Marriage/Civil Union/Domestic Partner

Follow the instructions to add your spouse/civil union partner/domestic partner 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 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:
- Add your spouse/civil union partner/domestic partner by entering their information in the **Personal Information** menu option.
- Complete enrollment of your spouse/civil union partner/domestic partner in **CSU Benefits**.

**Step 1**

Add your Spouse/Civil Union Partner/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 **Add** button. Add page displays.

3. Enter the details for your spouse/civil union partner/domestic partner.

   **General Information**
   - Enter the **First Name** and **Last Name**. **Middle Name**. **Suffix** is optional.
   - Enter the **Email Address**, if applicable.
   - Select the applicable **Relationship** (spouse, civil union partner, domestic partner) from the list of values.
   - Enter the **Relationship Start Date** (date of marriage).

4. Additional Dependent and Beneficiary Information
   - **Gender** – Select ‘Male’ or ‘Female’.
   - **Social Security** – Enter the SSN of your spouse.
   - **Start Relationship Reason** – Select ‘Marriage/Civil Union/Domestic Partner’.
   - **Date of Birth** – Enter the date of birth of spouse.

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.)

![Image of CSU Employee Self-Service interface]

You have **completed** the first step of the life event procedure. Click **Return to Overview** to enroll your spouse/civil union partner/domestic partner in benefits.

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**Step 2** Enroll your Spouse/Civil Union Partner/Domestic Partner in Benefits

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.

After adding your dependent's **Personal Information**, be sure to submit official documentation (marriage certificate, affidavit of domestic partnership, certificate of civil union partnership, or birth certificate for each child you wish to add) to the Human Resources (HR) - Benefits Unit. After your official documentation is received in HR, the system will open an enrollment window for you to change your insurance elections. You can make your insurance elections by logging into **CSU Benefits** in **CSU EMPLOYEE SELF-SERVICE**.
1. On the Legal Disclaimer page, review the information and select Accept, then Next to enter the Online Benefits Enrollment System.

2. If you have a dependent child(ren) who will be covered due to the marriage, you may add them on the Online Benefits Enrollment: Individuals and Beneficiaries screen, by clicking Add Individual. Otherwise, Skip to Step 4.
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.

3. Click Apply if you are satisfied with your entry.

4. 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.

5. Under the Insurance/Retirement Program, you will see your current Benefit Elections. To begin making your elections, click Update Benefits.
6. 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

7. Click **Next** if you are satisfied with your elections.

8. On the Update Benefits: Cover Indivduals page, make an electo to cover dependent(s) by checking marking the box under **Cover** for each benefit, as applicable. Then select **Next**.
9. 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.

10. 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.

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

12. 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 the required documentation 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.