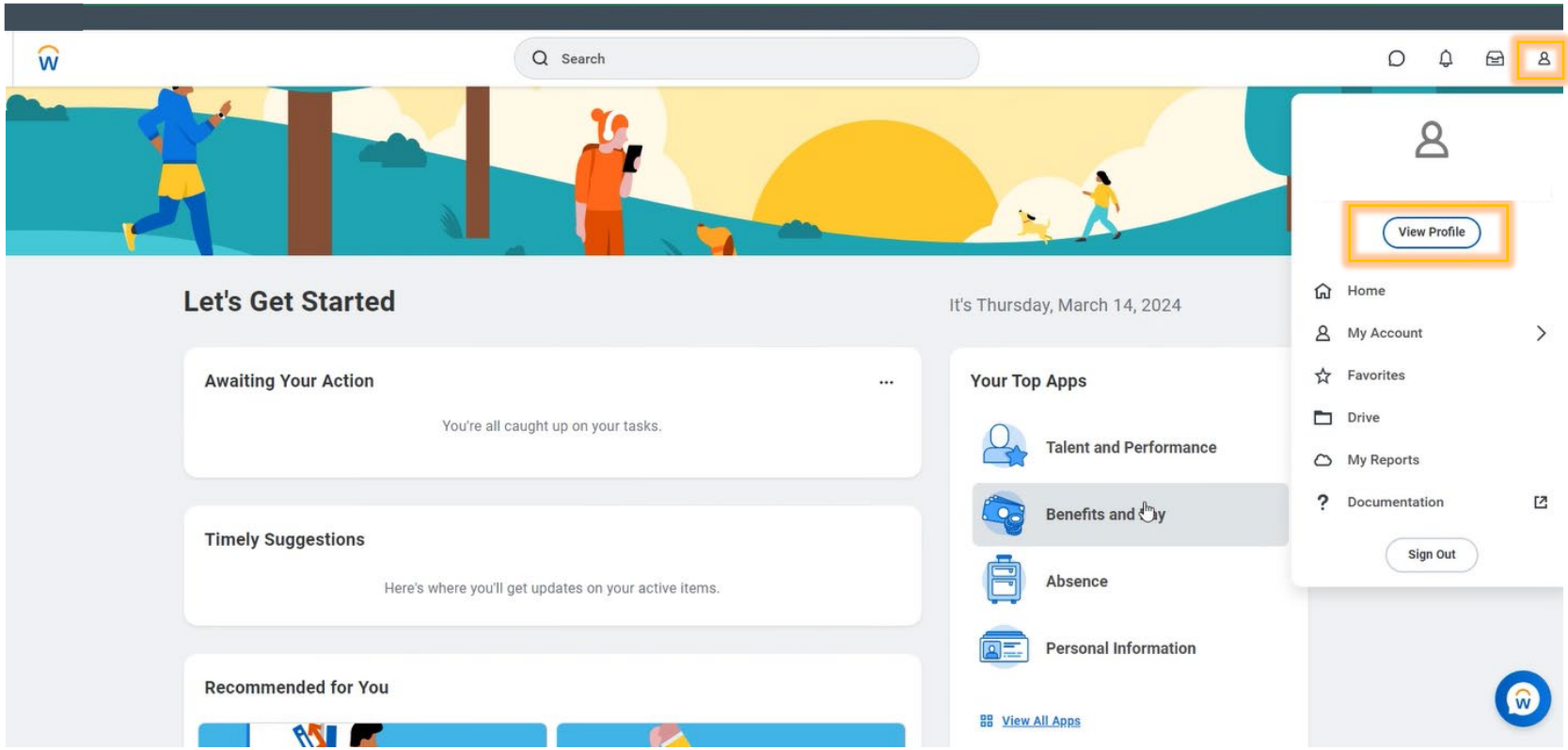
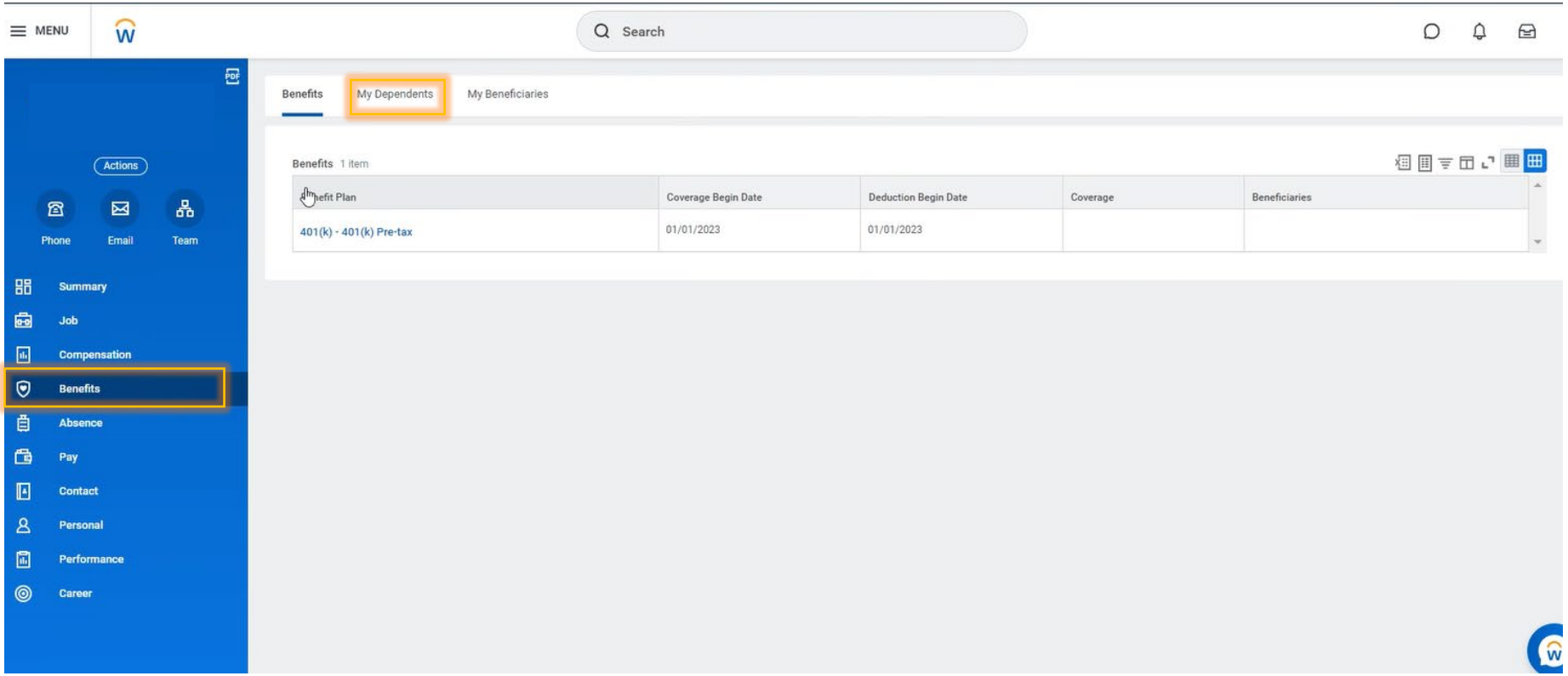
Changing Spouse Status

Action: Employees

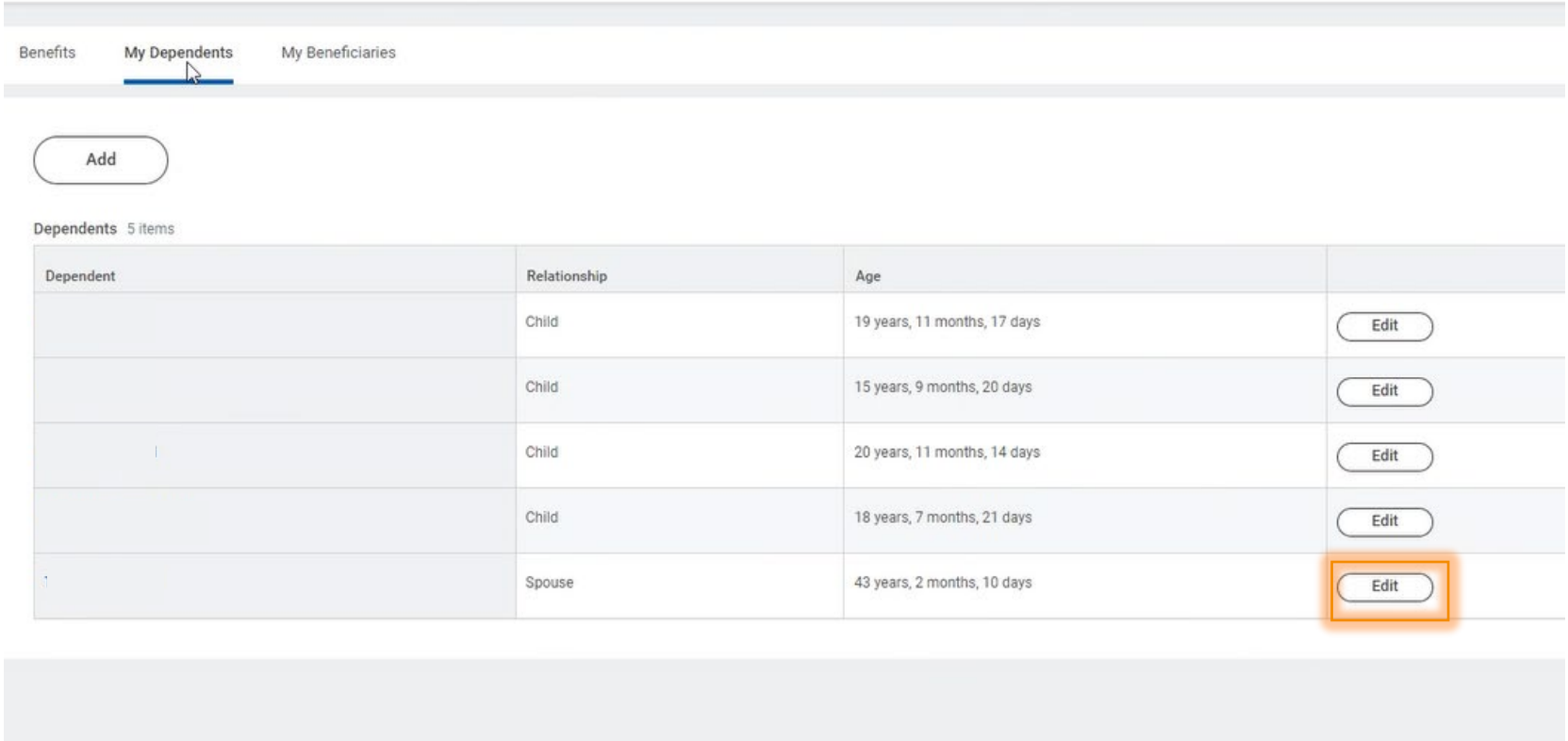
Navigate to *View Profile*



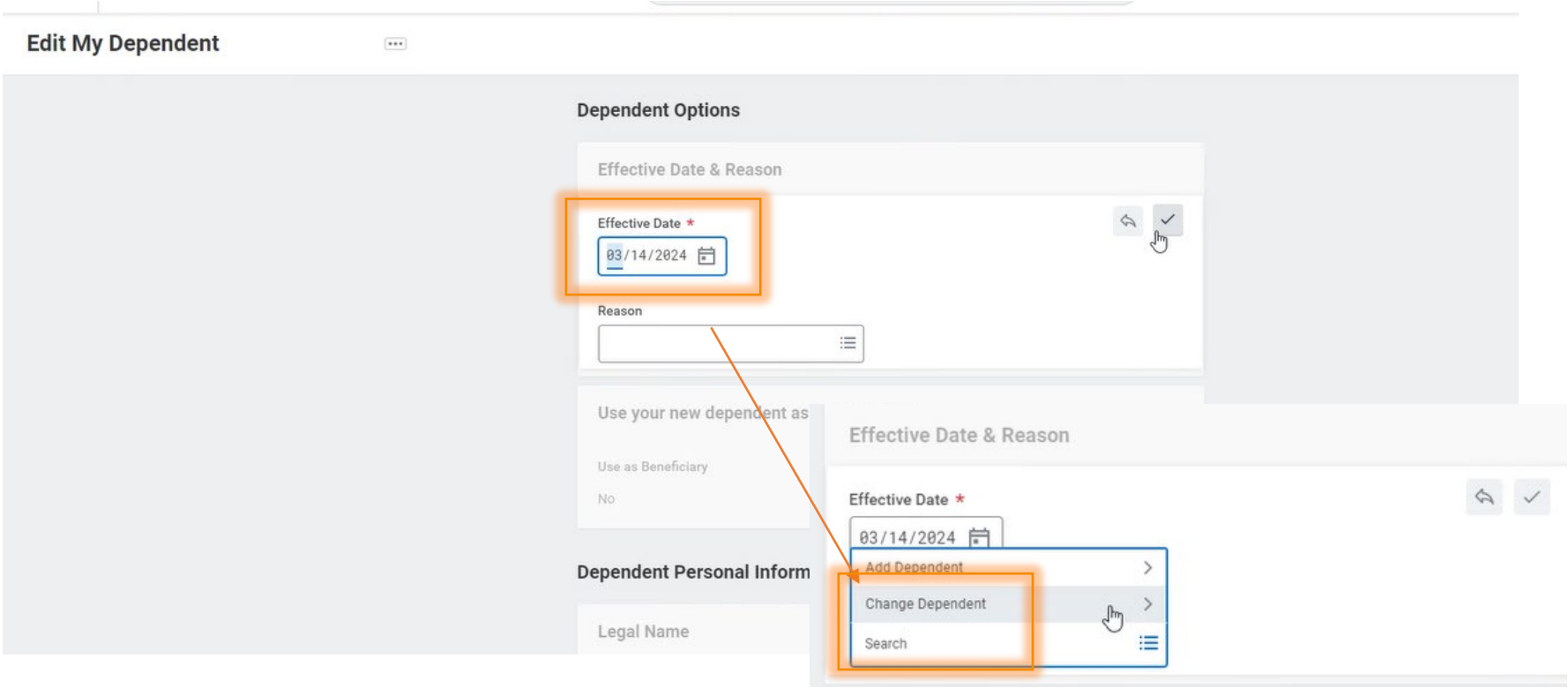
Click on *Benefits* and *My Dependents*



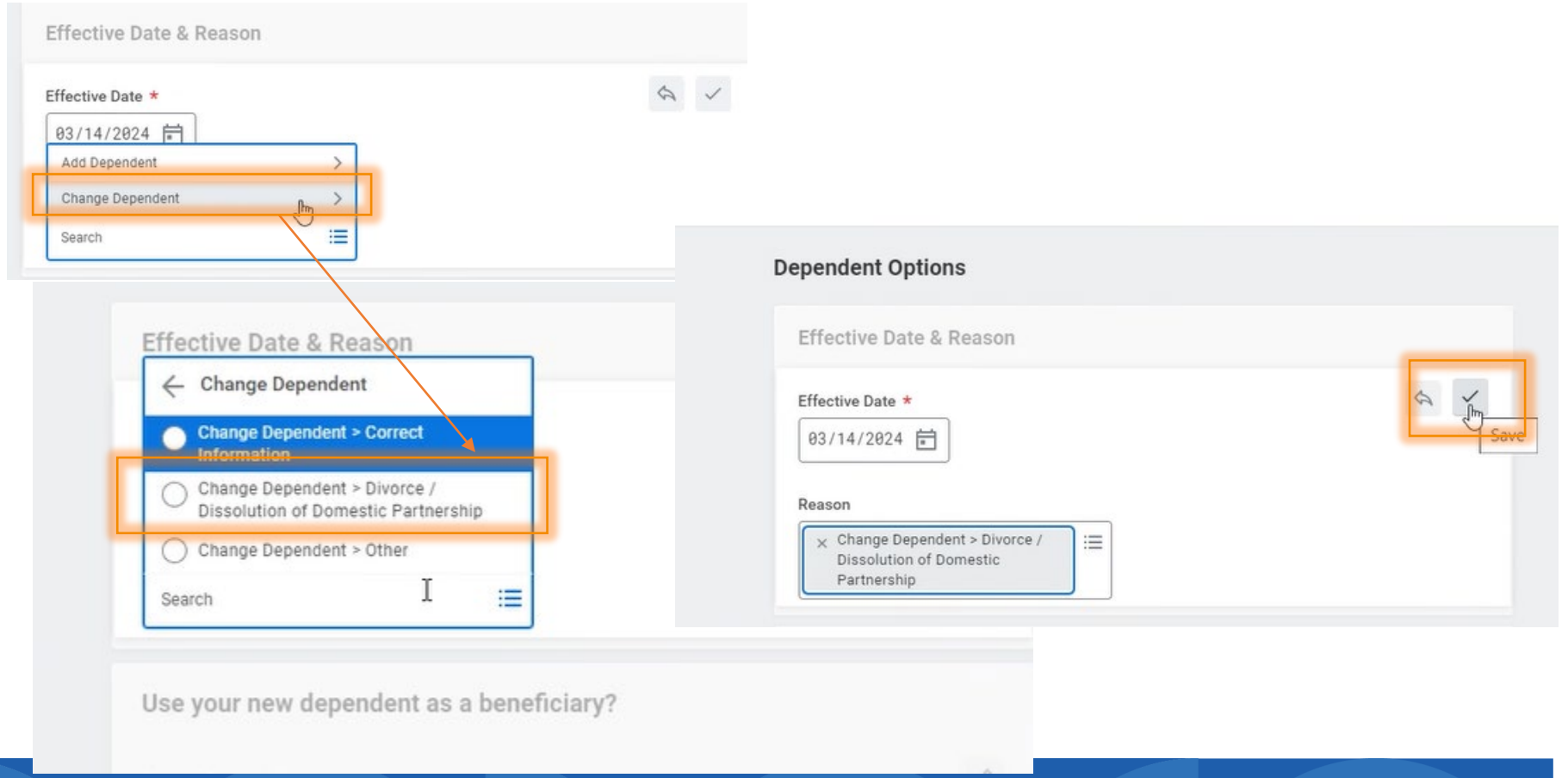
Click *edit* to make changes to spouse



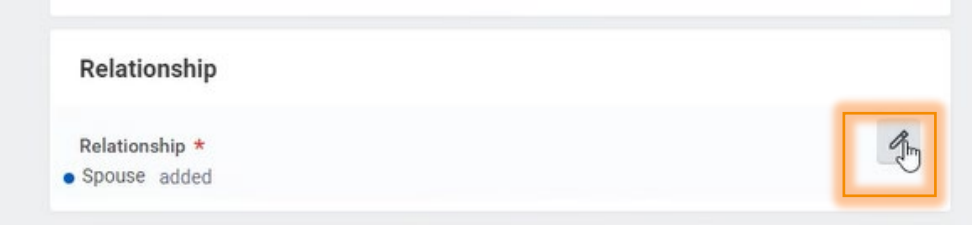
Add *effective date* and *reason*

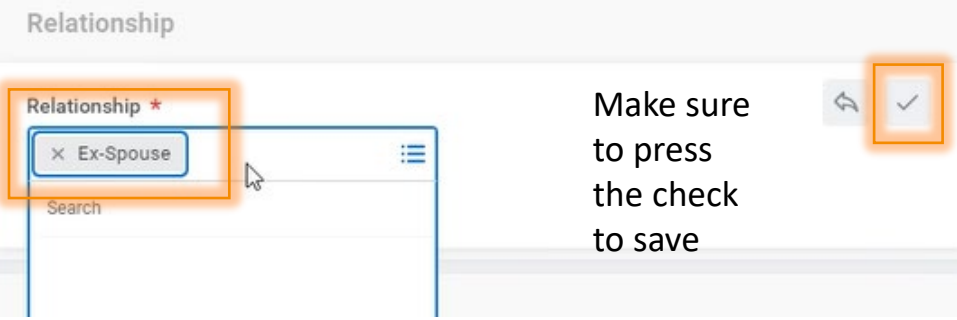


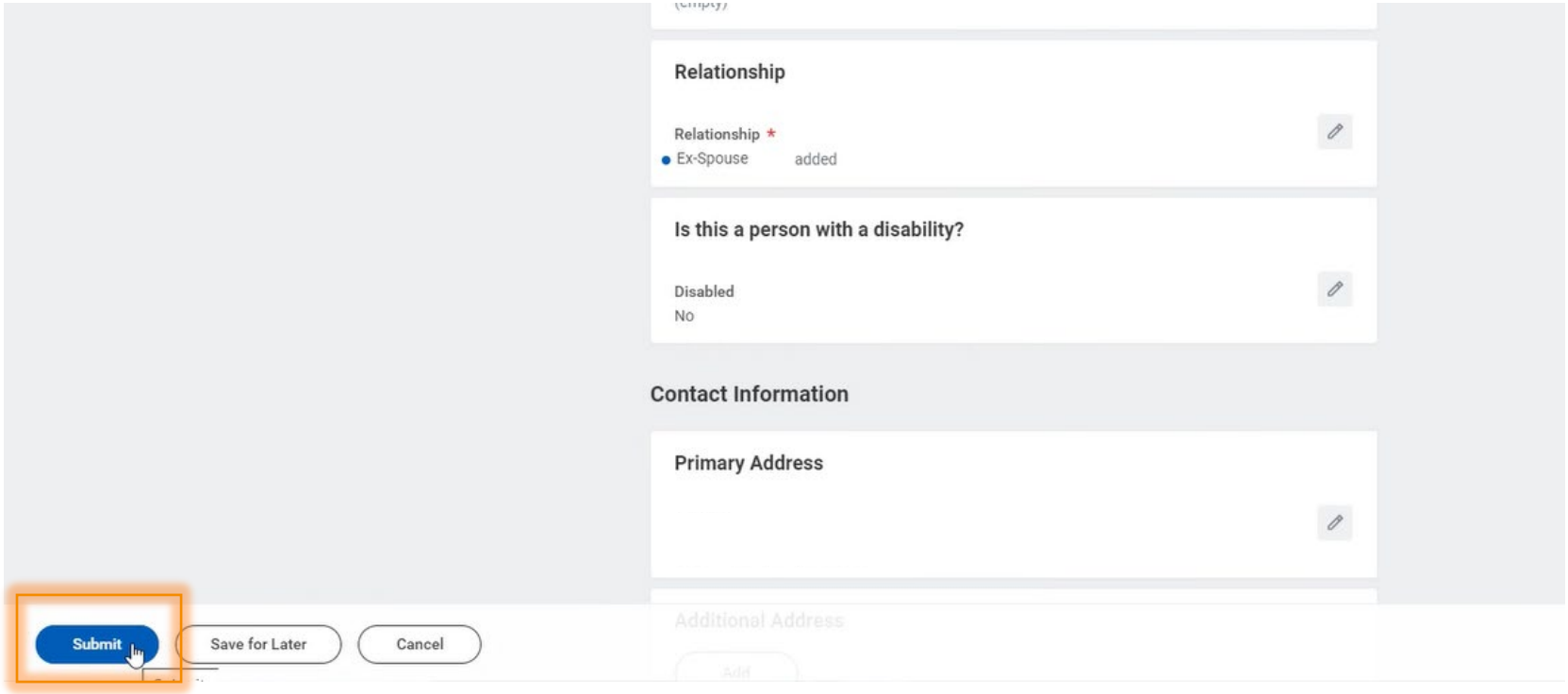
Select the reason



Edit relationship





Make sure to press the check to save

Click submit