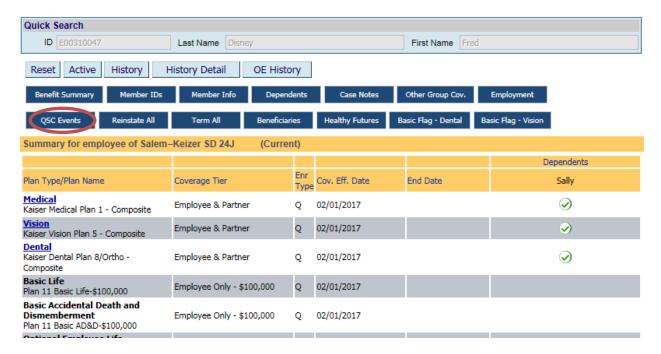
How to Change Domestic Partner to Spouse

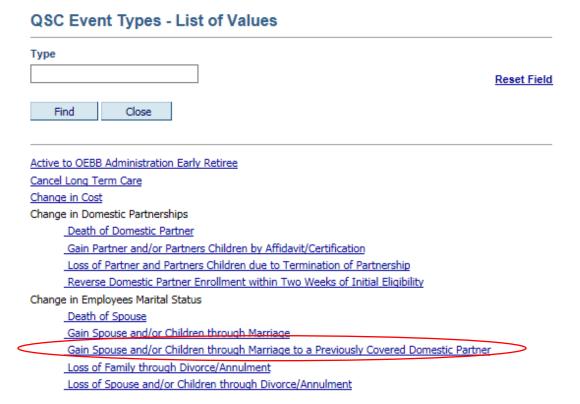
1. Select member under Enrollment Management.



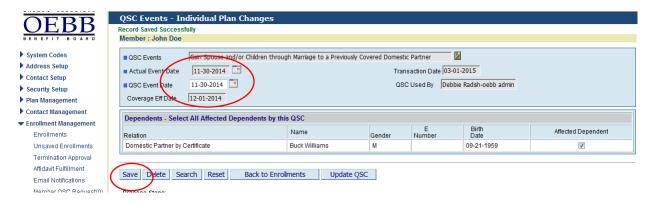
2. Click on QSC Events as shown above.



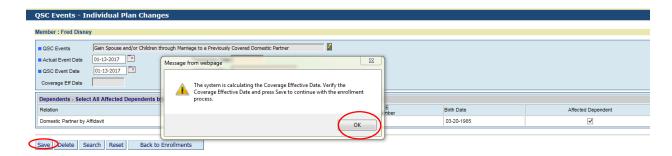
3. Click Add as shown above.



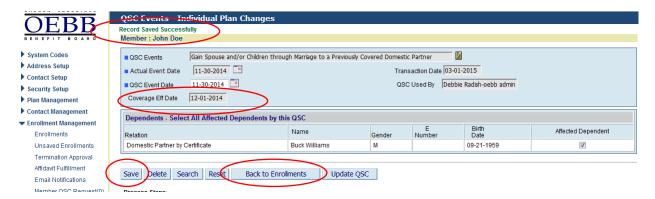
4. Click on "Gain Spouse and/or Children through Marriage to a previously Covered Domestic Partner" as shown above



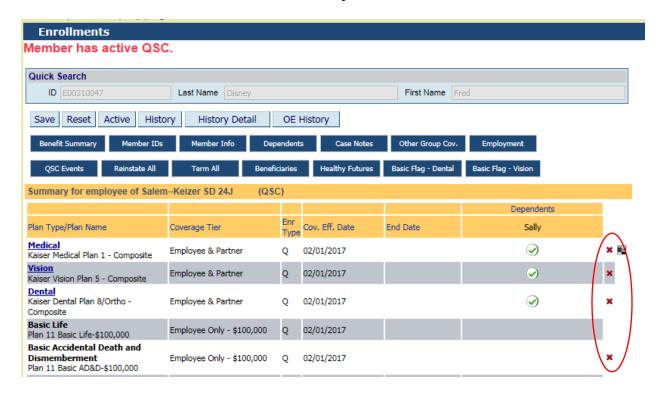
5. In the both QSC Actual Event Date and QSC Event Date, enter the date of marriage. Click Save. The coverage effective date will be the first of the month following the QSC Event Date. As shown above.



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



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



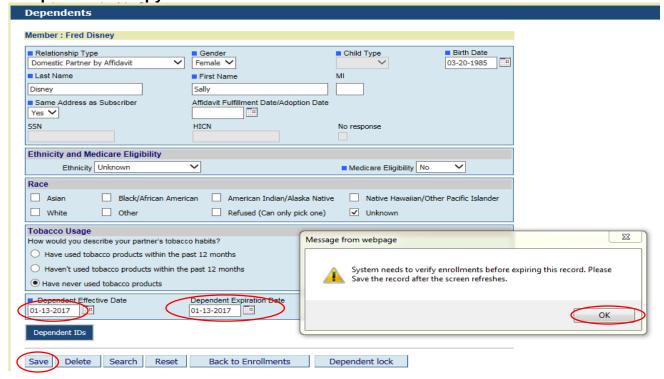
8. Click on the Red "X" on each coverage that the DP is enrolled in. This will end the coverage for the DP. Once Coverage has been termed you will see Medical Opt out and Declined for any other coverage that the DP was enrolled in. Do Not Save the QSC at this point.



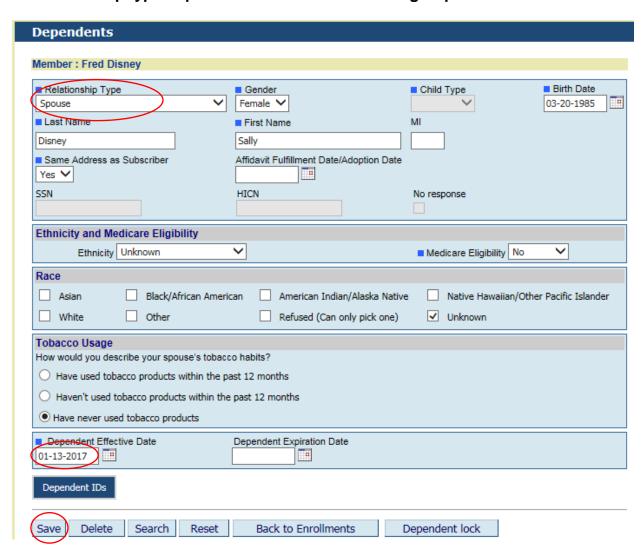
9. Click on the Dependent button as shown above.



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



- 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.



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.

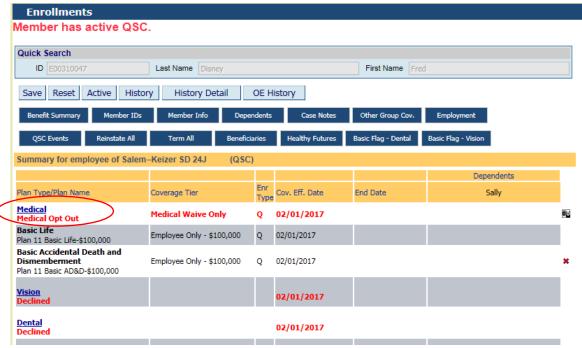
Member Match Found. If this is not the correct member, please click on the Close button and verify the SSN.

Accept

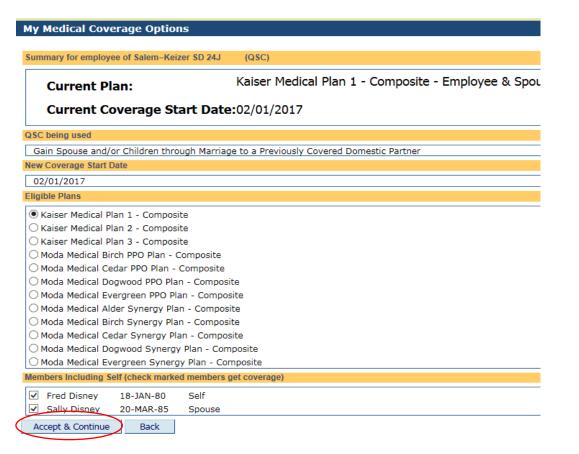
ID Last Name First Name Middle Name Birth Date

E00310048 Disney	Sally	03-20-1985	Disney Fred	Domestic Partner by Affidavit 01-13-2017
Reject All Close				
D				
Dependents Record Saved Successfully				
Member : Fred Disney				
■ Relationship Type	■ Gender		■ Child Type	■ Birth Date
Spouse	▼ Female ▼]	~	03-20-1985
■ Last Name	■ First Name	е	MI	
Disney	Sally			
Same Address as Subscriber	Affidavit Full	fillment Date/Adoption Dat	e	
Yes V				
SSN	HICN		No response	
Ethnicity and Medicare Eligibil				
Ethnicity Unknown	~		■ Medicare Eligibility	No V
Race				
Asian Black/Afri	can American 🔲 Ar	merican Indian/Alaska Nat	ive Native Hawai	ian/Other Pacific Islander
☐ White ☐ Other	□ Re	efused (Can only pick one)	Unknown	
Tobacco Usage				
How would you describe your spous	se's tobacco habits?			
O Have used tobacco products w	thin the past 12 months	;		
O Haven't used tobacco products	within the past 12 mon	ths		
Have never used tobacco produ	cts			
■ Dependent Effective Date	Dependent E	Expiration Date		
01-13-2017				
December 1De				
Dependent IDs				
		- "		
Save Delete Search	Reset Back t	o Enrollments	Dependent lock	

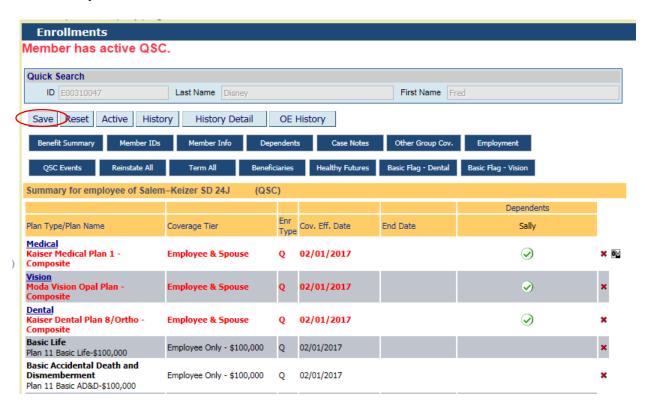
15. Click the Back to Enrollments button.



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



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.



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