What do I do?

**PROCESS OVERVIEW**
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.

1. Begin at the bgsu.edu home page
2. Click MyBGSU
3. Enter Username and Password
4. Navigate: Employees > Benefits Enrollment > Family Status Change/Life Event
5. Choose I got Divorced (Divorce Life Event)
6. Enter Marital Status and Date
7. Upload your Divorce Decree
8. Wait for approval from the Benefits Department
9. Continue Later
10. Resume entering information for the Divorce Life Event
11. Verify Personal Information
12. Verify Pay and Compensation
13. Enter Benefit Enrollments/Remove Dependent
14. Complete the Divorce Life Event

**SECTION I
NAVIGATION**

Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*

**Where do I go?**

MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event > I got Divorced

**Step 1: Click MyBGSU**

**Step 2: Enter USERNAME and PASSWORD**

*Note: These will be your BGSU network credentials.*

**Step 2a: Click Login**
Step 3: Click Employees

Step 4: Under Benefits Enrollment
- Click Family Status Change/Life Event
SECTION II
DIVORCE LIFE EVENT

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

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

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

The 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 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
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 **OK**

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

Step 9: Click **Next**

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 **Add Attachment**
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.

Step 4: Click Add Attachment.

Step 5: Click Browse to locate your Divorce Decree document on your computer.
**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**
**Step 10**: (Optional) You may **Add a Note** to your attachment if you would like.

If so desired, click on the **Add Note** button.

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

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

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

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

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

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

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.
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

Step 2: Enter the Change As Of Date

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

Step 4: Click Save
Step 5: A Save Confirmation will appear stating the save was successful.

Step 6: Click OK

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

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

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

Step 12: Click OK

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

Step 14: Click Next
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 Submit

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

![Verify Identity](image)

**Step 4: Submit Confirmation**
will appear

**Step 5: Click** **OK**

### Divorce Life Event

**Submit Confirmation**

- The Submit was successful.
- However, due to timing, your change may not be reflected on the next paycheck.

![Submit Confirmation](image)
Step 7: Your new W-4 form will appear with the changes you made.

Step 6: Click

Step 1: Click

SECTION VIII
BENEFIT ENROLLMENT

The Benefit Enrollment section will allow you to remove your spouse/dependent(s) from your existing benefit elections.
Step 2: Click **Select**

To begin your enrollment

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 **Edit**
- The plan will open with your new options
Step 4: Dependents that are enrolled in the plan will have a checkmark in the Enroll box next to their name.

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 Continue.
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 OK.

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.
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

Step 12: Message

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

Click 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 Submit

Step 14: Submit Confirmation

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

Click OK
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 Next.

SECTION IX
EVENT COMPLETION AND EXIT

Congratulations! You have completed your Divorce Life Event.

Click Complete to end the event.