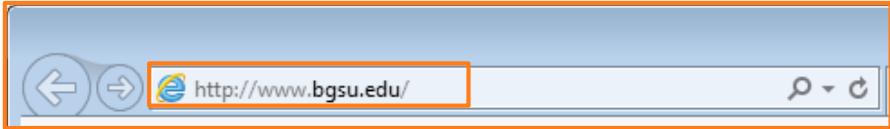
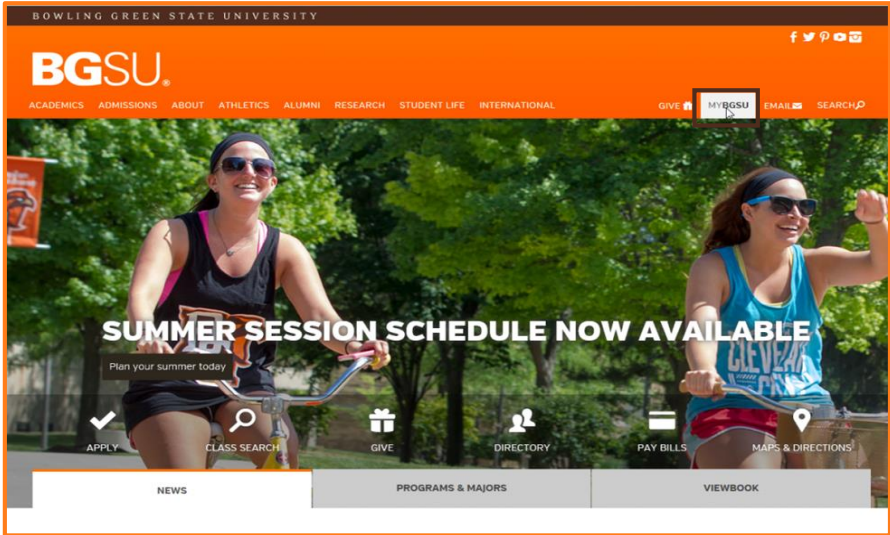
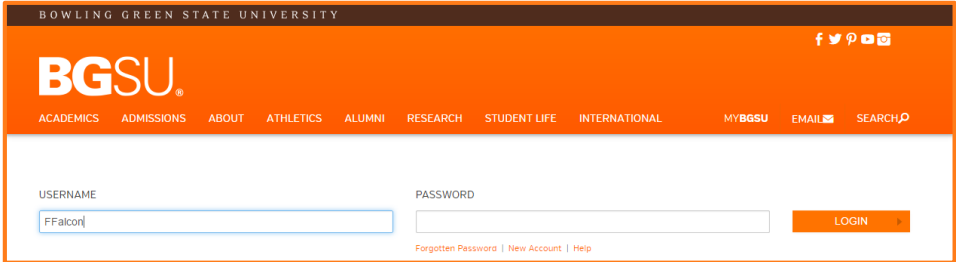
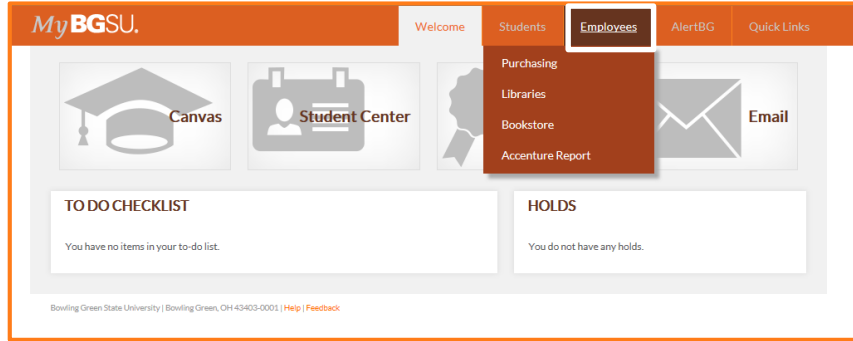


# Life Event – Divorce Event

<p>What do I do?</p> <p><b>PROCESS OVERVIEW</b></p>	<p>The purpose of this reference guide is to assist you in modifying your dependents on your benefits. This document is set up according to the steps needed to be performed in order to complete a Family Status Change.</p> <ol style="list-style-type: none"> <li>1. Begin at the bgsu.edu home page</li> <li>2. Click <b>MyBGSU</b></li> <li>3. Enter <b>Username</b> and <b>Password</b></li> <li>4. Navigate: <b>Employees &gt; Benefits Enrollment &gt; Family Status Change/Life Event</b></li> <li>5. Choose <b>I got Divorced</b> (Divorce Life Event)</li> <li>6. Enter <b>Marital Status</b> and <b>Date</b></li> <li>7. <b>Upload your Divorce Decree</b></li> <li>8. Wait for approval from the Benefits Department</li> <li>9. <b>Continue Later</b></li> <li>10. <b>Resume entering information</b> for the Divorce Life Event</li> <li>11. <b>Verify</b> Personal Information</li> <li>12. <b>Verify</b> Pay and Compensation</li> <li>13. <b>Enter Benefit Enrollments/Remove Dependent</b></li> <li>14. <b>Complete the Divorce Life Event</b></li> </ol>
<p><b>SECTION I NAVIGATION</b></p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Where do I go?</p>	<p>MyBGSU &gt; Employees &gt; Benefits Enrollment &gt; Family Status Change &gt; Life Event &gt; I got Divorced</p>
<p><b>Step 1: Click MyBGSU</b></p>	
<p><b>Step 2: Enter USERNAME and PASSWORD</b></p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p><b>Step 2a: Click Login</b></p>	

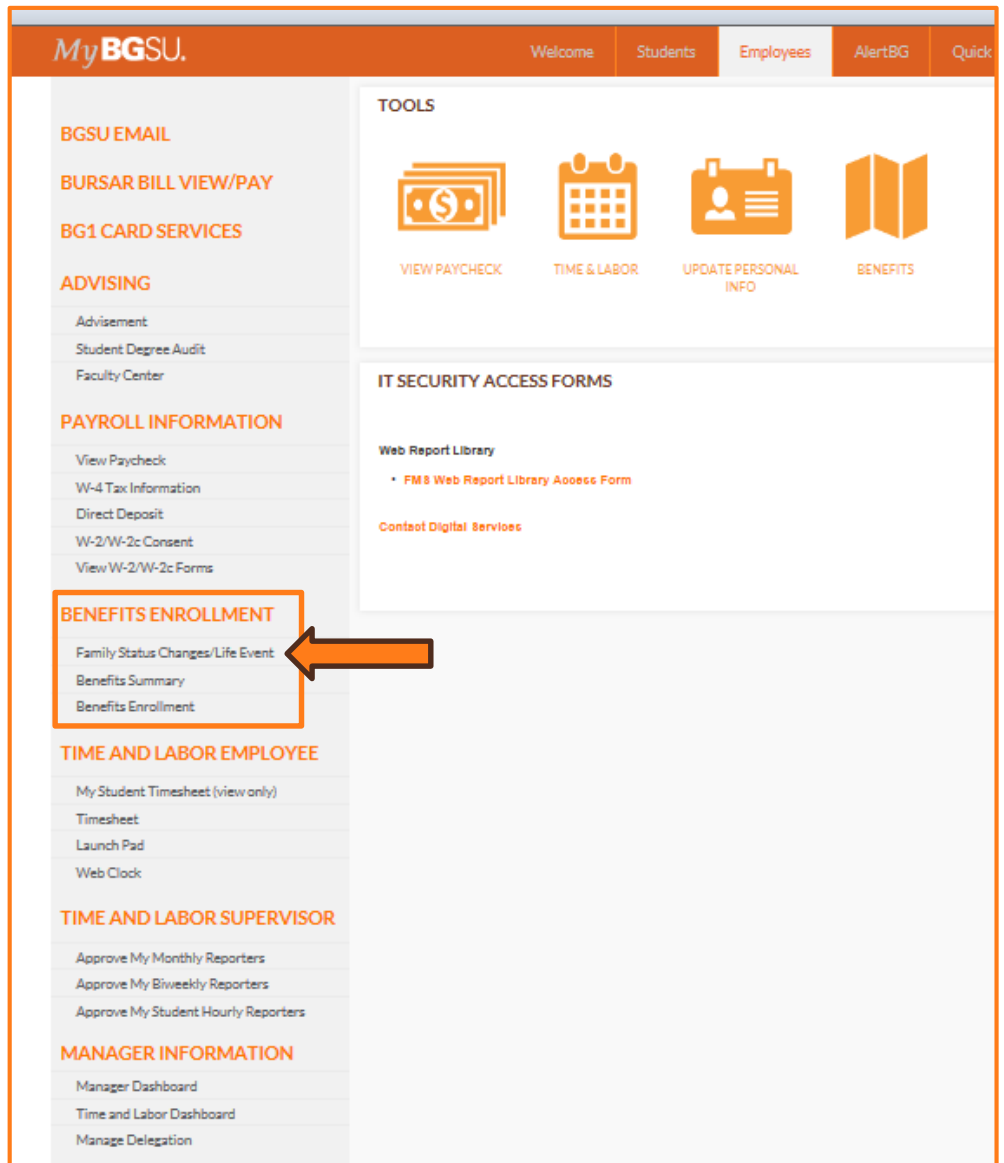
# Life Event – Divorce Event

## Step 3: Click Employees



## Step 4: Under Benefits Enrollment

- Click **Family Status Change/Life Event**



# Life Event – Divorce Event

## SECTION II DIVORCE LIFE EVENT

**Step 1:** Choose the **I got Divorced** Life Event

### Life Events

#### Select Your Event

Review the choices and select the appropriate Event. Then enter the date of your event.

#### Employee

- I had a Baby
- I adopted/gained legal custody of a child
- I got Married
- I got Divorced

#### Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Covered Dependent

**Step 2:** Enter in the **Date** of the Divorce

**Step 3 :** Click **OK**

You will be directed to the Welcome page of the Divorce Life Event.

### Change Status Date

Help

### Change Status Date

Enter the date of your status change, then select the OK button.

The Life Event must be completed within 30 days of your qualifying event or you will not be eligible to change your Benefit Elections until the next plan year.

#### Status Change Date

\*Date Change Will Take Effect 02/25/2015

OK

Cancel

# Life Event – Divorce Event

## SECTION III EFFECTIVE DATE/ MARITAL STATUS CHANGE

**Step 1:** The Welcome page will appear.

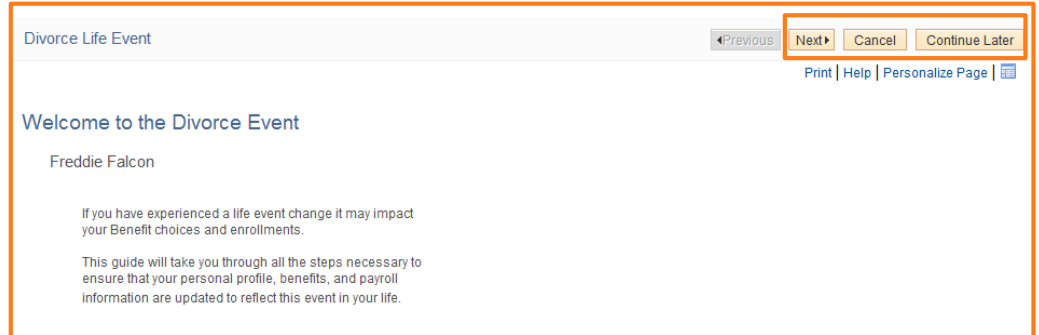
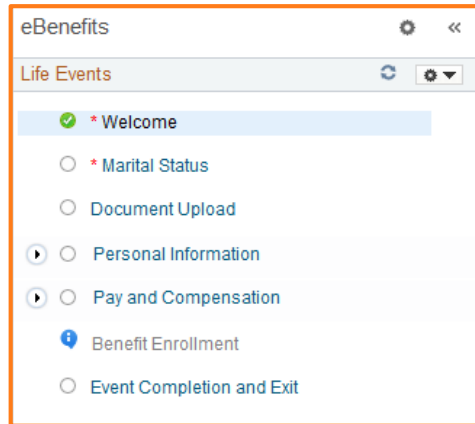
The **Activity Guide**, (located on the left side of the event) – will guide you through each step that is needed in order to complete the Divorce Life Event.

### Navigational buttons:

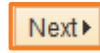
The **Next** button, located in the right hand corner of the page will also navigate you through each step.

The **Cancel** button allows you to cancel the transaction at any time when clicked upon. Nothing will be saved if this button is pressed.

The **Continue Later** button allows you to logout of the event and save any information you have already entered. You are able to return at any point to complete and submit your event to the Benefits Department.



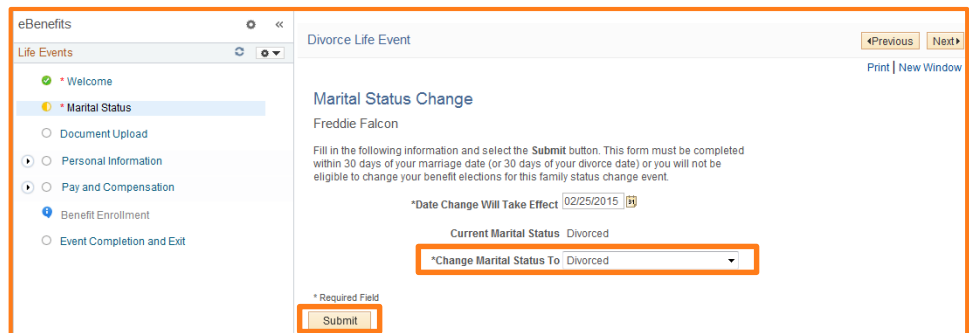
**Step 2:** Click **Next** to begin the Divorce Event



**Step 3:** Verify the Effective Date of the Change.

**Step 4:** Click on the drop down to change your Marital Status to **Divorced**

**Step 5:** Click **Submit**

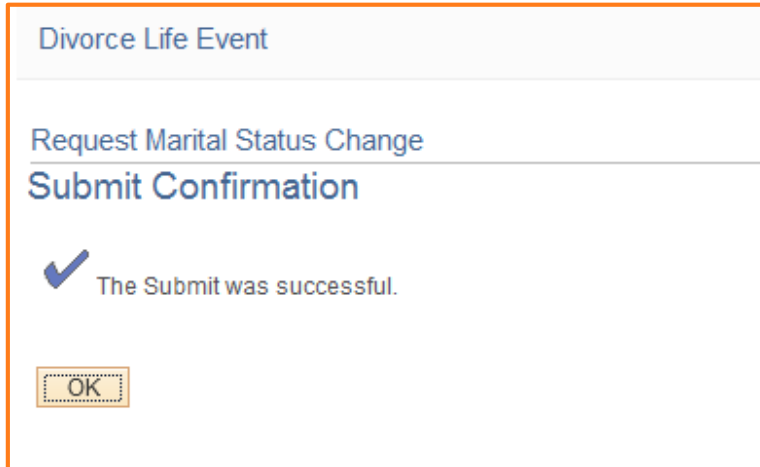


# Life Event – Divorce Event

**Step 6:** A Submit Confirmation will show.

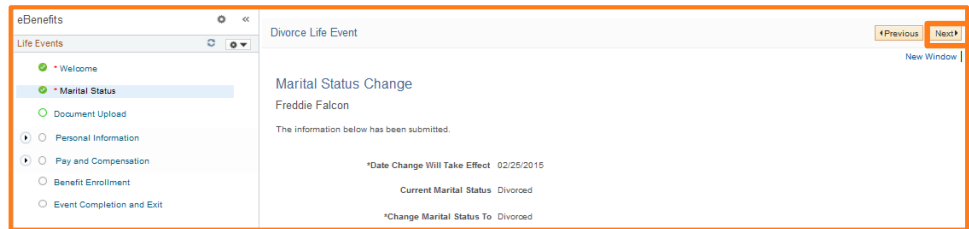
Also, you will notice that in the Activity Guide when a step is completed it will turn **green**.

**Step 7:** Click



**Step 8:** The **Marital Status Change** page appears and shows the information that has been submitted to the Benefits Department.

**Step 9:** Click

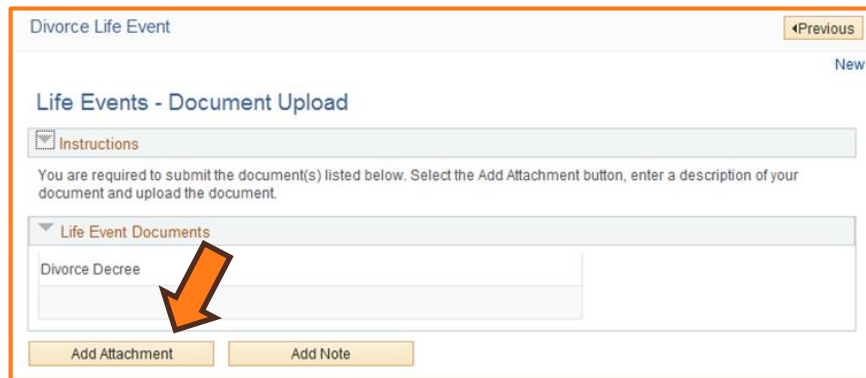


## SECTION IV DOCUMENT UPLOAD

**Step 1:** The **Document Upload** page allows for you to attach your Divorce Decree and submit it to the Benefits Department.

**Note:** You **MUST** have a **Divorce Decree**.

**Step 2:** Click



# Life Event – Divorce Event

**Step 3:** Enter a **description** of the Divorce Decree in the **Subject** field.

e.g. **Freddie Falcon's Divorce Decree**

*Note: You MUST enter a description.*

Divorce Life Event

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Divorce Decree

\*Subject Freddie Falcon's Divorce Decree

Attachment

Add Attachment

Save

**Step 4:** Click

Add Attachment

Divorce Life Event

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Divorce Decree

\*Subject Freddie Falcon's Divorce Decree

Attachment

Add Attachment

Save

**Step 5:** Click **Browse** to locate your Divorce Decree document on your computer.

File Attachment

Help

Browse...

Upload Cancel

# Life Event – Divorce Event

**Step 6:** Once the Divorce Decree has been located, Click **Upload** button.

*Note: If the wrong file is attached, you may click **Cancel** and start over with the Document Upload Activity.*

**Step 7:** Once you have uploaded the Divorce Decree, you may now view the attachment if you wish.

Click **View Attachment**

**IF**

If you do not want to review the attached document then

Click **Save**

**Step 8:** You will receive a message stating the Benefits Department must approve your Divorce Decree in order to complete your Life Event.

**Step 9:** Click **OK**

# Life Event – Divorce Event

**Step 10: (Optional)** You may **Add a Note** to your attachment if you would like.

If so desired, click on the

**Add Note**

If you **do not want** to add a note, proceed to **Step 14**.

Divorce Life Event

Life Events - Document Upload

Instructions: You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

Divorce Decree

Add Attachment Add Note

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	03/03/2015 11:42AM	Freddie Falcon	Divorce Decree	Freddie Falcon's Divorce Decree	Needs Approval

**Step 11:** Enter a description of the note in the **Subject** field.

e.g. **Explanation of Falcon's Divorce Decree**

*Note: You MUST enter a description if you are adding a note.*

Divorce Life Event

Document Definition - New Note

Instructions: You have chosen to enter a new note.

Selection Criteria

Description: Divorce Decree

\*Subject: Freddie Falcon's Divorce Explanation

\*Note Text:

Save

**Step 12:** Enter in note information in the **Note Text** field.

**Step 13:** Click **Save**

Divorce Life Event

Document Definition - New Note

Instructions: You have chosen to enter a new note.

Selection Criteria

Description: Divorce Decree

\*Subject: Freddie Falcon's Divorce Explanation

\*Note Text: This is a copy of the original. Please let me know if you have any questions.

Save

Go To: Life Events - Document Upload

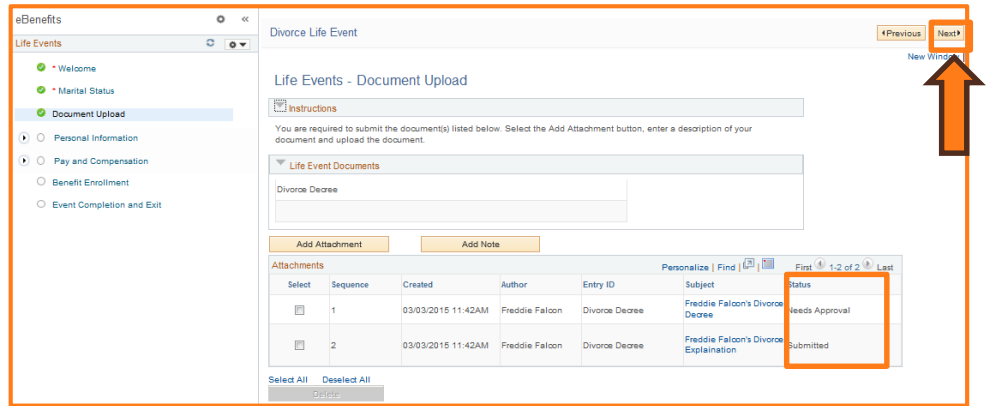


# Life Event – Divorce Event

**Step 14:** Review that your attachment and your note (if you added one) have a **Status of Needs Approval and Submitted.**

**Step 15:** You have now completed the first portion of the process.

Click **Next** to save your information. You will be notified by email when your documentation has been approved by the Benefits Department.

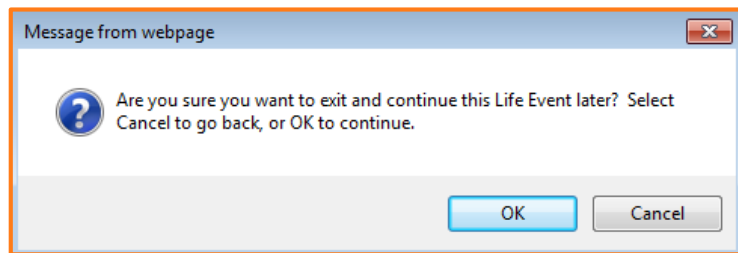


**Step 16:** A message will appear asking you would like to Continue Later.

Click **OK** to save and continue later

OR

Click **Cancel** if you need to add additional information.



## SECTION V APPROVAL FROM BENEFITS DEPARTMENT

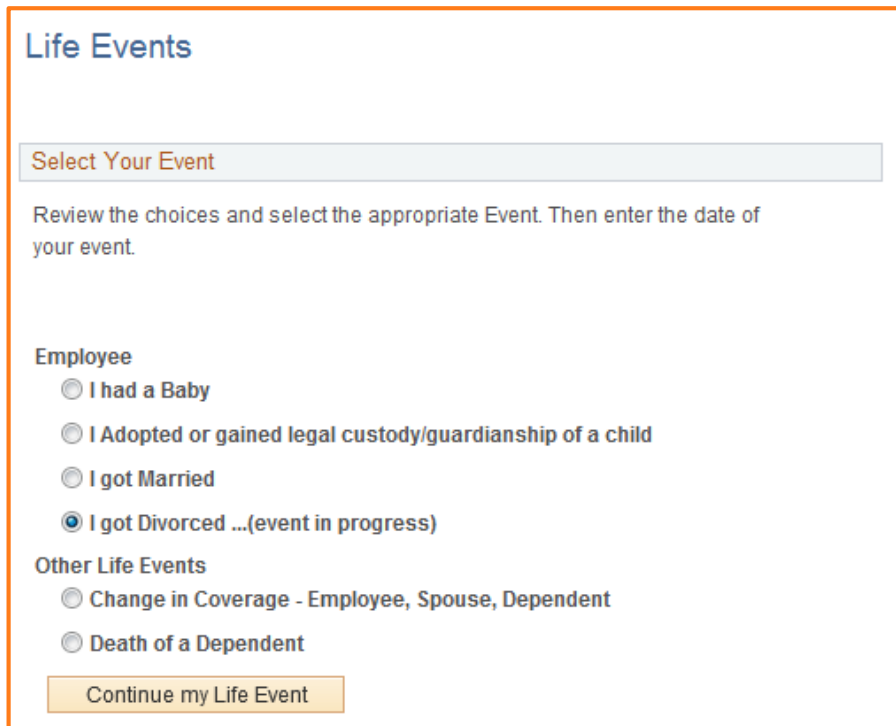
You have received an email from the Benefits Department stating that your Divorce Decree has been approved.

You may now proceed with the second phase of the process.

**Step 1:** Navigate to the Self Service Life Event page.

**Follow Section 1:  
Steps 1-4**

**MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event**



# Life Event – Divorce Event

**Step 2:** Click

[Continue my Life Event](#)

*Note: The Divorce Event states that the Event is in Progress.*

*You will now be directed back to the Life Event*

## Life Events

### Select Your Event

Review the choices and select the appropriate Event. Then enter the date of your event.

#### Employee

- I had a Baby
- I Adopted or gained legal custody/guardianship of a child
- I got Married
- I got Divorced ...(event in progress)

#### Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Dependent

[Continue my Life Event](#)

The Document Upload page appears. You will notice that the Status has now changed for the Divorce Decree, it has been approved.

**Step 3:** [Next ▶](#) to complete Phase 2 of the Live Event.

Divorce Life Event

[◀Previous](#) [Next▶](#) [Cancel](#) [Continue Later](#)

[New Window](#) | [Help](#) | [Personalize Page](#) |

## Life Events - Document Upload

### Instructions

You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.

### Life Event Documents

Divorce Decree

[Add Attachment](#)

[Add Note](#)

### Attachments

[Personalize](#) | [Find](#) | | | [First](#) | [1-2 of 2](#) | [Last](#)

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	03/03/2015 11:42AM	Freddie Falcon	Divorce Decree	Freddie Falcon's Divorce Decree	Approved
<input type="checkbox"/>	2	03/03/2015 11:42AM	Freddie Falcon	Divorce Decree	Freddie Falcon's Divorce Explanation	Submitted

[Select All](#) [Deselect All](#)

[Delete](#)

# Life Event – Divorce Event

## SECTION VI PERSONAL INFORMATION

Your personal information will be available to modify if changes are needed. You are able to modify:

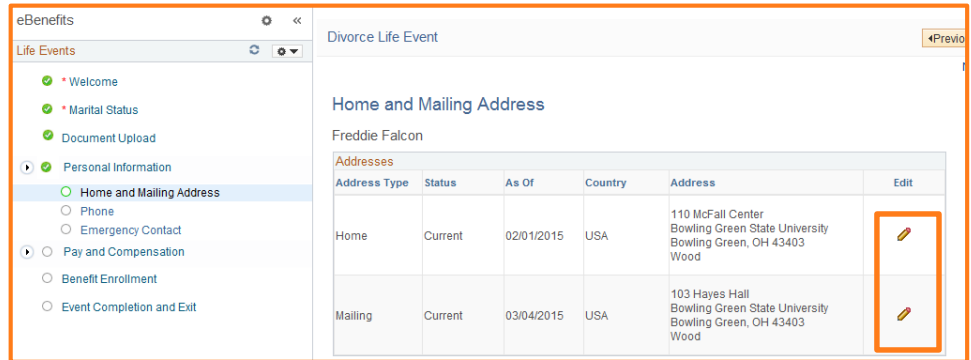
- Home and Mailing Address
- Phone
- Emergency Contacts



**Step 1: Review the Addresses you have file.**

- If **YES** change is needed, choose the proper address

and Click  to make the necessary changes.

- If **NO** change, proceed to **Step 7**

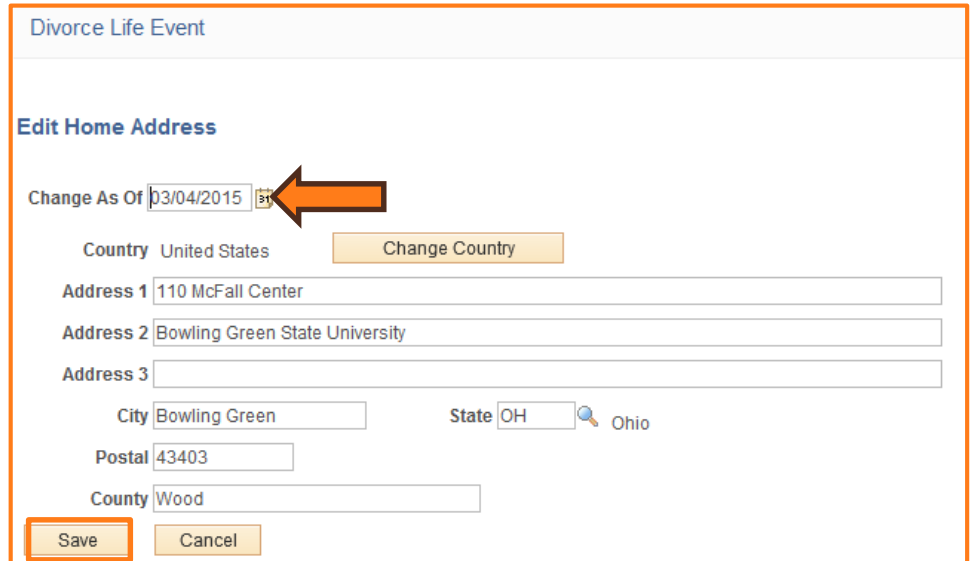


Address Type	Status	As Of	Country	Address	Edit
Home	Current	02/01/2015	USA	110 McFall Center Bowling Green State University Bowling Green, OH 43403 Wood	
Mailing	Current	03/04/2015	USA	103 Hayes Hall Bowling Green State University Bowling Green, OH 43403 Wood	

**Step 2:** Enter the Change As Of Date


**Step 3:** Proceed in making the necessary changes to your new address.


**Step 4:** Click 



**Divorce Life Event**

**Edit Home Address**


Change As Of: 03/04/2015 

Country: United States 

Address 1: 110 McFall Center



Address 2: Bowling Green State University

Address 3:

City: Bowling Green State OH  Ohio

Postal: 43403

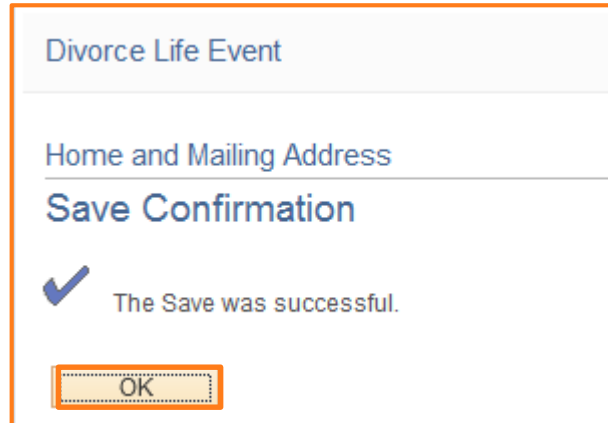
County: Wood


# Life Event – Divorce Event

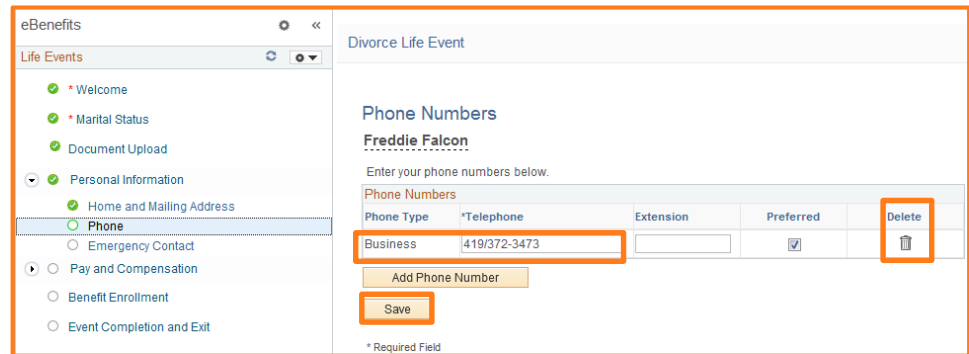
**Step 5:** A **Save Confirmation** will appear stating the save was successful.

**Step 6:** Click



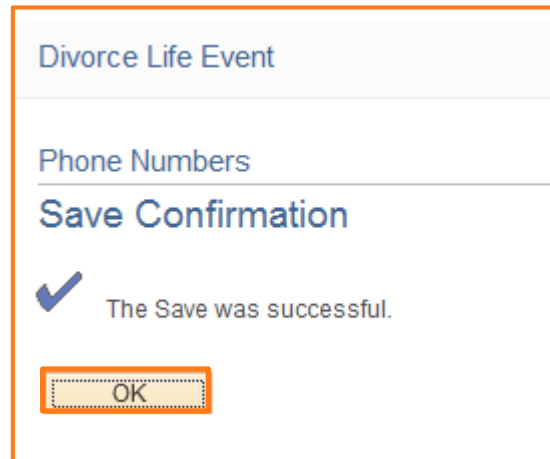
**Step 7:** Click the **Phone** link in the left navigation

- Review the Phone that is listed
- Click **Add Phone Number** if a new phone number needs to be added.
- Click  to delete old phone numbers
- Click **Save**






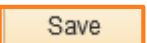
**Step 8:** A **Save Confirmation** will appear stating the save was successful.

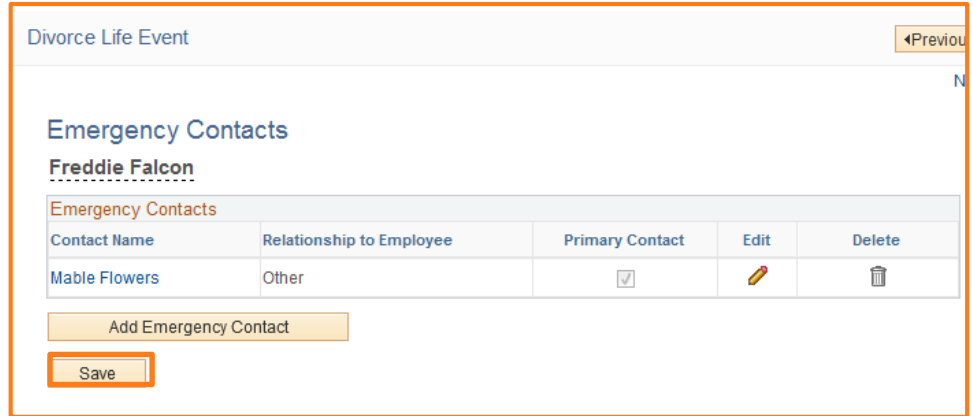
**Step 9:** Click



# Life Event – Divorce Event

**Step 10:** Click the **Emergency Contact** in the left navigation



- Review the Emergency Contact listed
- Click  to make the necessary changes.
- Click  to add a new emergency contact.
- Click  to delete old phone numbers
- Click 



Divorce Life Event ◀Previous

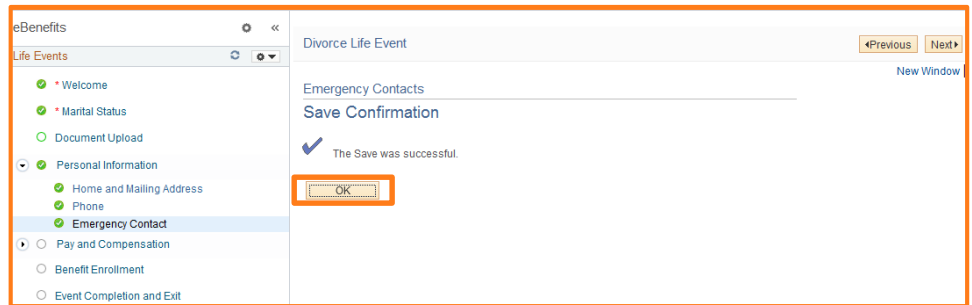
### Emergency Contacts

**Freddie Falcon**

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Mable Flowers	Other	<input checked="" type="checkbox"/>		

**Step 11:** A **Save Confirmation** will appear stating the save was successful.

**Step 12:** Click

eBenefits ◀ ▶ Divorce Life Event ◀Previous Next▶

Life Events ⌵ ⌶

- Welcome
- Marital Status
- Document Upload
- Personal Information
  - Home and Mailing Address
  - Phone
  - **Emergency Contact**
  - Pay and Compensation
  - Benefit Enrollment
  - Event Completion and Exit

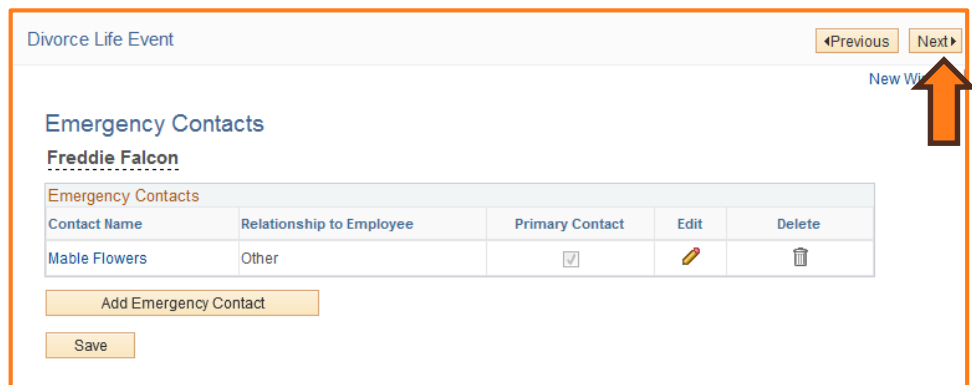
Emergency Contacts

**Save Confirmation**

The Save was successful.

**Step 13:** You will be returned to the **Emergency Contact** page.



**Step 14:** Click

Divorce Life Event ◀Previous Next▶

### Emergency Contacts

**Freddie Falcon**

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Mable Flowers	Other	<input checked="" type="checkbox"/>		

# Life Event – Divorce Event

## SECTION VII PAY AND COMPENSATION

Due to your recent Divorce, you are eligible to make changes to your W-4 Tax Information.

**Step 1:** Click on the **Pay and Compensation** link

**Step 2:** Click on the **W-4 Tax Information** link

- Review the Total number of Allowances you are claiming
- Make changes to the W-4 Tax Data if needed
- Certify the withholding year
- Click

*Note: If no changes are needed, you still must click **Submit***

### Divorce Life Event

#### W-4 Tax Information

Freddie Falcon  
Bowling Green State University

Social Security Number XXX-XX-0284

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

#### Home Address

110 McFall Center  
Bowling Green State University  
Bowling Green OH 43403

#### Mailing Address

103 Hayes Hall  
Bowling Green State University  
Bowling Green OH 43403

#### W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status

Single  Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.

You must call 1-800-772-1213 for a new card.

#### Claim Exemption

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

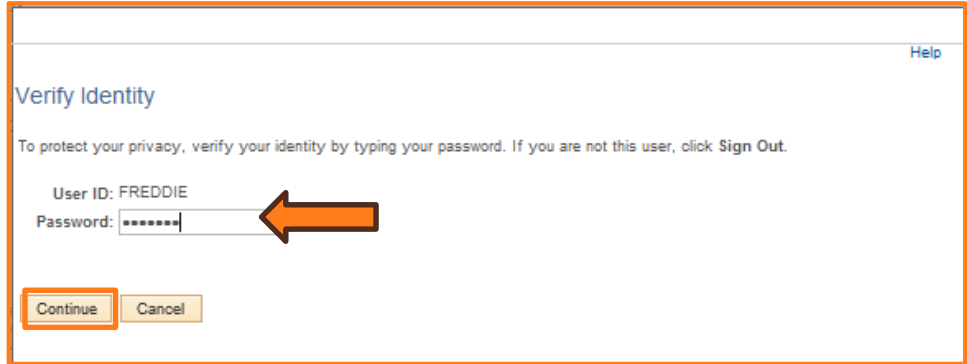
Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

# Life Event – Divorce Event

## Step 3: Verify Identity

- Enter your network **Password**
- This will verify that you have made the changes to your W-4 Tax Information
- Click 





Verify Identity [Help](#)


To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

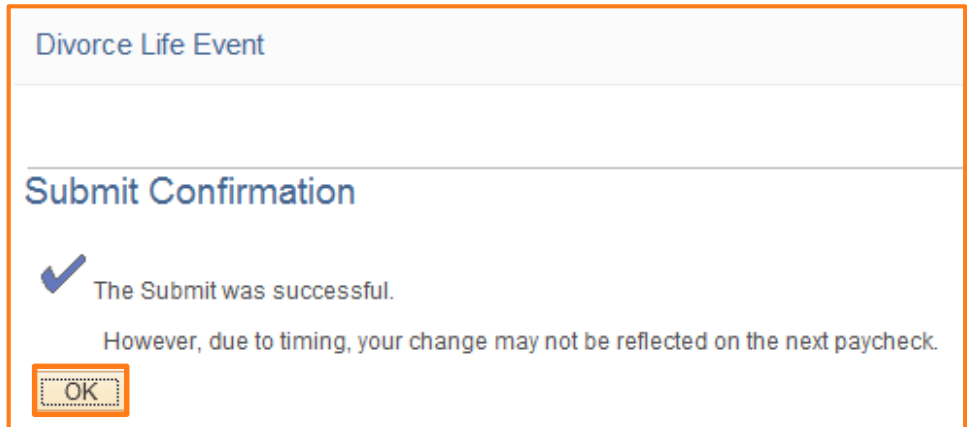
User ID: FREDDIE

Password: [REDACTED]


**Step 4: Submit Confirmation** will appear

**Step 5:** Click 




Divorce Life Event

**Submit Confirmation**

 The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.



# Life Event – Divorce Event

**Step 7:** Your new **W-4** form will appear with the changes you made.

**Step 6:** Click

**Next ▶**

## Divorce Life Event

### W-4 Tax Information

Freddie Falcon  
Bowling Green State University

Social Security Number XXX-XX-0284

#### Home Address

110 McFall Center  
Bowling Green State University  
Bowling Green OH 43403

#### Mailing Address

103 Hayes Hall  
Bowling Green State University  
Bowling Green OH 43403

#### W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status  Single  Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.

You must call 1-800-772-1213 for a new card.

#### Claim Exemption

I claim exemption from withholding for the year  and I certify that I meet

**BOTH** of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

## SECTION VIII BENEFIT ENROLLMENT

The Benefit Enrollment section will allow you to remove your spouse/dependent(s) from your existing benefit elections.

**Step 1:** Click

**Start My Enrollment**

eBenefits

Life Events

- ✓ \* Welcome
- ✓ \* Marital Status
- ✓ Document Upload
- ▶ ✓ Personal Information
- ▼ ✓ Pay and Compensation
  - ✓ W4 Tax Information
- **Benefit Enrollment**
- Event Completion and Exit

Divorce Life Event

### Benefit Enrollment

Click on the Start my Enrollment button and update your benefit selections based on your new life event.

Moving from page to page you may encounter a brief delay.

Start My Enrollment







# Life Event – Divorce Event

**Step 2:** Click  To begin your enrollment

Divorce Life Event

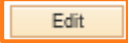
Benefits Enrollment

Freddie Falcon

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Marital Status Change	 02/25/2015	Open	Director	

Once you click **Select**, it will take a few seconds for your benefits enrollment information to load.

**Step 3: Current Benefit enrollment appears**

- Review your current benefit enrollments
- Remove your spouse/ dependent(s) from your plan, Click 
- The plan will open with your new options

Divorce Life Event








Benefits Enrollment

Marital Status Change

Freddie Falcon

Your recent family status change event allows you to modify your current benefit choices. You will have 30 days from the event date to update your benefits enrollment and submit your new choices. The Enrollment Summary will display which benefit options are open for edit. All of your benefit changes will be effective the date of the family status change event.

**Important:** Your enrollment **will not** be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

Enrollment Summary				
	Before Tax	After Tax		
<b>Medical</b>				
Current: Medical Plan A-Emp+Spous				
New: Medical Plan A-Emp+Spous	273.34			
<b>Dental</b>				
Current: Dental-Emp+Spous				
New: Dental-Emp+Spous	12.72			
<b>Vision</b>				
Current: Vision-Emp+1				
New: Vision-Emp+1		15.82		
<b>Life and AD and D</b>				
Current: Basic Life: 1.5 X Salary				
New: Basic Life: 1.5 X Salary : \$125,000		0.00		
<b>Supplemental Life</b>				
Current: Waive				
New: Waive				
<b>Dependent Life</b>				
Current: Waive				
New: Waive				
<b>Long-Term Disability</b>				
Current: LTD: 60.00% of Salary				
New: LTD: 60.00% of Salary		0.00		
<b>Flex Spending Health - U.S.</b>				
Current: No Coverage				
New: No Coverage				
<b>Flex Spending Dependent Care</b>				
Current: No Coverage				
New: No Coverage				
<b>Health Savings Account</b>				
Current: No Coverage				
New: No Coverage				

**Important:** Your enrollment **will not** be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

On this page, you can review your current benefit choices and make changes. You can also review the enrollment summary and make changes to your enrollment choices.

Plan	Current	New	Change
Medical	273.34	273.34	0.00
Dental	12.72	12.72	0.00
Vision	15.82	15.82	0.00
Life and AD and D	0.00	0.00	0.00
Supplemental Life	0.00	0.00	0.00
Dependent Life	0.00	0.00	0.00
Long-Term Disability	0.00	0.00	0.00
Flex Spending Health - U.S.	0.00	0.00	0.00
Flex Spending Dependent Care	0.00	0.00	0.00
Health Savings Account	0.00	0.00	0.00

# Life Event – Divorce Event

**Step 4:** Dependents that are enrolled in the plan will have a  in the **Enroll** box next to their name.

### Enroll Your Dependents

The following list below displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click the Add/Review Dependents button below to determine why they are not eligible. You may also use this button to add new dependents to your list.

For more information regarding who is eligible to be your covered dependents under the health care plan, please review [Dependent Eligibility Information](#). It includes definition of dependents, their eligibility and the required documents for adding them for coverage.

You will be required to provide the birthdate and social security number for each covered member of your family, especially your spouse, same-sex domestic partner or same-sex spouse. Before you continue, please make sure that you have this information available.

To add dependents and same sex domestic partner or same-sex spouse to the plans for which they are eligible will require completing and returning all required documents to the Office of Human Resources within 30 days of the event date in order for these dependents to be covered.

**Required Documents**

If you are adding eligible dependents for the first time, all of the documents that you may be required to complete are available below. You will also be required to provide proof of dependency such as birth certificate or adoption finalization papers or marriage certificate.

[Older Adult Child Certification 26-28 years of age](#)  
[Other Insurance Information Certification](#)  
[Primary Coverage Certification](#)  
[Same-Sex Domestic partner Affidavit](#)

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Freida Falcon	Spouse

**Step 5:** Uncheck the **Enroll** box next to the dependent you are removing from the plan.

*Note: By removing the checkmark you are removing this dependent from current coverage.*

**Step 6:** Click

### Required Documents

If you are adding eligible dependents for the first time, all of the documents that you may be required to complete are available below. You will also be required to provide proof of dependency such as birth certificate or adoption finalization papers or marriage certificate.

[Older Adult Child Certification 26-28 years of age](#)  
[Other Insurance Information Certification](#)  
[Primary Coverage Certification](#)  
[Same-Sex Domestic partner Affidavit](#)

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>	Freida Falcon	Spouse

Click Continue to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Click Cancel to ignore all entries made on this page and return to the Enrollment Summary.

# Life Event – Divorce Event

## Step 7: Enrollment page for the current plan will be shown.

- Your choice will now read the newly elected coverage
- Cost per pay period will show
- Click

### Divorce Life Event

#### Benefits Enrollment

#### Medical

Freddie Falcon

**i** Important: Your enrollment will not be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

#### Your Choice

You have chosen Medical Plan A with Employee Only coverage.

In order for Medical Mutual to apply appropriate benefits to treatment and services provided to me and or my dependent, I consent to any medical professional, clinic, or other medical or medically related facility, government agency or other provider of care to provide Medical Mutual information including copies of medical records (if needed) concerning care of treatment, information relating to mental illness or use of drugs or alcohol. I understand that this health care coverage I am enrolling in contains coordination of benefits, workers' compensation and subrogation provisions and I acknowledge Medical Mutual's right on behalf of BGSU to enforce these provisions.

#### Your Estimated per-pay-period Cost

Your Cost      \$91.72

#### Notes

Once submitted, this choice will take effect on 02/25/2015. Deductions for this choice, if applicable, will start with the pay period which includes 02/25/2015.

Click OK to store your choices.

Click Edit to go back and change your choices.

## Step 8: Benefit Enrollment page

- The changes that you made to your plan will now appear on the Benefit Enrollment Summary page.

**Step 9: Repeat Steps 3-8** for all plans you are removing your spouse.

### Divorce Life Event

Related Content ▾ | [New Window](#) | [Help](#) | [Personalize Page](#) |

#### Benefits Enrollment

#### Marital Status Change

Freddie Falcon

Your recent family status change event allows you to modify your current benefit choices. You will have 30 days from the event date to update your benefits enrollment and submit your new choices.

The Enrollment Summary will display which benefit options are open for edits.

All of your benefit changes will be effective the date of the family status change event.

**i** Important: Your enrollment will not be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

#### Enrollment Summary

Medical	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Medical Plan A:Empl+Spous			
New: <b>Medical Plan A:Empl Only</b> 	91.72		
Dental	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Dental:Empl+Spous			
New: Dental:Empl+Spous	12.72		
Vision	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Vision:Empl + 1			
New: Vision:Empl + 1		15.82	

# Life Event – Divorce Event

## Step 10: Benefit Enrollment page

Once your spouse has been removed from all plans, review the changes on your Benefit Enrollment page.

- If you are finished you may proceed to Step 11

Step 11: Click

**Submit**

### Divorce Life Event

#### Benefits Enrollment

#### Marital Status Change

Freddie Falcon

Your recent family status change event allows you to modify your current benefit choices. You will have 30 days from the event date to update your benefits enrollment and submit your new choices. The Enrollment Summary will display which benefit options are open for edits. All of your benefit changes will be effective the date of the family status change event.

**i** Important: Your enrollment will not be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

#### Enrollment Summary

	Before Tax	After Tax	Edit
<b>Medical</b>			<b>Edit</b>
Current: Medical Plan A:Empl+Spous			
New: <b>Medical Plan A:Empl Only</b>	91.72		
<b>Dental</b>			<b>Edit</b>
Current: Dental:Empl+Spous			
New: <b>Dental:Empl Only</b>	6.84		
<b>Vision</b>			<b>Edit</b>
Current: Vision:Empl + 1			
New: <b>Vision:Empl Only</b>		7.90	
<b>Life and AD and D</b>			
Current: Basic Life: 1.5 X Salary			
New: <b>Basic Life: 1.5 X Salary ; \$125,000</b>			
<b>Supplemental Life</b>			
Current: Waive			
New: <b>Waive</b>		0.00	
<b>Dependent Life</b>			<b>Edit</b>
Current: Waive			
New: <b>Waive</b>			
<b>Long-Term Disability</b>			
Current: LTD: 60.00% of Salary			
New: <b>LTD: 60.00% of Salary</b>		0.00	

	Before Tax	After Tax	Edit
<b>Flex Spending Dependent Care</b>			<b>Edit</b>
Current: No Coverage			
New: <b>No Coverage</b>			
<b>Health Savings Account</b>			<b>Edit</b>
Current: No Coverage			
New: <b>No Coverage</b>			
<b>Retirement Plans</b>			<b>Edit</b>
Current: ARP OPERS Nationwide			
New: <b>ARP OPERS Nationwide</b>			

This table summarizes **estimated** pay period costs for your new benefit choices.

Election Summary			
Cost Summary	Total	Before Tax	After Tax
Costs	106.46	98.56	7.90
<b>Your Costs</b>	<b>106.46</b>	<b>98.56</b>	<b>7.90</b>

**Submit**

Click **Submit** to send your final choices to the Benefits Department.

**i** Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department at the end of the enrollment process.

## Step 12: Message

Once Submitted, you will receive a message stating you are not finished yet

Click

**OK**

### Message

Reminder (2000,433)

Reminder: You are not finished with the enrollment process. Please continue on to the next page. You must check the employee agreement box and click the submit button on the next page or your enrollment will not be submitted to Human Resources.

**OK**

# Life Event – Divorce Event

## Step 13: Authorize Elections/Benefit Enrollment page

The Benefit Enrollment page returns with a section for **Authorizing Elections**

- **Check off** the Employee Agreement box
- Click

Divorce Life Event

Benefits Enrollment

Submit Benefit Choices

Freddie Falcon

You have almost completed your enrollment. If you have no further changes, please read the contents of this page. After reading 'Authorize Elections', click **Submit** at the bottom of this page to finalize your benefit choices.

Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you click **Submit** your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period in the fall or if you have a qualified family status change.

As a reminder, to add dependents and same sex domestic partner to the plans for which they are eligible will require completing and returning all required documents to the Office of Human Resources within 30 days of the event date. Failure to complete and return the appropriate documents could result in loss of coverage for your spouse, same sex domestic partner and/or your dependents.

For more information regarding who is eligible to be your covered dependents under the health care plan please review [Dependent Eligibility Information](#). It includes definition of dependents, their eligibility and the required documents for adding them for coverage.

**Required Documents**

If you are adding new dependents, all of the documents that you may be required to complete are available below. You will also be required to provide proof of dependency such as birth certificate or adoption finalization papers or marriage certificate.

[Older Adult Child Certification 25-28 years of age](#)  
[Other Insurance Information Certification](#)  
[Primary Coverage Certification](#)  
[Same-Sex Domestic Partner Affidavit](#)

**Authorize Elections**

By submitting my benefit choices I am certifying that the information is true and correct to the best of my knowledge and understand that any misstatement constitutes fraud and may result in termination of my benefits and may subject me to legal action by BGSU and its authorized vendors. I also understand that any monies received from any authorized BGSU vendor for which I am not entitled will require full reimbursement to the appropriate plan. I also understand that I must notify BGSU within 30 days of occurrence of any changes in status.

Warning: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. (Ohio Revised Code Section 3999.21)

**EMPLOYEE AGREEMENT:** I understand that I must complete the required documents and submit them by the deadline in order to have coverage as defined by the plan.

Click **Submit** to send your final choices to the Benefits Department.

Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

## Step 14: Submit Confirmation

After submitting your new benefit elections, you will receive a Submit Confirmation.

- Click

eBenefits

Life Events

- Welcome
- Marital Status
- Document Upload
- Personal Information
- Pay and Compensation
- Benefit Enrollment**
- Event Completion and Exit

Divorce Life Event

Benefits Enrollment

Submit Confirmation

Freddie Falcon

Your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement within one week to confirm your family status change enrollment.

To return to the Benefits Enrollment page, click **OK**.

# Life Event – Divorce Event

## Step 16: Open Benefit Events

The **Open Benefits Event** page will now indicate that your Divorce Life Event has been submitted to the Benefits Department.

Click

Divorce Life Event

Benefits Enrollment  
Freddie Falcon

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Marital Status Change	02/25/2015	Submitted	Director	<input type="button" value="Select"/>

New View

## SECTION IX EVENT COMPLETION AND EXIT

Congratulations! You have completed your Divorce Life Event.

Click  to end the event.

eBenefits

Life Events

- ✓ \* Welcome
- ✓ \* Marital Status
- ✓ Document Upload
- ▶ ✓ Personal Information
- ▶ ✓ Pay and Compensation
- ✓ Benefit Enrollment
- Event Completion and Exit

Divorce Life Event

### Event Completion and Exit

You have completed your Divorce Life Event

Click the Complete button to end this event.