How to Change Domestic Partner to Spouse

Quick Search						
ID E00310047	Last Name Disney			First Name Free	ł	
Reset Active History H	History Detail OE Histo	ory				
Benefit Summary Member IDs	Member Info Depen	dents	Case Notes	Other Group Cov.	Employment	
QSC Events Reinstate All	Term All Beneficia	ries	Healthy Futures	Basic Flag - Dental	Basic Flag - Vision	l i
Summary for employee of Salem	-Keizer SD 24J (Curre	nt)				
					C	ependents
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date		Sally
Medical Kaiser Medical Plan 1 - Composite	Employee & Partner	Q	02/01/2017			\odot
<u>Vision</u> Kaiser Vision Plan 5 - Composite	Employee & Partner	Q	02/01/2017			 ✓
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Partner	Q	02/01/2017			\oslash
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	Q	02/01/2017			
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	Q	02/01/2017			
a						

1. Select member under Enrollment Management.

2. Click on QSC Events as shown above.



3. Click Add as shown above.

QSC Event Types - List of Values	
Туре	
	Reset Field
Find Close	
Active to OEBB Administration Early Retiree	
Cancel Long Term Care	
Change in Cost	
Change in Domestic Partnerships	
Death of Domestic Partner	
Gain Partner and/or Partners Children by Affidavit/Certification	
Loss of Partner and Partners Children due to Termination of Partnership	
Reverse Domestic Partner Enrollment within Two Weeks of Initial Eligibility	
Change in Employees Marital Status	
Death of Spouse	
Gain Spouse and/or Children through Marriage	
Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner	
Loss of Family through Divorce/Annulment	-
Loss of Spouse and/or Children through Divorce/Annulment	

4. Click on "Gain Spouse and/or Children through Marriage to a previously Covered Domestic Partner" as shown above

OEDD	QSC Events - Individual Plan Change	:5									
UEDD	Record Saved Successfully										
BENEFIT BOARD	Member : John Doe										
System Codes	QSC Events	through Marriage to a Previously	Covered Domestic	: Partner							
Address Setup			_								
Contact Setup	Actual Event Date 11-30-2014		Trans	saction Date 03-01-	2015						
Contact Setup	OSC Event Date 11-30-2014	SC Event Date 11-30-2014 🔲 QSC Used By Debbie Radish-oebb admin									
Security Setup											
Plan Management	Coverage Eff Date 12-01-2014										
Contact Management											
- Enrollmont Management	Dependents - Select All Affected Dependents	by this QSC									
Enrollment Management		Name		E	Birth	Affected Dependent					
Enrollments	Relation	IName	Gender	Number	Date	Allected Dependent					
Unsaved Enrollments	Domestic Partner by Certificate	Buck Williams	M		09-21-1959						
Termination Approval											
Affidavit Fulfillment	Cause Dista Connets Density Density	Faustrate Undets O									
Email Notifications	Save Delete Search Reset Back to	Enrollments Opuate Q	SC								
Member OSC Request(0)	Brasses Steps:										

5. In the both QSC Actual Event Date and QSC Event Date, enter the date of marriage. Click Save. The coverage effective date will be the first of the month following the QSC Event Date. As shown above.

QSC Events - In	ndividual Plan Chang	es					
Member : Fred Disne	у						
QSC Events	Gain Spouse and/or Children th	hrough Marriag	ge to a Previously Covered Domestic Partner				
Actual Event Date	01-13-2017	Message fro	om webpage	22	D		
QSC Event Date	01-13-2017						
Coverage Eff Date			The system is calculating the Coverage Effect	ive Date. Verify the			
Dependents - Selec	t All Affected Dependents b	-	Coverage Effective Date and press Save to co process.	ntinue with the enrollment			
Relation				\frown	E	Birth Date	Affected Dependent
Domestic Partner by A	ffidavit			ОК		03-20-1985	v
				-			
Save Delete Se	arch Reset Back to	Enrollments					

6. System will calculate the coverage effective date, Verify the Coverage Effective Date. If the date is correct, click Save again.

OFPD	QSC Events I	ndividual Plan Changes					
UEDD	Record Saved Succes	sfully					
BENEFIT BOARD	Member : John Doe						
System Codes	QSC Events	Gain Spouse and/or Children throug	gh Marriage to a Previously Co	vered Domestic	Partner		
Address Setup	Operation Operation Record Saved Successfully Member : John Doe Record Saved Successfully Member : John Doe Im Codes ss Setup ct Setup tty Setup tanagement ct Management ct Management ment Management of Management mination Approval davit Fulfiliment all Notifications Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner Image Setup tty Setup tanagement ct Management ment Management mination Approval davit Fulfiliment all Notifications Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner Image Setup tty Setup tanagement ct Management ment Management mination Approval davit Fulfiliment all Notifications Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner Image Setup tty Setup tanagement ct Management ment Management mination Approval davit Fulfiliment all Notifications Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner Domestic Partner by Certificate						
Contact Setup	Accuar Evenic Date	Actual Event Date 11-30-2014 9 Transaction Date 03-01-2015 DSC Event Date 11-30-2014 9 OSC Used By Debbie Radish-oebb admin					
Security Setup	QSC Event Date	C Event Date 11-30-2014 🔲 QSC Used By Debbie Radish-oebb admin					
Plan Management	Coverage Eff Date	12-01-2014					
Contact Management	Open Control Individual Plan Changes Record Saved Successfuly Member : John Doe Image: Individual Event Section Image: Individual Event Section Image: Individual Event Date Back to Enrolments Image: Individual Event Event Individual Event Event Image: Individual Event Event Individual Event Event Image: Individual Event Event Individual Event Event Image: Individual Event Event Individual Event Image: Individual Event Event Individual Event Image: Individual Event Event Individual Event Image: Individual Event Event Inditin Event Image: Indivi						
🕶 Enrollment Management	Dependents - Sele	ect All Affected Dependents by the	SUSC		-	Dist	
Enrollments	Relation		Name	Gender	Number	Date	Affected Dependent
Unsaved Enrollments	OCCEPTION Contract Structure System Codes Codes Address Setup Contact Setup Contact Management Coverage Eff Date Enrollments Unsaved Enrollments Unsaved Enrollments Dependents - Select All Affected Dependents by this QSC Relation Name Gender Number Domestic Partner by Certificate Buck Williams Management Contact Management Enrollments Dependents - Select All Affected Dependents by this QSC Relation Name Gender Number Domestic Partner by Certificate Buck Williams Management Save Detete Search Relation Name Demestic Partner by Certificate Buck Williams Manber/OSC Parametrio Description						
Termination Approval							
Affidavit Fulfillment	Sava Deleta S	arch Back to Enrol	Imante Undata OSC				
Email Notifications	Save Delete Si	Carcin Reset Back to Enitor	interits Opuate QSC	·			
Member OSC Request(0)	Drasaaa Stana						

7. You will see Record Saved Successfully. Click the Back to Enrollments button.

Enrollments						
Member has active QSC	3.					
Quick Search						
ID E00310047	Last Name Disney			First Name Fr	ed	
Save Reset Active Histo	ory History Detail	OE	History			
Benefit Summary Member IDs	Member Info Depe	endent	ts Case Notes	Other Group Cov.	Employment	
QSC Events Reinstate All	Term All Benefic	tiaries	Healthy Futures	Basic Flag - Dental	Basic Flag - Vision	
Summary for employee of Salem	n-Keizer SD 24J (QSC	C)				
					Dependents	
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Sally	
Medical Kaiser Medical Plan 1 - Composite	Employee & Partner	Q	02/01/2017		\oslash	× 🖻
Vision Kaiser Vision Plan 5 - Composite	Employee & Partner	Q	02/01/2017		\bigcirc	×
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Partner	Q	02/01/2017		\odot	×
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	Q	02/01/2017			
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	Q	02/01/2017			×

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8. Click on the Red "X" on each coverage that the DP is enrolled in. This will end the coverage for the DP. Once Coverage has been termed you will see Medical Opt out and Declined for any other coverage that the DP was enrolled in. Do Not Save the QSC at this point.

DEBBB BENEFIT BOARD	Enrollments Member has active QS0	D.					
Contact Setup Security Setup	Quick Search ID E00272333	Last Name Doe			First Name Joh	n	
 Plan Management Enrollment Management 	Save Reset Active Histo	History Detail	OE Histo	Dependents	Case Notes	Other Group Cov.	Employment
 Member Management Document Management 	QSC Events Reinstate All	I Term All	Beneficiaries	Healthy Futures	ĺ		
Home Page Alerts	Summary for employee of Sale	m-Keizer SD 24J	(QSC)				
Reports						Depende	ints
Payroll Interface	Plan Type/Plan Name	Coverage Tier	Enr Type Cov	. Eff. Date	End Date	Buck	
Report Mart	<u>Medical</u> Medical Opt Out	Medical Waive Only	Q 12	/01/2014			l

9. Click on the Dependent button as shown above.

Dep	endents												
Mem	ber : Fred Di	sney											
E Nu	mber	Name	Birth Date	Relation	Dependent Effective Date	Dependent Expiration Date	Locked Dependent	Created By	Modified By	Modified Date	DEV flag	DEV Mod. by	DEV Mo date
E003	10048	Disney, Sally	03-20-1985	Domestic Partner by Affidavit	01-13-2017			mordicat	mordicat	01-13-2017			
Add	Back to	o Enroliments											

10. Click on the Dependent Enumber as shown above. The below window will open. Note: Copy or write down the DP's Enumber.

Newber - Fred Disease				
member : Fred Disney				
Relationship Type Domestic Partner by Affidavit	Gender	Child Type	Birth Date	
Last Name	First Name	MI		
Disney	Sally			
Same Address as Subscriber	Affidavit Fulfillment Date/Adopti	on Date		
SSN	HICN	No response		
Ethnicity and Medicare Eligibility				
Ethnicity Unknown	~	Medicare Eligibility No	~	
Race				
Asian Black/African America White Other	an American Indian/Alas	ka Native 🗌 Native Hawaiian/C :k one) 🗹 Unknown	ther Pacific Islander	
Tobacco Usage	habite?	Message from webpage		5
Have used tobacco products within the part Haven't used tobacco products within the part Haven't used tobacco products within the part Have never used tobacco products	past 12 months	System needs to veri Save the record after	fy enrollments before ຍ the screen refreshes.	xpiring this record. Please
Dependent IDs	Dependent Expiration Bate 01-13-2017			ОК
Save Delete Search Reset	Back to Enrollments	Dependent lock		

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Dependents

- 11. Enter the Dependent Expiration Date. This date must be the day before the date you are expiring the record. Click Save. A message box will open to verify enrollments. Click OK. Then Click Save. You will see Record Saved Successfully at the top. Now click the Reset button.
- 12. Note: Make a screen print of the Domestic partner information, you <u>must</u> enter the domestic partner last name, first name exactly like it is in the system to get an active member match.
- 13. This action will bring you back to the Dependent screen you will need to fill out the dependent information, use todays date as the effective date. Enter the relationship type "Spouse" and also the remaining required fields. Click Save.

Dependents			
Member : Fred Disney			
Relationship Type Spouse	Gender Female V	Child Type	Birth Date 03-20-1985
Last Name	First Name	MI	
Disney	Sally		
Same Address as Subscriber	Affidavit Fulfillment Date/Adoption Dat	te	
SSN	HICN	No response	
Ethnicity and Medicare Eligibility			
Ethnicity Unknown	~	Medicare Eligibility No	~
Race			
Asian Black/African Ameri	can 🗌 American Indian/Alaska Nat	tive 🗌 Native Hawaiian/Otl	her Pacific Islander
White Other	Refused (Can only pick one) 🔽 Unknown	
Tobacco Usage			
How would you describe your spouse's tobaco	o habits?		
 Have used tobacco products within the particular sector of the particular sector of	ast 12 months		
 Haven't used tobacco products within the 	past 12 months		
Have never used tobacco products			
Dependent Effective Date	Dependent Expiration Date		
Dependent IDs			

14. A window will pop up that will show a member match has been found. If the name, Enumber and DOB is correct, click the "Accept" button. You will notice that the relationship type is Domestic Partner. This will change to spouse once you click on the "Accept" button. This will bring you back to the Dependent Screen and "Record Saved Successfully" at the top.

Member Match Found. If this is	s not the correct mem	iber, please clicl	c on the Close butt	on and verify the	SSN.
ID Last Name First N	lame Middle Name	Birth Date	Dependent of	Relationship	Expiration
E00310048 Disney Sally		03-20-1985	Disney Fred	Domestic Partner by Affidavit	01-13-2017
Reject All Close					
nondonte					
mber : Fred Disney					
	- Oceadar		= Ohild Trans	E Bith Dat	-
velationship Type				03-20-198	5 1
ast Name	Eiret Name		MI	00 20 100	
	Cally				
	Affed a sit Exciting and D	ata (A da atian Data			
		ate/Adoption Date			
N	HICN		No recoorde		
nnicity and Medicare Eligibility					
Ethnicity	▼		Medicare Eligibility	y No 🗸	
ce					
Asian Black/African Ame	erican 🗌 American Ir	ndian/Alaska Native	Native Hawai	ian/Other Pacific Isla	nder
White Other	Refused (Ca	an only pick one)	 Unknown 		
hanna Ulanan					
ibacco Usage w would you describe your spouse's toba	acco habits?				
Have used tobacco products within the	nast 12 months				
Haven't used tobacco products within t	he past 12 months				
) Have never used tobacco products					
Dependent Effective Date	Dependent Expiration	Date			
-13-2017					
ependent IDs					
ve Delete Search Reset	Back to Enrollr	ments D	ependent lock		

15. Click the Back to Enrollments button.

Quick Search						
ID E00310047	Last Name Disney			First Name Free	d	
Save Reset Active Histor	y History Detail	OE H	listory			
Benefit Summary Member IDs	Member Info Depe	ndents	Case Notes	Other Group Cov.	Employment	
QSC Events Reinstate All	Term All Benefici	aries	Healthy Futures	Basic Flag - Dental	Basic Flag - Vision	
Summary for employee of Salem-	-Keizer SD 24J (QSC)				
					Dependents	
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Sally	
Medical Medical Opt Out	Medical Waive Only	Q	02/01/2017			I
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	Q	02/01/2017			
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	Q	02/01/2017			
<u>Vision</u> Declined			02/01/2017			
Dental			02/01/2017			

16. Click on the Coverage that you are enrolling the spouse in.

My Medical Coverage Options						
Summary for employee of Salem-Keizer SD 24J	(QSC)					
Current Plan:	Kaiser Medical Plan 1 - Composite - Employee & Spo					
Current Coverage Start Date:02/01/2017						
QSC being used						
Gain Spouse and/or Children through Marriag	ge to a Previously Covered Domestic Partner					
New Coverage Start Date						
02/01/2017						
Eligible Plans						
Kaiser Medical Plan 1 - Composite						
🔾 Kaiser Medical Plan 2 - Composite						
O Kaiser Medical Plan 3 - Composite						
O Moda Medical Birch PPO Plan - Composite						
O Moda Medical Cedar PPO Plan - Composite						
🔿 Moda Medical Dogwood PPO Plan - Composi	ite					
O Moda Medical Evergreen PPO Plan - Compos	site					
O Moda Medical Alder Synergy Plan - Composi	ite					
O Moda Medical Birch Synergy Plan - Composi	ite					
O Moda Medical Cedar Synergy Plan - Compos	site					
O Moda Medical Dogwood Synergy Plan - Com	nposite					
O Moda Medical Evergreen Synergy Plan - Cor	mposite					
Members Including Self (check marked members g	get coverage)					
Fred Disney 18-JAN-80 Self						
Sally Disney 20-MAR-85 Spouse						
Accept & Continue Back						

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17. Select the plan and check the dependents that are to be covered. Click Accept & Continue. Continue this process for all benefits you are enrolling the spouse and dependents in.

Enrollments								
Member has active QSC.								
Quick Search								
ID E00310047	Last Name Disney		First Name Fr	ed				
Save Reset Active Histo	ory History Detail	OE	History					
Benefit Summary Member IDs	Member Info Dep	endent	ts Case Notes	Other Group Cov.	Employment			
QSC Events Reinstate All	Term All Benefi	ciaries	Healthy Futures	Basic Flag - Dental	Basic Flag - Vision			
Summary for employee of Salem-Keizer SD 24J (QSC)								
					Dependents			
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Sally			
Medical Kaiser Medical Plan 1 - Composite	Employee & Spouse	Q	02/01/2017		\oslash	× 👓		
<u>Vision</u> Moda Vision Opal Plan - Composite	Employee & Spouse	Q	02/01/2017		>	×		
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Spouse	Q	02/01/2017		\bigcirc	×		
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	Q	02/01/2017			×		
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	Q	02/01/2017			×		

18. Review the record for accuracy, then click Save. You will see "Record Saved Successfully" at the top of the page.