

How to Change Domestic Partner to Spouse

1. Select member under Enrollment Management.

Quick Search

ID: Last Name: First Name:

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
Medical Kaiser Medical Plan 1 - Composite	Employee & Partner	Q	02/01/2017		Sally <input checked="" type="checkbox"/>
Vision Kaiser Vision Plan 5 - Composite	Employee & Partner	Q	02/01/2017		<input checked="" type="checkbox"/>
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Partner	Q	02/01/2017		<input checked="" type="checkbox"/>
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		

2. Click on QSC Events as shown above.

OREGON EDUCATORS OEBB BENEFIT BOARD

System Codes
 Address Setup
 Contact Setup
 Security Setup
 Plan Management
 Contact Management
 Enrollment Management

QSC Events - Individual Plan Changes

Member : John Doe

Event Name	Event Date	Transaction Date	QSC Used By	Created By	Created Date
New Hire	10-01-2014	11-25-2014	Radish-oebb admin, Debbie	dradish	11-25-2014

3. Click Add as shown above.

QSC Event Types - List of Values

Type

[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

OEBB
BENEFIT BOARD

System Codes
Address Setup
Contact Setup
Security Setup
Plan Management
Contact Management
Enrollment Management
Enrollments
Unsaved Enrollments
Termination Approval
Affidavit Fulfillment
Email Notifications
Member QSC Request(s)

QSC Events - Individual Plan Changes

Record Saved Successfully
Member : John Doe

QSC Events: **Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner**

Actual Event Date: 11-30-2014
QSC Event Date: 11-30-2014
Coverage Eff Date: 12-01-2014

Transaction Date: 03-01-2015
QSC Used By: Debbie Radish-oebb admin

Dependents - Select All Affected Dependents by this QSC					
Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Domestic Partner by Certificate	Buck Williams	M		09-21-1959	<input checked="" type="checkbox"/>

Save Delete Search Reset Back to Enrollments Update QSC

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.

MyOEBS – How to Change Domestic Partner to Spouse

QSC Events - Individual Plan Changes

Member : Fred Disney

QSC Events: Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner

Actual Event Date: 01-13-2017

QSC Event Date: 01-13-2017

Coverage Eff Date: []

Dependents - Select All Affected Dependents by this QSC

Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Domestic Partner by Affidavit				03-20-1985	<input checked="" type="checkbox"/>

Message from webpage: The system is calculating the Coverage Effective Date. Verify the Coverage Effective Date and press Save to continue with the enrollment process.

Buttons: Save, Delete, Search, 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.

OEBS BENEFIT BOARD

QSC Events - Individual Plan Changes

Record Saved Successfully

Member : John Doe

QSC Events: Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner

Actual Event Date: 11-30-2014

QSC Event Date: 11-30-2014

Coverage Eff Date: 12-01-2014

Transaction Date: 03-01-2015

QSC Used By: Debbie Radish-oebs admin

Dependents - Select All Affected Dependents by this QSC

Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Domestic Partner by Certificate	Buck Williams	M		09-21-1959	<input checked="" type="checkbox"/>

Buttons: Save, Delete, Search, Reset, Back to Enrollments, Update QSC

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

Enrollments

Member has active QSC.

Quick Search: ID: E00310047, Last Name: Disney, First Name: Fred

Buttons: Save, Reset, Active, History, History Detail, OE History

Benefit Summary, Member IDs, Member Info, Dependents, Case Notes, Other Group Cov., Employment

QSC Events, Reinstate All, Term All, Beneficiaries, Healthy Futures, Basic Flag - Dental, Basic Flag - Vision

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
Medical Kaiser Medical Plan 1 - Composite	Employee & Partner	Q	02/01/2017		Sally <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Vision Kaiser Vision Plan 5 - Composite	Employee & Partner	Q	02/01/2017		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Partner	Q	02/01/2017		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	Q	02/01/2017		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	Q	02/01/2017		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

- 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.**

Enrollments
Member has active QSC.

Quick Search
ID: E00272333 Last Name: Doe First Name: John

Buttons: Save, Reset, Active, History, History Detail, OE History

Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, **Dependents**, Case Notes, Other Group Cov., Employment

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
Medical Opt Out	Medical Waive Only	Q	12/01/2014		Buck

- Click on the Dependent button as shown above.

Dependents
Member : Fred Disney

E Number	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
E00310048	Disney,Sally	03-20-1985	Domestic Partner by Affidavit	01-13-2017			mordicat	mordicat	01-13-2017			

Buttons: Add, Back to Enrollments

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

Dependents
Member : Fred Disney

Relationship Type: Domestic Partner by Affidavit
Gender: Female
Child Type: MI
Birth Date: 03-20-1985

Last Name: Disney
First Name: Sally

Same Address as Subscriber: Yes

SSN: [Redacted] HICN: [Redacted]

Affidavit Fulfillment Date/Adoption Date: [Redacted]

Ethnicity and Medicare Eligibility
Ethnicity: Unknown
Medicare Eligibility: No

Race
 Asian Black/African American American Indian/Alaska Native Native Hawaiian/Other Pacific Islander
 White Other Refused (Can only pick one) Unknown

Tobacco Usage
How would you describe your partner's tobacco habits?
 Have used tobacco products within the past 12 months
 Haven't used tobacco products within the past 12 months
 Have never used tobacco products

Dependent Effective Date: 01-13-2017
Dependent Expiration Date: 01-13-2017

Buttons: Save, Delete, Search, Reset, Back to Enrollments, Dependent lock

Message from webpage

System needs to verify enrollments before expiring this record. Please Save the record after the screen refreshes.

OK

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 must 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 today's 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
 Child Type: [Dropdown]
 Birth Date: 03-20-1985

Last Name: Disney
 First Name: Sally
MI: [Text Box]

Same Address as Subscriber: Yes
Affidavit Fulfillment Date/Adoption Date: [Calendar]

SSN: [Text Box] HICN: [Text Box] No response:

Ethnicity and Medicare Eligibility
Ethnicity: Unknown Medicare Eligibility: No

Race
 Asian Black/African American American Indian/Alaska Native Native Hawaiian/Other Pacific Islander
 White Other Refused (Can only pick one) Unknown

Tobacco Usage
How would you describe your spouse's tobacco habits?
 Have used tobacco products within the past 12 months
 Haven't used tobacco products within the past 12 months
 Have never used tobacco products

Dependent Effective Date: 01-13-2017
Dependent Expiration Date: [Calendar]

Dependent IDs

Save Delete Search Reset Back to Enrollments Dependent lock

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 not the correct member, please click on the Close button and verify the SSN.

ID	Last Name	First Name	Middle Name	Birth Date	Dependent of	Relationship	Expiration	
E00310048	Disney	Sally		03-20-1985	Disney Fred	Domestic Partner by Affidavit	01-13-2017	Accept

[Reject All](#) [Close](#)

Dependents

Record Saved Successfully
Member : Fred Disney

Relationship Type: Spouse Gender: Female Child Type: Birth Date: 03-20-1985

Last Name: Disney First Name: Sally MI:

Same Address as Subscriber: Yes Affidavit Fulfillment Date/Adoption Date:

SSN: HICN: No response:

Ethnicity and Medicare Eligibility

Ethnicity: Unknown Medicare Eligibility: No

Race

Asian Black/African American American Indian/Alaska Native Native Hawaiian/Other Pacific Islander
 White Other Refused (Can only pick one) Unknown

Tobacco Usage

How would you describe your spouse's tobacco habits?

Have used tobacco products within the past 12 months
 Haven't used tobacco products within the past 12 months
 Have never used tobacco products

Dependent Effective Date: 01-13-2017 Dependent Expiration Date:

Dependent IDs

[Save](#) [Delete](#) [Search](#) [Reset](#) [Back to Enrollments](#) [Dependent lock](#)

15. Click the Back to Enrollments button.

Enrollments

Member has active QSC.

Quick Search
 ID: E00310047 Last Name: Disney First Name: Fred

Save Reset Active History History Detail OE History

Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Employment

QSC Events Reinstate All Term All Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
Medical Medical Opt Out	Medical Waive Only	Q	02/01/2017		Sally
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		
Vision Declined			02/01/2017		
Dental Declined			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 & Spouse
Current Coverage Start Date: 02/01/2017

QSC being used
 Gain Spouse and/or Children through Marriage 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
- Kaiser Medical Plan 3 - Composite
- Moda Medical Birch PPO Plan - Composite
- Moda Medical Cedar PPO Plan - Composite
- Moda Medical Dogwood PPO Plan - Composite
- Moda Medical Evergreen PPO Plan - Composite
- Moda Medical Alder Synergy Plan - Composite
- Moda Medical Birch Synergy Plan - Composite
- Moda Medical Cedar Synergy Plan - Composite
- Moda Medical Dogwood Synergy Plan - Composite
- Moda Medical Evergreen Synergy Plan - Composite

Members Including Self (check marked members get coverage)

<input checked="" type="checkbox"/>	Fred Disney	18-JAN-80	Self
<input checked="" type="checkbox"/>	Sally Disney	20-MAR-85	Spouse

Accept & Continue Back

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 Last Name First Name

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
					Sally
Medical Kaiser Medical Plan 1 - Composite	Employee & Spouse	Q	02/01/2017		✓ ✕
Vision Moda Vision Opal Plan - Composite	Employee & Spouse	Q	02/01/2017		✓ ✕
Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Spouse	Q	02/01/2017		✓ ✕
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.