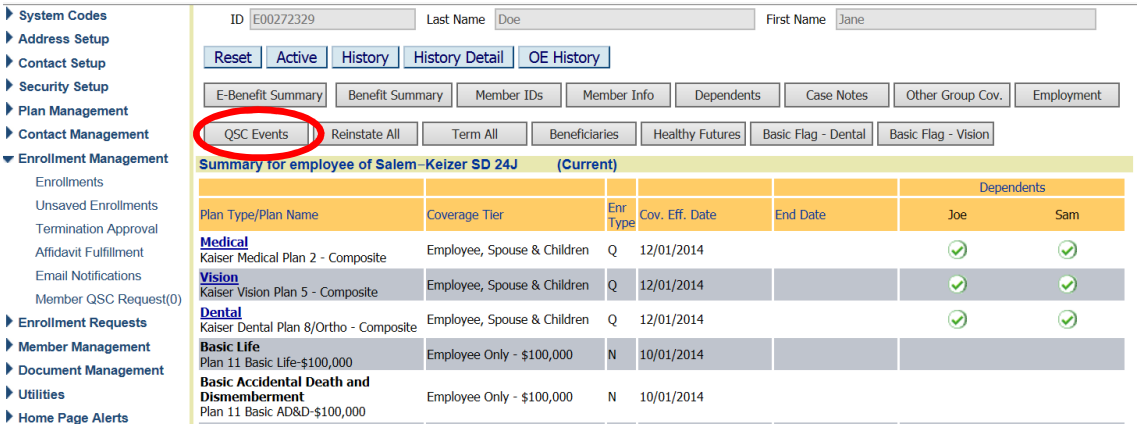
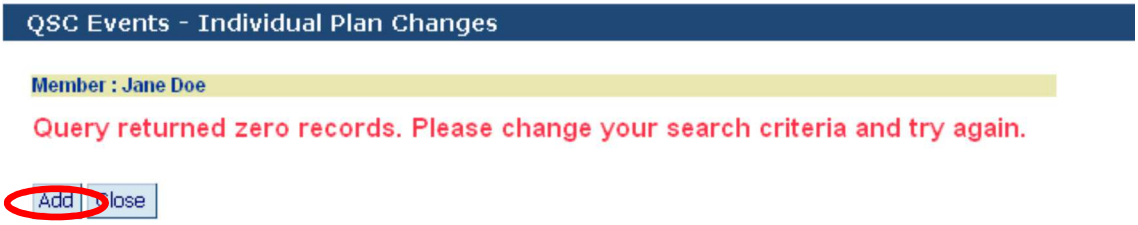
MyOEBB – How to Remove a Dependent

How to Remove a Dependent

1. **Bring up the employee record in Enrollment Management**



2. **Click on the QSC Events button as shown above.**



3. **Click on the Add button.**

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

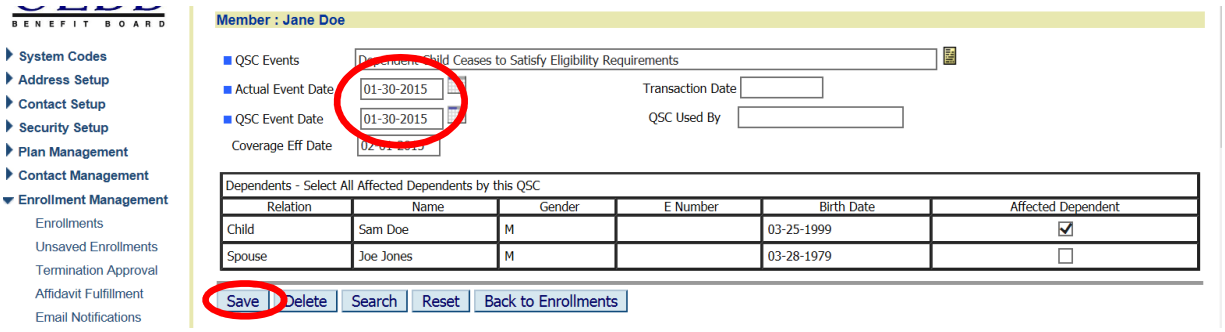
Change in Employees Marital Status

- 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

Change in Number of Employees Dependents

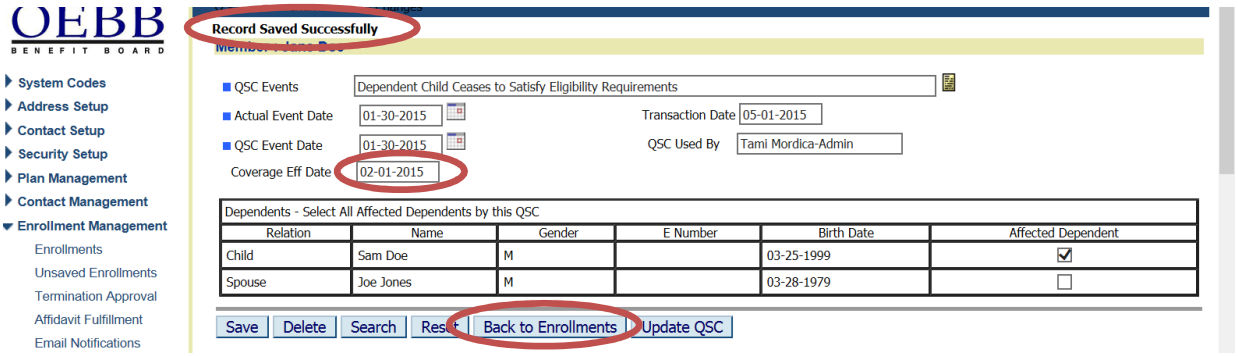
- Death of Child
- Dependent Child Ceases to Satisfy Eligibility Requirements
- Dependent Child Satisfies Eligibility Requirements
- Gain Child through Birth/Adoption/Placement for Adoption

4. **Click on the appropriate QSC.**

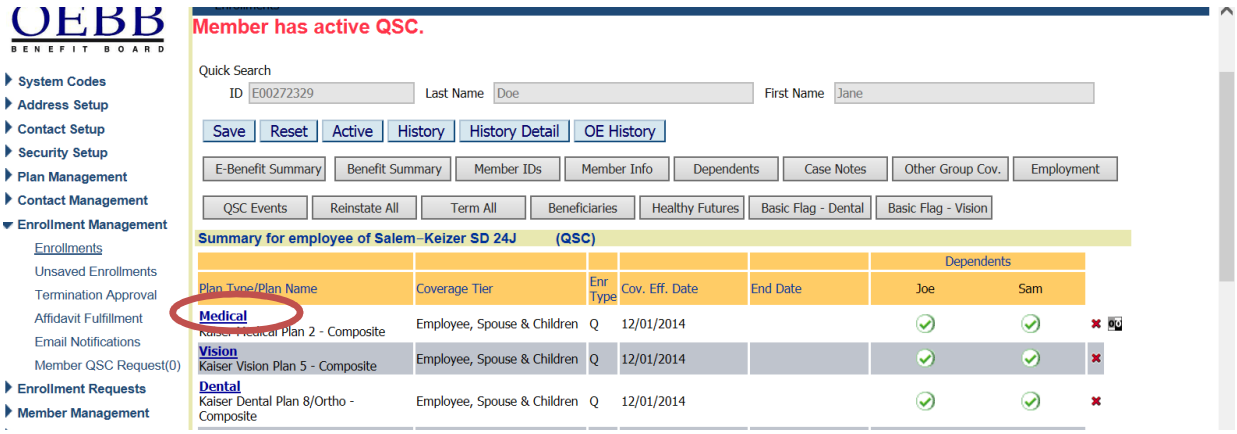


5. **Complete the QSC dates. The coverage Effective Date will be the first of the month following the QSC Event Date. Click on Save once. Verify the Coverage Effective Date. If the date is correct, click Save again.**

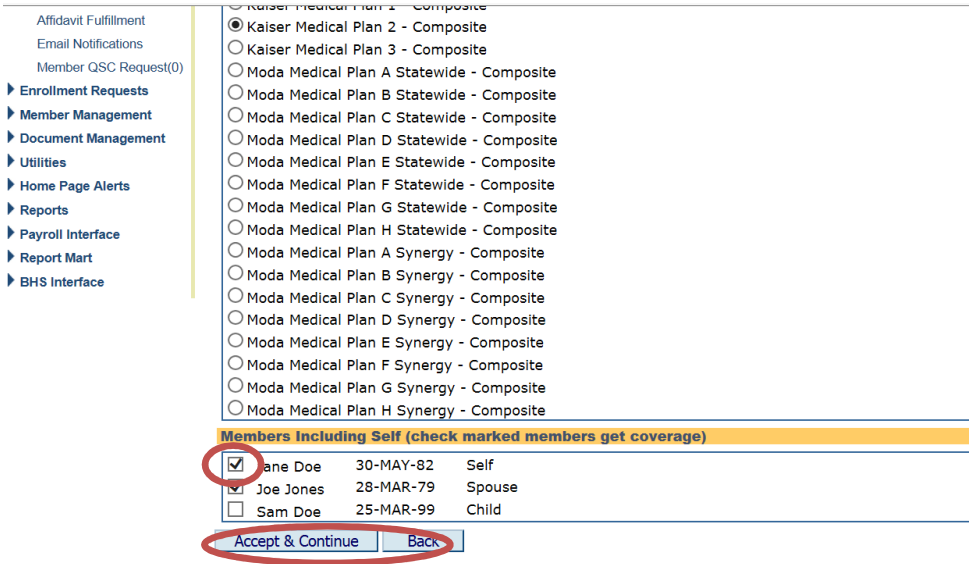
   Note: If the Coverage Effective date is incorrect, you can make the necessary changes then Click Save or delete the QSC and start over.



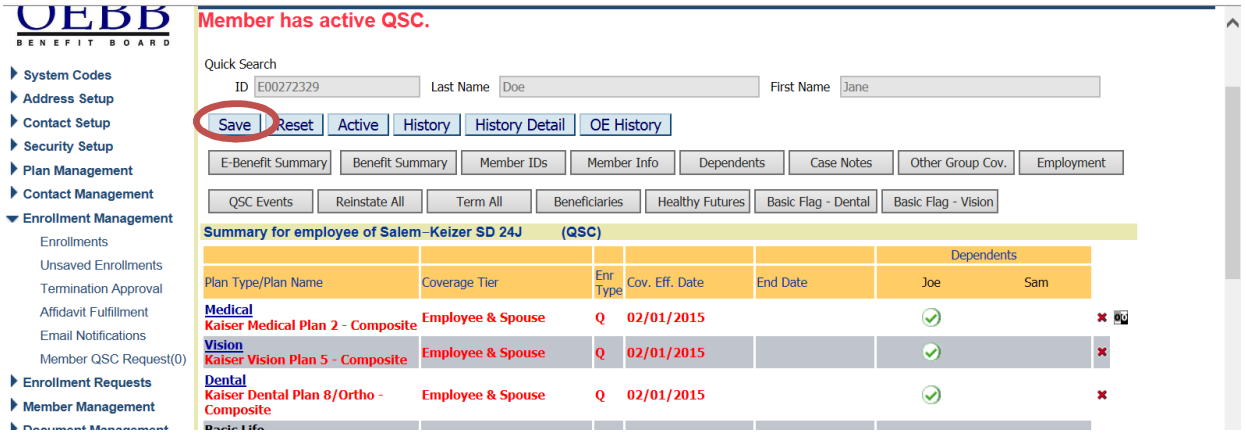
You will see Record Saved Successfully. Click "Back to Enrollments"



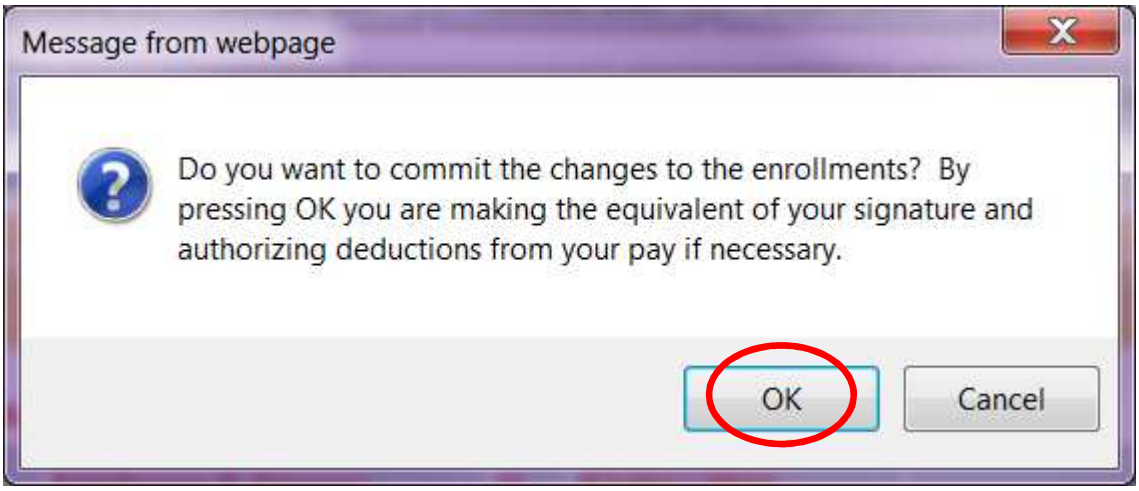
6. **Click on the word Medical as shown above.**



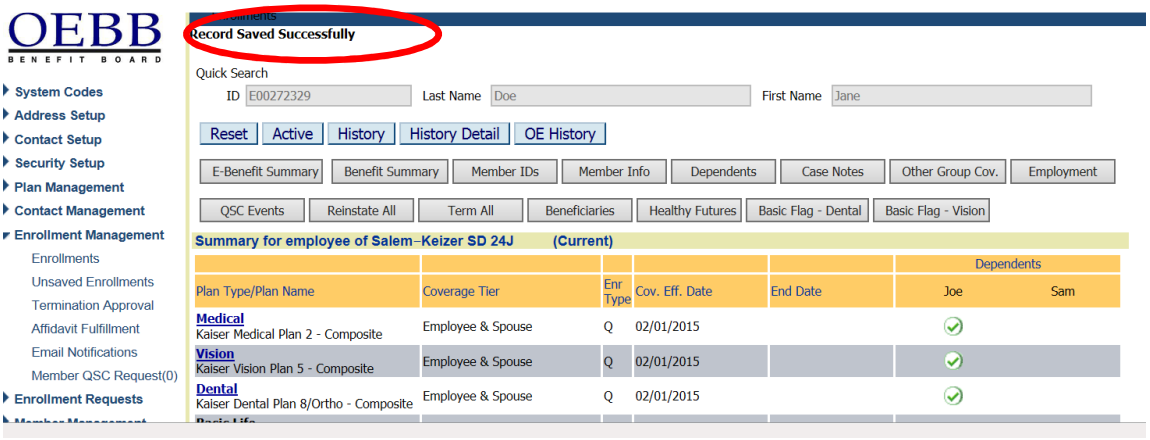
7. **Uncheck the dependent you are removing. Click Accept & Continue.**



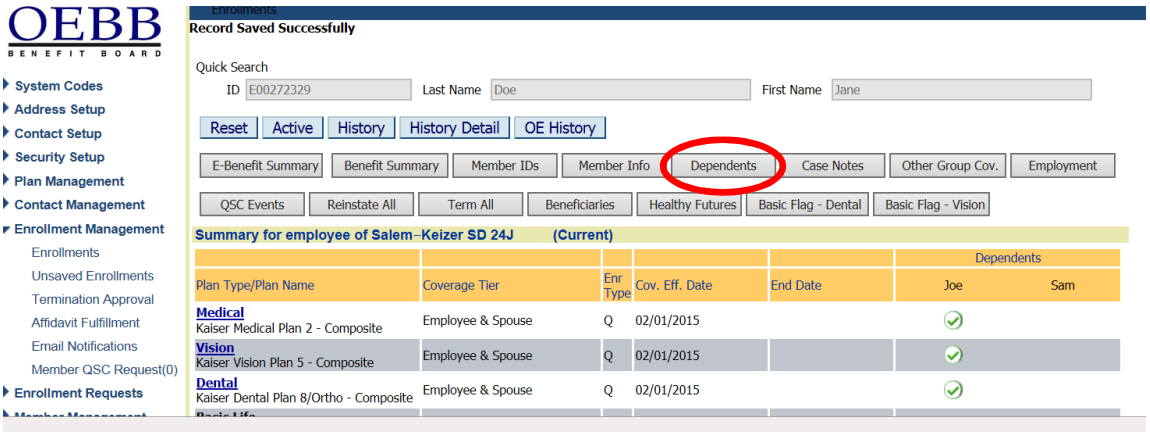
8. **Repeat process for Dental and Vision benefits if the dependent is being removed from those benefits. If the member is removing them from optional plans you will need to click the Red X to remove the dependent from optional benefits. Once dependent has been removed, Click the Save Button.**



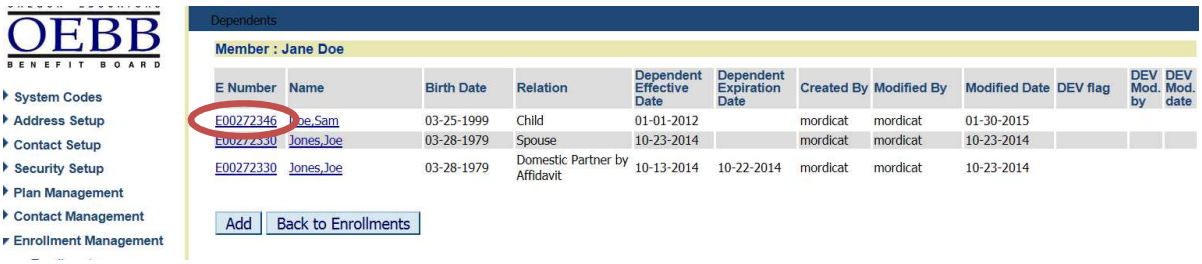
9. **Click Ok.**



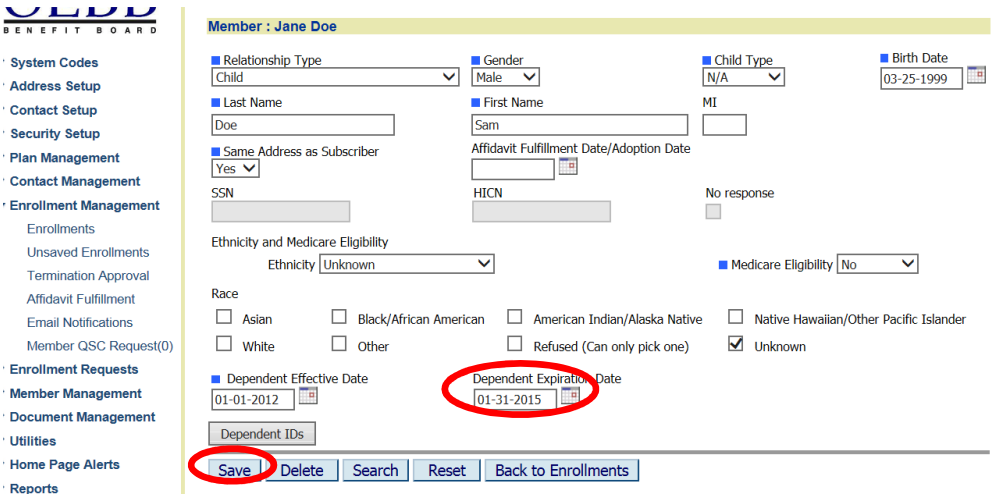
10. **You will then see** "Record Saved Successfully".



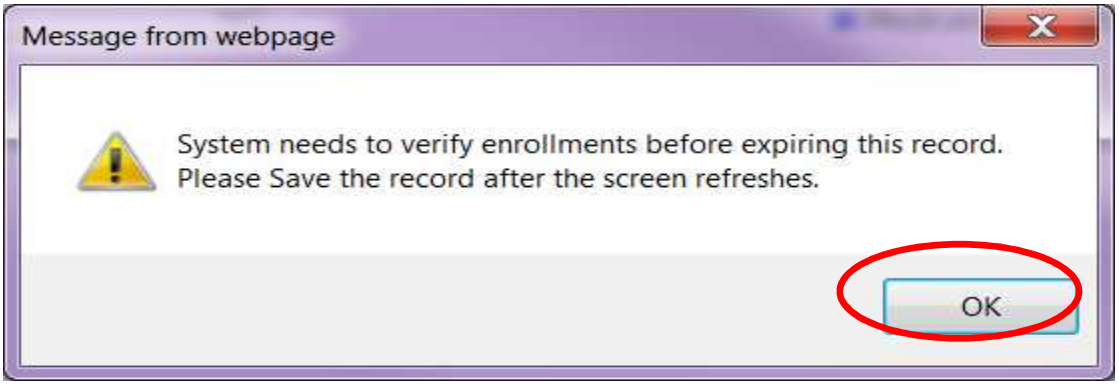
11. Click on the Dependents button as shown above.



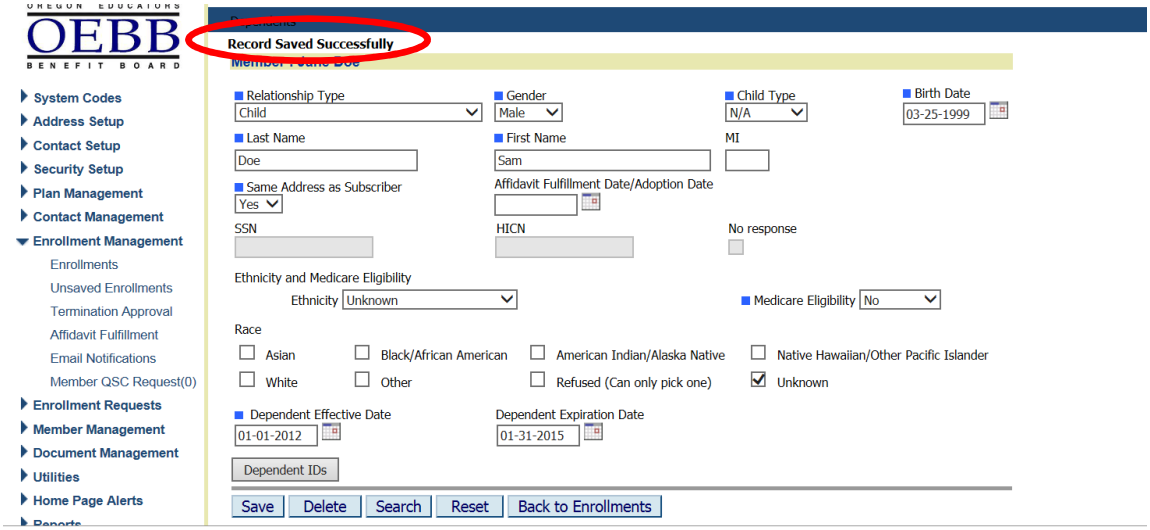
12. Click on the Dependent that is being removed from the enrollments.



13. Enter the Dependent Expiration Date as shown above. Note: you will need to use the current days date or the end of the month for an expiration date.



14. Click OK.



15. Click Save. You will see "Record Saved Successfully".