

Change Your Marital Status – Quick 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. From the **Personal Details > Home** menu, click the **Marital Status** button.
5. Continue with the steps per the applicable section below – whether you are changing your benefits or not.

Marital Status/with Benefit Changes (At this time this feature is only available to Hackensack University Medical Center team members.)

1. Click the **Marital Status/with Benefit Changes** button.
2. The Qualifying Life Event page opens. Enter the date of your qualifying event into the **Date of “Qualifying” Event** field.
3. Select the radio button for your qualifying life event.
4. Read the **affidavit** and then click the **check box** to indicate the information you have provided is true and complete.
5. Click the **Submit** button.
6. A page displays indicating your request has been submitted. You will receive an email within 24 hours with instructions on changing your benefits. Click the **OK** button.

Marital Status/No Benefit Changes – (contact your benefits vendor to submit a qualifying life event if you are not a Hackensack University Medical Center team member.)

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