Divorce/Legal Separation/Civil Union or Domestic Partner Dissolution

Follow the instructions to add your newborn to your CSU insurance.

You are permitted to make mid-year election changes within 30 days of an IRS approved qualifying event. It is necessary to provide documentation (divorce decree, legal separation document or termination of domestic partnership affidavit) to Human Resources to substantiate the qualifying event and to establish the eligibility for, and the effective date of, the requested change within 30 days of the qualifying event.

Changes initiated or documentation received after 30 days will not be accepted and changes cannot be made until the next open enrollment period.

You will complete two steps:

- Remove your Spouse/Civil Union Partner or Domestic Partner by removing their information in the Personal Information menu option.
- Complete the changes to your insurance plans in CSU Benefits.

**Step 1**

Remove your Spouse/Civil Union Partner or Domestic Partner

1. Click on the CSU EMPLOYEE SELF-SERVICE responsibility to expand the menu. Click Personal Information.

The Personal Information page displays.
2. Scroll down the page until you reach Dependents and Beneficiaries. Click the radio button next to the individual you wish to modify and click the Remove button.

3. The Remove Contact page appears. Enter the details requested to remove the individual.

Remove Contact
- End Date – date the divorce/legal separation/civil union or domestic partner dissolution is finalized.
- End Relationship Reason – select Divorce/Legal Separation/Civil Union or Domestic Partner Dissolution.

5. Click Next. This brings you to the Personal Information: Review page where you can review your changes before they are submitted.

6. Click Submit if you are satisfied with your entry. (Click Back if you need to return to previous pages to make changes.)

Congratulations! You have completed the first step of the life event procedure. Click Return to Overview to enroll your newborn in benefits.
Change your Insurance Elections

All mid-year qualifying events must be entered and approved in the online enrollment system within **30 days** from the date of event or changes cannot be made until the next open enrollment period.

1. You access this option by logging into **CSU Benefits** in **CSU EMPLOYEE SELF-SERVICE**.

2. On the **Legal Disclaimer** page, review the information and select **Accept**, then **Next** to enter the **Online Benefits Enrollment System**.

3. If you have a spouse/domestic partner/civil union partner or additional dependent children who you wish to add due to the birth, you may add them on the **Online Benefits Enrollment: Individuals and Beneficiaries** screen, by clicking **Add Individual**. Otherwise, Skip to Step 4.
**Name and Relationship**
- **Relationship** – Select Relationship type.
- **Relationship Start Date** – Enter the date of birth.
- **First Name** and **Last Name**
- **Middle Name** and **Suffix** – optional

**Address Information**
If the dependent lives in your household, select **Shared Residence**
Otherwise, enter:
- **Address Type**
- **Address Style**
- **Address Line 1 – 3**
- **City, State and Zip Code**
- **County**
- **Country**
- **Telephone or Telephone2**

**Miscellaneous Information**
- **Gender** – Select ‘Male’ or ‘Female’.
- **Social Security** – Enter the social security number of the dependent.
- **Date of Birth** – Enter the date of birth of the dependent.

4. Click **Apply** if you are satisfied with your entry.

5. On the **Select Program** page, under **Select Insurance and Retirement Programs**, click **CSU Benefits Plan (Cost Share)** to and **Next** to proceed to your benefit elections.
6. Under the Insurance/Retirement Program, you will see your current Benefit Elections. To begin making your elections, click Update Benefits.

7. On the Update Benefits: Update Enrollments page, elect the plans you wish to enroll in or make changes to your current plan elections.
   - Medical, Dental and Vision
   - Short Term and Long Term Disability
   - Basic Term Life, Employee Voluntary Term Life, Dependent Term Life and Child Voluntary Life
   - Health Care and Dependent Care FSA (enter the annual election)
   - Voluntary AD&D

8. Click Next if you are satisfied with your elections.
9. On the Update Benefits: Cover Individuals page, make an election to cover dependent(s) by checking marking the box under **Cover** for each benefit, as applicable. Then select **Next**.

10. Beneficiaries may be designated under **Update Benefits: Update Beneficiaries** by entering a value for each person in whole percentages. Complete this action for each life insurance policy (suspended and interim amounts). If a beneficiary is not listed, click **Add/Edit Beneficiary** and follow **Step 2** above to add an individual.

If you are satisfied with your designations, click **Next**.

11. Congratulations! You have successfully completed your benefits enrollment. Notice the **Warning** at the top of the page, which shows action items or notifications applicable to your enrollment.

12. Be sure to print a copy of your Confirmation Statement or printable page for your records by selecting the **Confirmation Statement** or **Printable Page** button.

13. Click **Finish** to finalize your elections.
Definitions

- **Proper Certification**: If you have elected coverage for your spouse, common law spouse, domestic partner, civil union partner or eligible child, you must submit a photocopy of a certified marriage or birth certificate or affidavit to Human Resources within **30 days** of your event date.

- **Interim**: The current election, in place prior to the approval of your requested change.
- **Suspended**: The coverage which has been requested. This elections will remain ‘**Suspended**’ until proper documentation is received and approved by Human Resources.