



Changing Spouse Status

Action: Employees

Navigate to *View Profile*

The screenshot shows a user dashboard interface. At the top left is a logo with the letter 'W'. A search bar is located at the top center. On the top right, there are icons for help, notifications, and a user profile. The user profile icon is highlighted with an orange box. Below the navigation icons is a large banner image depicting a person running, a person with a dog, and a person walking in a park. The main content area is titled 'Let's Get Started' and includes sections for 'Awaiting Your Action', 'Timely Suggestions', and 'Recommended for You'. On the right side, there is a 'Your Top Apps' section with icons for 'Talent and Performance', 'Benefits and Pay', 'Absence', and 'Personal Information'. A navigation menu is open on the right side, listing 'Home', 'My Account', 'Favorites', 'Drive', 'My Reports', and 'Documentation'. The 'View Profile' button is highlighted with an orange box. A 'Sign Out' button is also visible in the navigation menu.

Click on *Benefits* and *My Dependents*

The screenshot shows a web application interface. On the left is a blue navigation menu with various icons and labels: Summary, Job, Compensation, **Benefits** (highlighted with an orange box), Absence, Pay, Contact, Personal, Performance, and Career. At the top of the main content area, there are three tabs: Benefits, **My Dependents** (highlighted with an orange box), and My Beneficiaries. Below the tabs is a table titled "Benefits 1 item". The table has five columns: Benefit Plan, Coverage Begin Date, Deduction Begin Date, Coverage, and Beneficiaries. The first row contains the following data: "401(k) - 401(k) Pre-tax", "01/01/2023", "01/01/2023", and empty cells for Coverage and Beneficiaries.

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Beneficiaries
401(k) - 401(k) Pre-tax	01/01/2023	01/01/2023		

Click *edit* to make changes to spouse

Benefits **My Dependents** My Beneficiaries

Add

Dependents 5 items

Dependent	Relationship	Age	
	Child	19 years, 11 months, 17 days	Edit
	Child	15 years, 9 months, 20 days	Edit
	Child	20 years, 11 months, 14 days	Edit
	Child	18 years, 7 months, 21 days	Edit
1	Spouse	43 years, 2 months, 10 days	Edit

Add *effective date* and *reason*

Edit My Dependent

Dependent Options

Effective Date & Reason

Effective Date *
03/14/2024

Reason

Use your new dependent as

Use as Beneficiary
No

Dependent Personal Inform

Legal Name

Effective Date & Reason

Effective Date *
03/14/2024

Add Dependent >

Change Dependent >

Search

Select the reason

Effective Date & Reason

Effective Date * 03/14/2024

- Add Dependent
- Change Dependent**
- Search

Effective Date & Reason

← Change Dependent

- Change Dependent > Correct Information
- Change Dependent > Divorce / Dissolution of Domestic Partnership**
- Change Dependent > Other

Search

Dependent Options

Effective Date & Reason

Effective Date * 03/14/2024

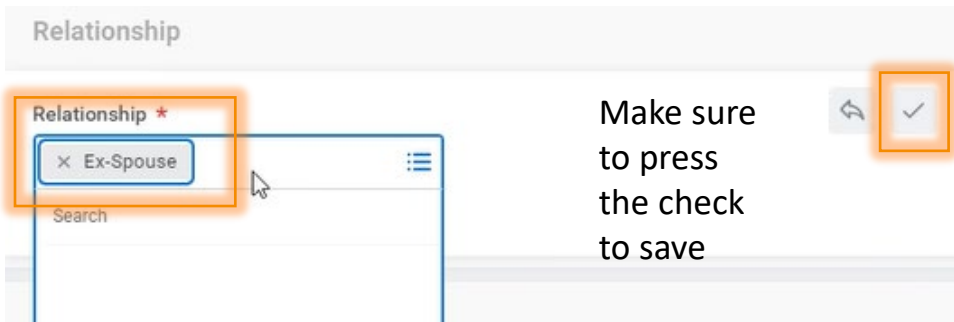
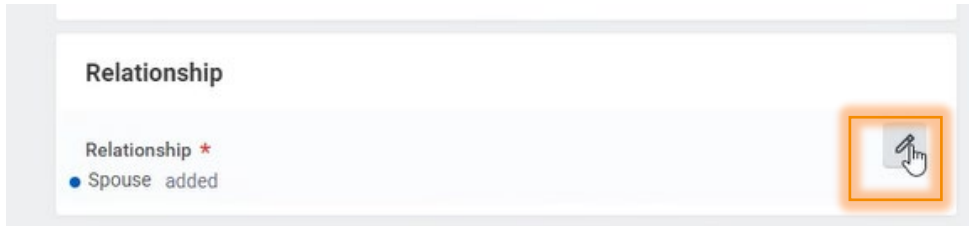
Reason

- × Change Dependent > Divorce / Dissolution of Domestic Partnership

Save

Use your new dependent as a beneficiary?

Edit relationship



Click submit

The image shows a screenshot of a web form with several sections. At the bottom left, a blue 'Submit' button is highlighted with an orange rectangular box, and a mouse cursor is pointing at it. To the right of the 'Submit' button are two other buttons: 'Save for Later' and 'Cancel'. The form itself contains the following sections:

- Relationship**: A section with a red asterisk next to the label 'Relationship'. Below it, a radio button is selected for 'Ex-Spouse', followed by the text 'added'. An edit icon is visible on the right.
- Is this a person with a disability?**: A section with a radio button selected for 'No'. An edit icon is visible on the right.
- Contact Information**: A section with a sub-section for 'Primary Address'. An edit icon is visible on the right.
- Additional Address**: A section with an 'Add' button.