

# **HOW TO REGISTER A DIVORCE OR END OF DOMESTIC PARTNERSHIP**

IDB RETIREE SELF-SERVICES




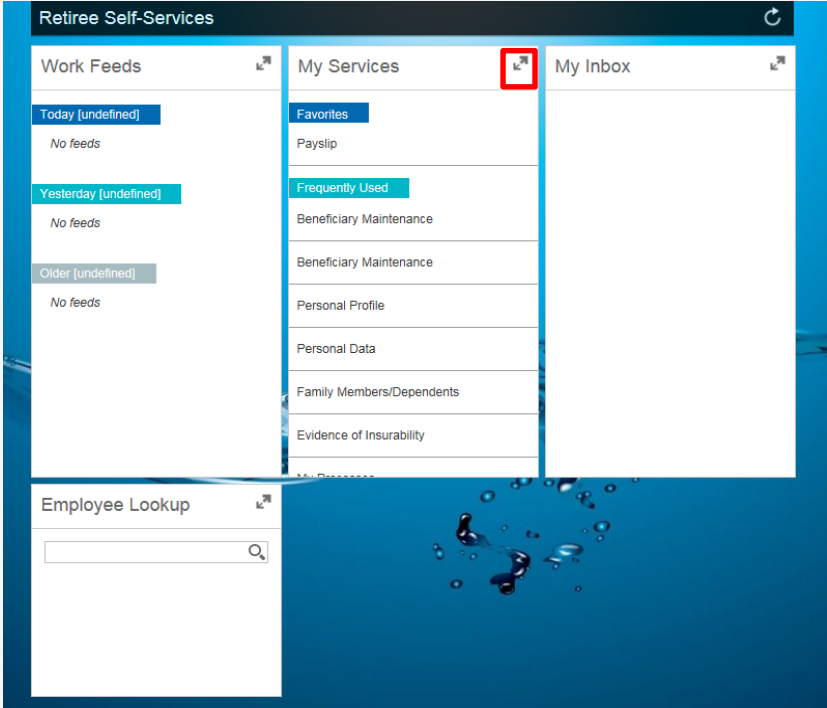

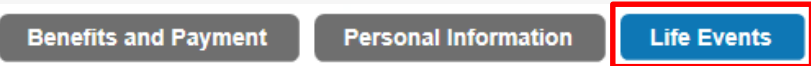
## Objective

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

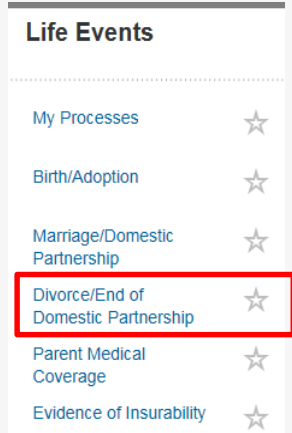

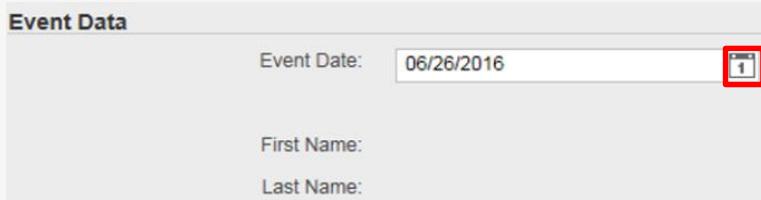
## Note

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

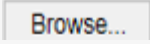
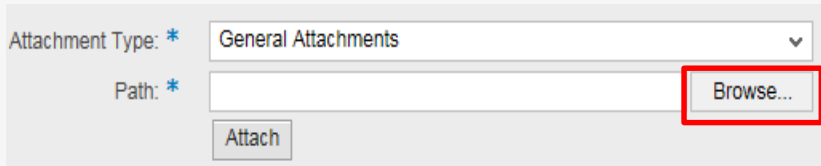
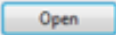
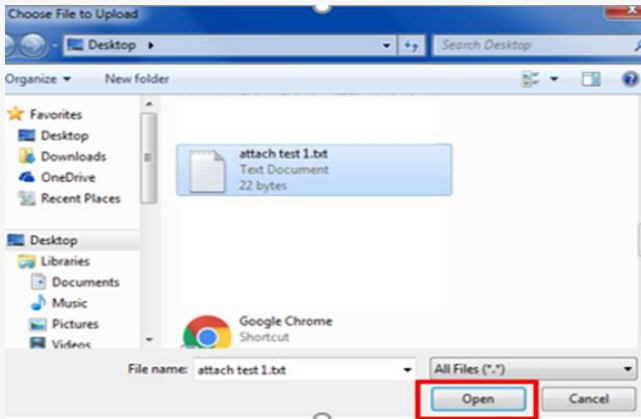
# REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

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


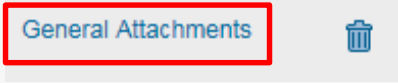
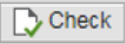

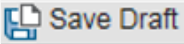
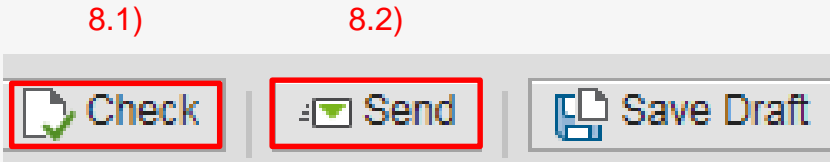

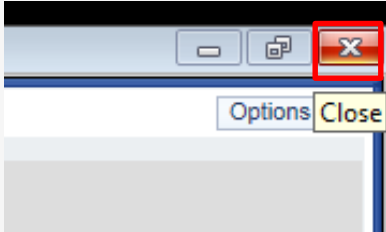
## REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
3) Go to “Life Events” and click “Divorce/End of Domestic Partnership”.	
<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 enter into effect. This date can be equal to the birth/adoption, today, or desired future date.</p> <p>In the fields <b>First Name</b> and <b>Last Name</b>, the system will already have your spouse/partner’s information.</p>	

# REGISTER DIVORCE/END OF DOMESTIC PARTNERSHIP

Instruction	View
<p>5.1) Go to “Attachments” where you can upload supporting documents that verify the divorce.</p> <p>5.2) 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 uploading attachments. It has a dropdown menu for 'Attachment Type' set to 'General Attachments'. Below it is a text field for 'Path' with a 'Browse...' button to its right. At the bottom of the form is an 'Attach' button.</p>
<p>6) Once you select the document, click .</p>	 <p>The image shows a Windows File Explorer window titled 'Choose File to Upload'. The address bar shows 'Desktop'. The left sidebar shows 'Favorites' and 'Desktop' sections. In the main area, a file named 'attach test 1.txt' (Text Document, 22 bytes) is selected. At the bottom, the 'File name' field contains 'attach test 1.txt' and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red box.</p>

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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  (this button allows us to verify if the required data has been completed before sending).</p> <p>8.2) Click  to send the changes to be approved.</p> <p><i>The button  saves all your changes but does not send them to be approved.</i></p>	
<p>9) To return to the main menu, close the window by clicking .</p>	

- **Recommended browsers:**

Internet Explorer 11.0 and Google Chrome for PC  
Windows

Safari for Mac/Apple

More user guides and video tutorials at:

For PC Windows:

<https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20483.html>

