HOW TO REGISTER A DIVORCE OR END OF DOMESTIC PARTNERSHIP

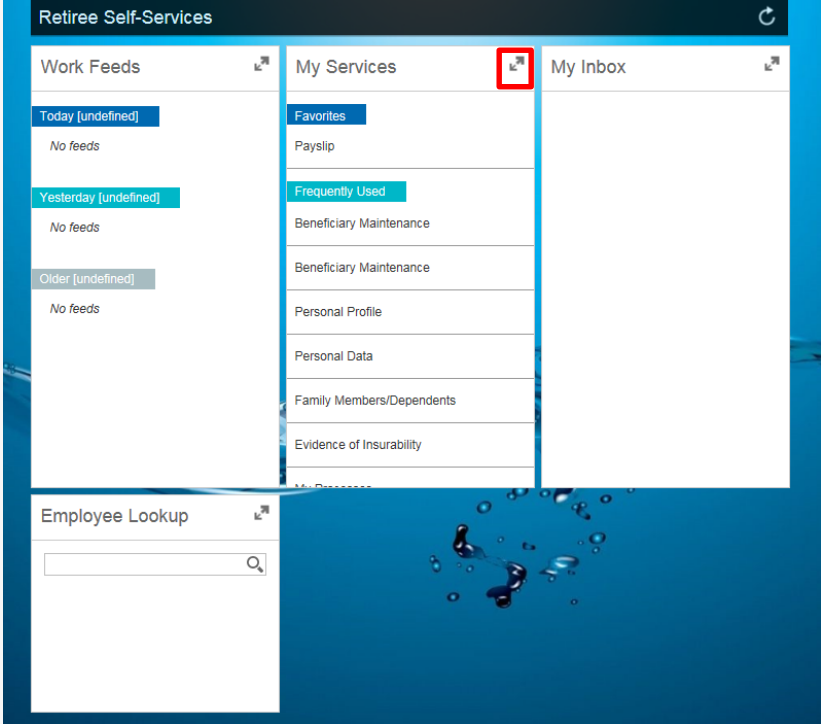IDB RETIREE SELF-SERVICES

IDB

User Guide for PC/Windows
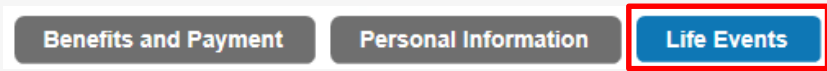
Objective

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

Note

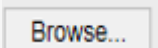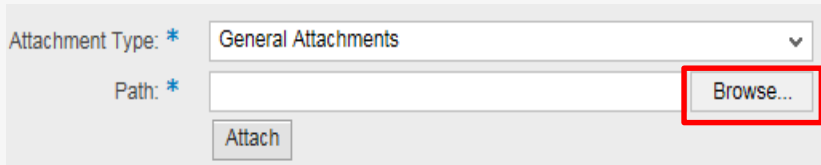✓ *Perform this activity just if have decided to cancel the health insurance coverage for this beneficiary.*

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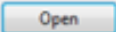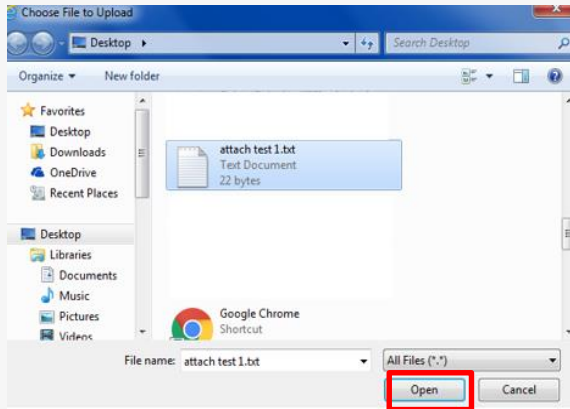
Instruction	View
1) Go to "**My Services**" and click .	
2) Click .	
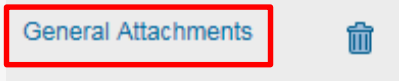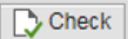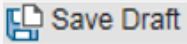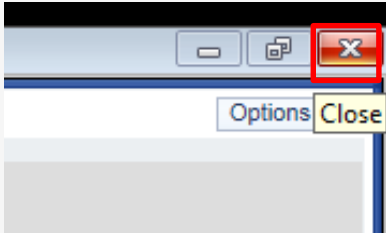
REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
3) Go to "**Life Events**" and click "**Divorce/End of Domestic Partnership**".	**Life Events** My Processes ☆ Birth/Adoption ☆ Marriage/Domestic Partnership ☆ Divorce/End of Domestic Partnership ☆ Parent Medical Coverage ☆ Evidence of Insurability ☆
4.1) Go to "**Event Data**". **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. In the fields **First Name** and **Last Name**, the system will already have your spouse/partner's information.	**Event Data** Event Date: 06/26/2016 📅 First Name: Last Name:

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Instruction	View
5.1) Go to "**Attachments**" where you can upload supporting documents that verify the divorce. **5.2)** Click ⬚ Browse... and select the document you wish to attach. *You are able to select any of the following documents(JPEG, PDF, Word, PowerPoint…).*	
6) Once you select the document, click ⬚ Open .	

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Instruction	View
7) You are able to view the uploaded file, by clicking "**General Attachments**". If you want to eliminate the attachment, click 🗑 .	General Attachments 🗑
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). **8.2)** 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.*	8.1) 8.2) ▢ Check ▢ Send 🗐 Save Draft
9) To return to the main menu, close the window by clicking 🗙 .	🗙 Options | Close

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