

ENROLLMENT INSTRUCTIONS For Marital Status Change Event

LOG IN

Step 1: Navigate to [myOhio.gov](#), click on the button titled [My Employee Self Service Login](#).

Step 2: Log into the system by entering your OAKS employee ID (emplid) and password. If you need assistance with logging into the system, please contact HR Customer Service at 1-800-409-1205, Option 1.

REVIEW CURRENT COVERAGE

Step 3: Click on [Self Service > Benefits > Benefits Summary](#) to verify your current coverage.

Step 4: Click on [each Benefit plan](#) to validate the dependents that you are currently covering.

LIFE EVENT – MARITAL STATUS CHANGE

Step 5: Click on [Life Events](#), then choose [Marital Status Change](#) on the menu box.

Step 6: On the Marital Status Change page, click the [Start](#) button.

Step 7: On the [Marital Status Change](#) page, enter the date of the event and the change to your marital status, then click [Submit](#).

Step 8: For a marriage event, read the instructions, then click the link that says [Click here to enter information about my new spouse](#).

PLEASE NOTE: If you chose “Divorced” and you are electing to remove your spouse from coverage, please go to Step 13.

ADD DEPENDENT COVERAGE

Step 9: On the [Enrollment Dependent Summary](#) page, you may add new dependents by clicking on the [Add New Dependent](#) link. You must fill in all of the required fields on the Dependent Personal Information page. When you are done entering the information, scroll to the bottom and click [Save](#).

Step 10: You will receive a Save Confirmation, stating the save was successful. Click [OK](#).

Step 11: On the [Dependent Personal Information](#) page, scroll down and click [Return to Enrollment Dependent Summary](#).

Step 12: Scroll down and click [Return to Life Events – Marriage](#).

Step 13: Click the link [Click Here to continue with your Life Event](#).

Step 14: Click [OK](#).

Step 15: Click [Next](#).

Step 16: On the [Personal Information](#) page, scroll down and click [Next](#).

Step 17: Click the link [Click here to begin enrollment process](#).

Step 18: Click the [Enroll In Benefits](#) button.

Step 19: Click the [Continue](#) button.

Step 20: Click the link [Click to continue with your Life Event](#).

Step 21: Click the link [Enroll in Benefits](#).

Step 22: On the [Benefits Enrollment](#) page, click the [Select](#) button.

Step 23: Click the [Edit](#) button next to the plan that you want to enroll your new spouse in or remove your spouse from.

Step 24: On the [Benefits Enrollment](#) page, check the box next to your new spouse, scroll down, and click [Continue](#). For a divorce, uncheck the box next to your current spouse. Scroll down and click [Continue](#).

Step 25: Verify your coverage is correct for this plan, then click [OK](#) to store your changes

PLEASE NOTE: The check box next to your spouse’s name must be checked on each plan to ensure coverage, or unchecked on each plan to ensure removal. Repeat Steps 22, 23 and 24 for all plans as necessary.

CONFIRMATION

Step 26: Once you have completed making all of your changes on the Benefits Enrollment page, click [Submit](#).

Step 27: On the [Submit Benefits Choices](#) page, read the information carefully and click [Submit](#).

Step 28: On the [Submit Confirmation](#) page, read the information and click [OK](#).

Step 29: You have completed your enrollment and are directed back to the [Benefits Enrollment](#) page. It shows your current plan(s) and your new choice(s). Click the [Print This Page For Your Records](#) link in order to maintain a copy of your elections.

PLEASE NOTE: If you have added a spouse due to marriage, please skip to Step 36. For a divorce, continue to Step 29.

Step 30: You must now change your spouse’s relationship to an ExSpouse. Click the [Edit](#) button next to any of the plans listed (you only have to do this once).

Step 31: Click [Add/Review/Edit Dependent](#) button.

Step 32: Click on [your spouse’s name](#).

Step 33: For the Relationship to Employee, change Spouse to ExSpouse, then scroll down and click [Save](#).

Step 34: Click [OK](#).

Step 35: Scroll down and click [Return to Enrollment Dependent Summary](#).

Step 36: Scroll down and click [Return to Event Selection](#).

Step 37: Log off by clicking [Sign Out](#) in the upper right corner.

IMPORTANT NOTE: You have 31 days to supply valid proof of your marital status change to your agency.