

HOW TO REGISTER A MARRIAGE OR DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES


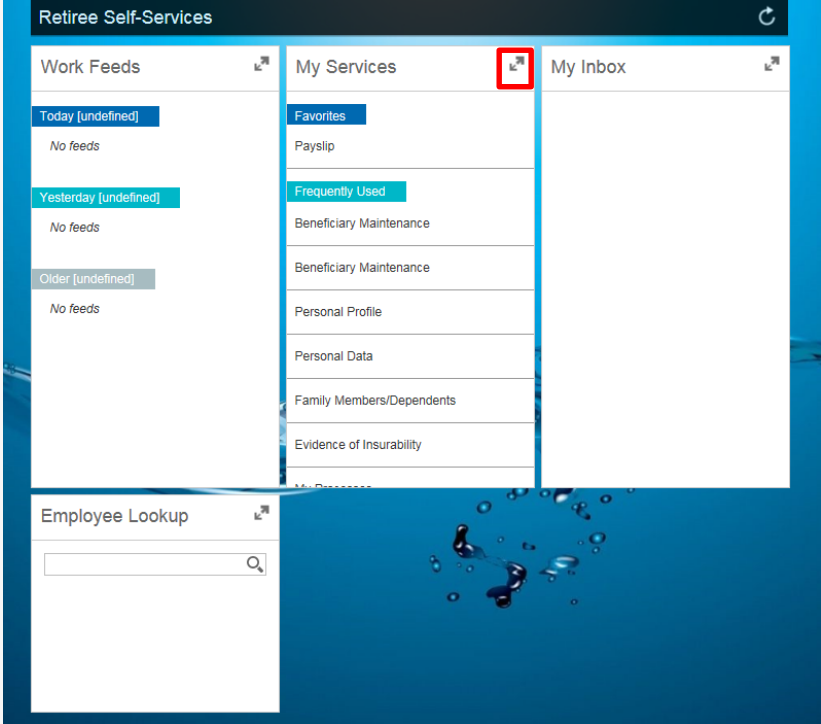

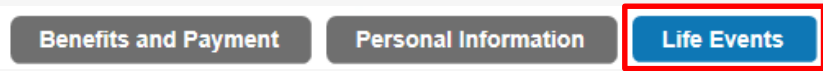
Objective

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

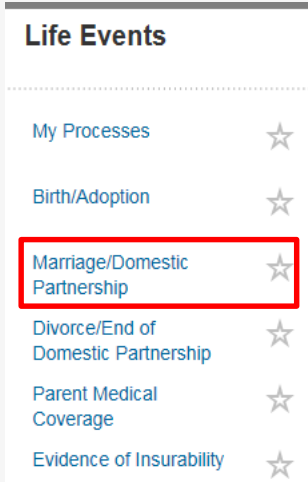
Note

- ✓ *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  .	



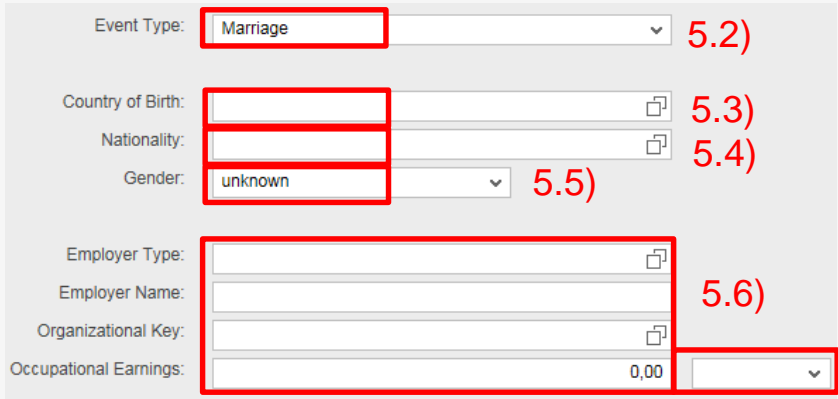
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Instruction	View														
<p>3) Go to “Life Events” and click “Marriage/Domestic Partnership”.</p> <p>(You can also click on the star ★ to add “<i>Marriage/Domestic Partnership</i>” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “<i>My Services</i>”).</p>	 <p>The screenshot shows a vertical list of options under the heading "Life Events". The options are: "My Processes", "Birth/Adoption", "Marriage/Domestic Partnership", "Divorce/End of Domestic Partnership", "Parent Medical Coverage", and "Evidence of Insurability". Each option has a star icon to its right. The "Marriage/Domestic Partnership" option is highlighted with a red rectangular box.</p> <table><thead><tr><th colspan="2">Life Events</th></tr></thead><tbody><tr><td>My Processes</td><td>★</td></tr><tr><td>Birth/Adoption</td><td>★</td></tr><tr><td>Marriage/Domestic Partnership</td><td>★</td></tr><tr><td>Divorce/End of Domestic Partnership</td><td>★</td></tr><tr><td>Parent Medical Coverage</td><td>★</td></tr><tr><td>Evidence of Insurability</td><td>★</td></tr></tbody></table>	Life Events		My Processes	★	Birth/Adoption	★	Marriage/Domestic Partnership	★	Divorce/End of Domestic Partnership	★	Parent Medical Coverage	★	Evidence of Insurability	★
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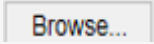
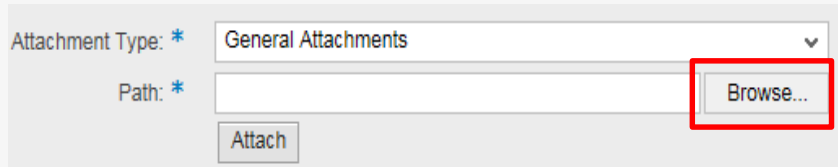
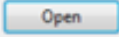
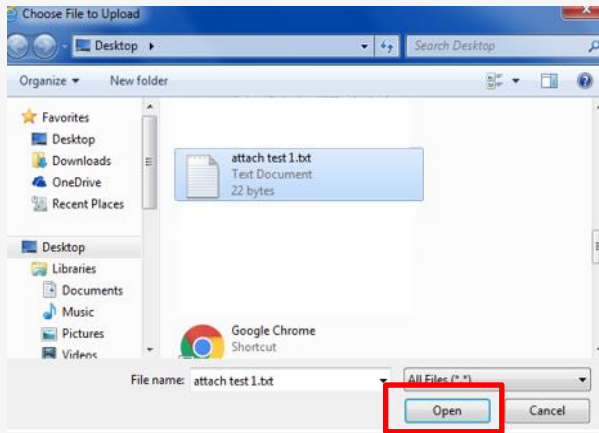
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click on the calendar  on the field “Event Date” and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the marriage or desired future date.</p> <p>4.3) Click on the calendar  on the field “Date of Birth” and select the date of birth of your spouse/partner.</p> <p>4.4) Click “First Name” and type the first name of your spouse/partner.</p> <p>4.5) Click “Last Name” and type the last name of your spouse/partner.</p> <p><i>It is <u>not</u> mandatory to specify the status “Financially Dependent”, “Educational Attendance”, “Disabled” or “Living with Staff Member”. The information will not affect their benefits.</i></p>	<p>Event Data</p> <p>4.2) Event Date: <input type="text"/> </p> <p>4.3) Date of Birth: <input type="text"/> </p> <p>4.4) First Name: <input type="text"/></p> <p>4.5) Last Name: <input type="text"/></p> <p>Financially Dependent: <input type="checkbox"/></p> <p>Educational Attendance: <input type="checkbox"/></p> <p>Disabled: <input type="checkbox"/></p> <p>Living with Staff Member: <input type="checkbox"/></p>


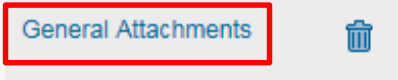
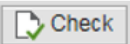
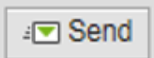



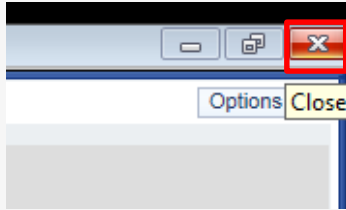
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Instruction	View
<p>5.1) Go to “Event Data”.</p> <p>5.2) Display the menu found on “Event Type” and select either “Marriage” or “Domestic Partnership”.</p> <p>5.3) Click  on the field “Country of Birth” and select the country of birth of your spouse/partner.</p> <p>5.4) Click  on the field “Nationality” and select the nationality of your spouse/partner.</p> <p>5.5) Display the menu of “Gender” and select the gender of your spouse/partner.</p> <p>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”.</p>	 <p>The screenshot shows a form with the following fields and annotations:</p> <ul style="list-style-type: none"> Event Type: A dropdown menu with "Marriage" selected. A red box highlights the dropdown, and a red "5.2)" is to its right. Country of Birth: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.3)" is to its right. Nationality: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.4)" is to its right. Gender: A dropdown menu with "unknown" selected. A red box highlights the dropdown, and a red "5.5)" is to its right. Employer Type: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.6)" is to its right. Employer Name: A text input field. Organizational Key: A text input field with a copy icon to its right. Occupational Earnings: A text input field with "0,00" entered and a dropdown arrow to its right. A red box highlights the input field.

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Instruction	View
<p>6.1) Go to “Attachments” where you can upload supporting documents that verify your marriage or domestic partnership.</p> <p>6.2) Click  and 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>The image shows a web form for attaching documents. It has a dropdown menu for 'Attachment Type' set to 'General Attachments'. Below it is a 'Path' text field. To the right of the 'Path' field is a 'Browse...' button, which is highlighted with a red rectangle. Below the 'Path' field is an 'Attach' button.</p>
<p>7) Once you select the document, click </p>	 <p>The image shows a Windows 'Choose File to Upload' dialog box. The 'File name' field contains 'attach test 1.txt'. The 'File type' dropdown is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red rectangle.</p>

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Instruction	View
<p>8) You are able to view the uploaded file, by clicking “General Attachments”.</p> <p>If you want to eliminate the attachment, click  .</p>	
<p>9.1) 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>9.2) 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>	
<p>10) To return to the main menu, close the window by clicking  .</p>	

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

