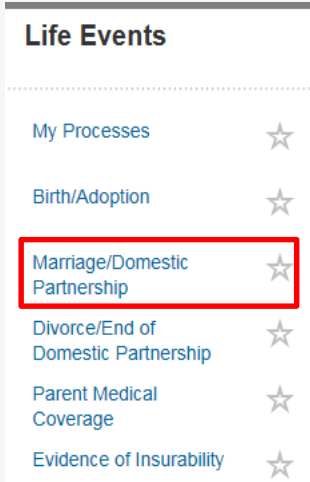✓ Register the marriage/domestic partnership of the retiree through the Retiree Self-Services.

## Note

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

# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

| Instruction | View |
|---|---|
| **1)** Go to "**My Services**" and click  . |  |
| **2)** Click **Life Events** . |  |
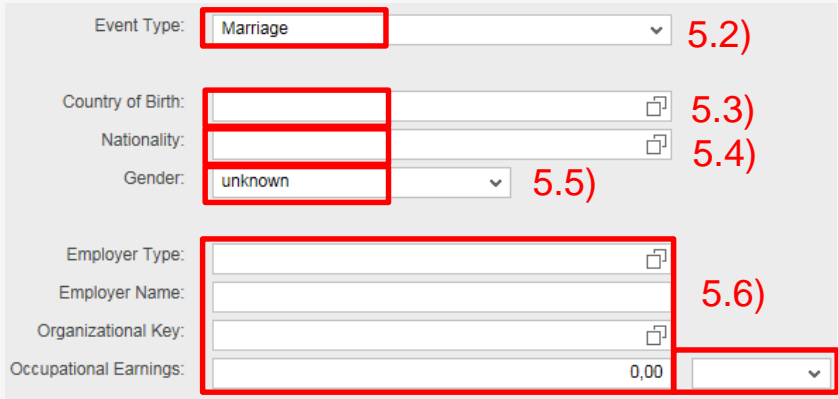
# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

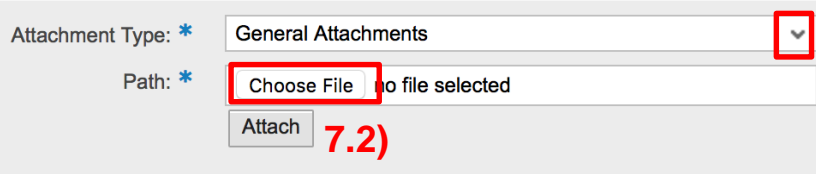| Instruction | View |
|---|---|
| **3)** Go to "**Life Events"** and click "**Marriage/Domestic Partnership**".<br><br>*(You can also click on the star* ⭐ *to add "Marriage/Domestic Partnership" to your Favorites, which can be found on the first page of your Retiree Self-Service right below "My Services").* | **Life Events**<br><br>My Processes ☆<br><br>Birth/Adoption ☆<br><br>Marriage/Domestic Partnership ☆<br><br>Divorce/End of Domestic Partnership ☆<br><br>Parent Medical Coverage ☆<br><br>Evidence of Insurability ☆ |

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# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

| Instruction | View |
|---|---|
| **4.1)** Go to "**Event Data"**.<br><br>**4.2)** Click on the calendar  on the field "**Event Date**" and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the marriage or desired future date.<br><br>**4.3)** Click on the calendar  on the field "**Date of Birth**" and select the date of birth of your spouse/partner.<br><br>**4.4)** Click "**First Name**" and type the first name of your spouse/partner.<br><br>**4.5)** Click "**Last Name**" and type the last name of your spouse/partner.<br><br>*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.* |  |
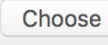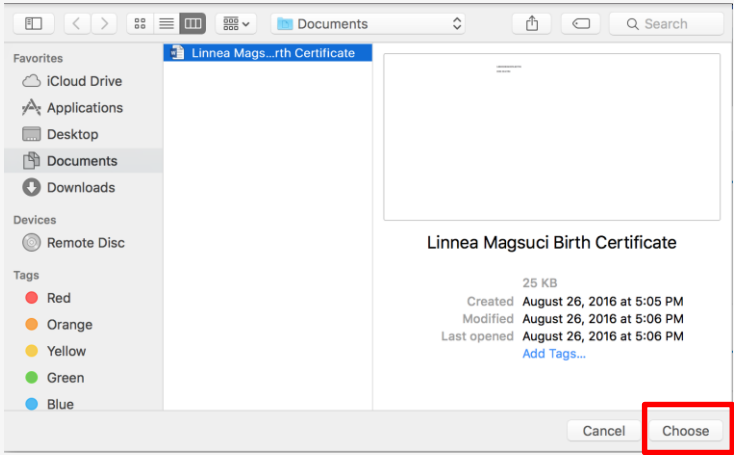
# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

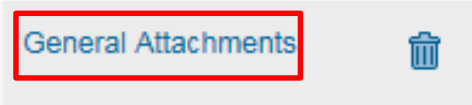| Instruction | View |
|---|---|
| **5.1)** Go to "**Event Data"**.<br><br>**5.2)** Display the menu found on "**Event Type**" and select either "Marriage" or "Domestic Partnership".<br><br>**5.3)** Click ⬚ on the field "**Country of Birth**" and select the country of birth of your spouse/partner.<br><br>**5.4)** Click ⬚ on the field "**Nationality**" and select the nationality of your spouse/partner.<br><br>**5.5)** Display the menu of "**Gender**" and select the gender of your spouse/partner.<br><br>**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". |  |

# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

| 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.<br><br>**7.2)** Click on "**Choose File**" to select the document you wish to attach.<br><br>*You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint…).* | **7.1)**<br><br>Attachment Type: * General Attachments ▼<br>Path: * Choose File no file selected<br>Attach **7.2)** |

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| Instruction | View |
|---|---|
| **8)** Once you select the document, click [ Choose ] |  |
| **9)** You are able to view the uploaded file, by clicking "**General Attachments**".<br><br>If you want to eliminate the attachment, click 🗑 |  |

# REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

| 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).<br><br>**10.2)** Click [Send] to send the changes to be approved.<br><br>*The button [Save Draft] saves all your changes but does not send them to be approved.* | 10.1)　　　　10.2)<br><br>[Check]　[Send]　\| [Save Draft] |
| **11)** To return to the main menu, close the window by clicking [✕] . | **Marriage/Domestic Partnership for Employee:**<br>[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](www.iadb.org/RetireeSelfServices)

**Recommended browsers:**
Internet Explorer for PC/Windows
Safari for Mac/Apple

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