

Change Your Marital Status – Detailed Job Aid

Procedure

Please note:

Since a change in marital status is a qualifying life event that allows you to make a change to your benefits outside the open enrollment period, you have the option of changing your benefits when you change your marital status.

Follow these steps to change your marital status:

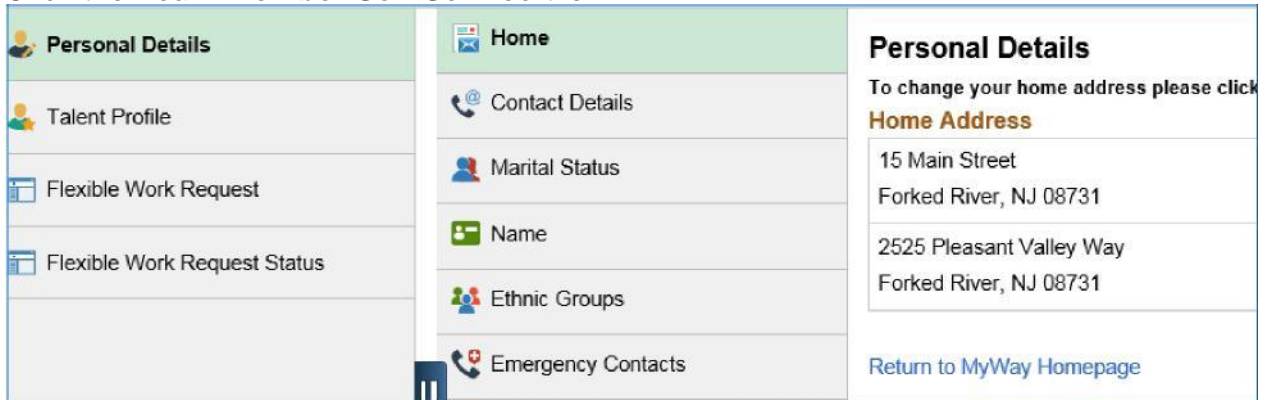
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.



4. The **Personal Details > Home** menu displays as the default. Click the **Marital Status** tab.

- Continue with the steps per the applicable scenario – whether you are changing your benefits or not.

Marital Status/with Benefits Changes



- Click the **Marital Status/with Benefit Changes** button.

A screenshot of a web form titled "Date of 'Qualifying' Event:". It features a date input field with a calendar icon. Below the date field is a list of radio button options: "Birth or Adoption", "Marriage" (which is selected), "Divorce", "Dissolve a Domestic Partner/Civil Union Relationship", "Remove dependent(s) no longer eligible for Medical, Dental or Vision due to age or change in student status", "Death of spouse or eligible dependent", "Spouse or eligible dependent work status change from full-time to part-time or vice versa", "Spouse or eligible dependent gains or loses health coverage", and "Spouse or Dependent's Annual Open Enrollment Period". At the bottom of the form, there is a link: "Click here to see examples of documentation you may be required to provide to support your qualifying life event."

- The Qualifying Life Event page opens. Enter the date of your qualifying event into the **Date of "Qualifying" Event** field.
- Select the radio button for your qualifying life event.

A screenshot of a web form containing a link at the top: "Click here to see the definition of Legal Dependents". Below the link is a checked checkbox followed by the text: "I have read the above affidavit and certify that the information I am providing is true and complete." Below this text is a line of asterisks. At the bottom of the form are two buttons: "Submit" and "Cancel".

- Read the **affidavit** and then click the **check box** to indicate the information you have provided is true and complete.
- Click the **Submit** button.
- A page displays indicating your request has been submitted. You will receive an email within

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24 hours with instructions on changing your benefits. Click the **OK** button.

Marital Status/No Benefit Changes

Marital Status/No Benefit Changes

1. Click the **Marital Status/No Benefit Changes** button.

Marital Status Save

Current: Single

Change Marital Status

*New Status:

*As Of:

2. Click the dropdown button for the **New Status** field.
3. Select your new marital status.
4. Enter the date your marital status changed in the **As Of** field.
5. Click the **Save** button at the top right.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877

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