

# How to Change Domestic Partner to Spouse

## 1. Select member under Enrollment Management.

**OEBB**  
BENEFIT BOARD

- System Codes
- Address Setup
- Contact Setup
- Security Setup
- Plan Management
- Contact Management
- Enrollment Management
  - Enrollments
  - Unsaved Enrollments
  - Termination Approval
  - Affidavit Fulfillment
  - Email Notifications
  - Member QSC Request(0)
  - Enrollment Requests
  - Member Management
  - Document Management
  - Utilities
  - Home Page Alerts
  - Reports
  - Pavroll Interface

**Enrollments**

Quick Search  
 ID: [E00272333] Last Name: [Doe] First Name: [John]

Reset Active History History Detail OE History

E-Benefit Summary Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Employment

**QSC Events** Reinstatement All Term All Beneficiaries Healthy Futures

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents Buck
<b>Medical</b> Moda Medical Plan G Statewide - Composite	Employee & Partner	N	11/01/2014		✓
<b>Vision</b> Moda Vision Plan 3 - Composite	Employee & Partner	N	11/01/2014		✓
<b>Dental</b> ODS Dental Plan 2/Ortho - Composite	Employee & Partner	N	11/01/2014		✓
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Optional Employee Life</b> Declined			11/01/2014		

## 2. Click on QSC Events as shown above.

**OREGON EDUCATORS**  
**OEBB**  
BENEFIT BOARD

- System Codes
- Address Setup
- Contact Setup
- Security Setup
- Plan Management
- Contact Management
- Enrollment Management

**QSC Events - Individual Plan Changes**

Member : John Doe

Event Name	Event Date	Transaction Date	QSC Used By	Created By	Created Date
<a href="#">New Hire</a>	10-01-2014	11-25-2014	Radish-oebb admin, Debbie	dradish	11-25-2014

**Add** Back to Enrollments

## 3. Click Add as shown above.

## MyOEBB – How to Change Domestic Partner to Spouse

**OEBB**  
BENEFIT BOARD

**QSC Events - Individual Plan Changes**  
Record Saved Successfully  
Member: John Doe

QSC Events: Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner

Actual Event Date: 11-30-2014  
QSC Event Date: 11-30-2014  
Coverage Eff Date: 12-01-2014

Transaction Date: 03-01-2015  
QSC Used By: Debbie Radish-oebb admin

**Dependents - Select All Affected Dependents by this QSC**

Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Domestic Partner by Certificate	Buck Williams	M		09-21-1959	<input checked="" type="checkbox"/>

Buttons: Save, Delete, Search, Reset, Back to Enrollments, Update QSC

- In the QSC Event Date filed, enter the date of marriage. Check the dependents. Click on Save. The coverage effective date will be the first of the month following the QSC Event Date. As shown above.

**OEBB**  
BENEFIT BOARD

**QSC Events - Individual Plan Changes**  
Record Saved Successfully  
Member: John Doe

QSC Events: Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner

Actual Event Date: 11-30-2014  
QSC Event Date: 11-30-2014  
Coverage Eff Date: 12-01-2014

Transaction Date: 03-01-2015  
QSC Used By: Debbie Radish-oebb admin

**Dependents - Select All Affected Dependents by this QSC**

Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Domestic Partner by Certificate	Buck Williams	M		09-21-1959	<input checked="" type="checkbox"/>

Buttons: Save, Delete, Search, Reset, Back to Enrollments, Update QSC

- Verify the Coverage Effective Date. If the date is correct, click Save again. If the Coverage Effective date is incorrect, you can make the necessary changes then click on Save. You will see Record Saved Successfully. Click the Back to Enrollments button.

## MyOEBS – How to Change Domestic Partner to Spouse

**Enrollments**  
Member has active QSC.

Quick Search  
ID: E00272333    Last Name: Doe    First Name: John

Buttons: Save, Reset, Active, History, History Detail, OE History

Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, Dependents, Case Notes, Other Group Cov., Employment

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
<b>Medical</b> Moda Medical Plan G Statewide - Composite	Employee & Partner	N	11/01/2014		✓ X
<b>Vision</b> Moda Vision Plan 3 - Composite	Employee & Partner	N	11/01/2014		✓ X
<b>Dental</b> ODS Dental Plan 2/Ortho - Composite	Employee & Partner	N	11/01/2014		✓ X
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Optional Employee Life</b> Declined			11/01/2014		
<b>Optional Spouse/Partner Life</b>			11/01/2014		

- Click on the Red “X” on each coverage that the DP is enrolled in. This will end all coverage for the DP. Once coverage has been termed you will see Medical Opt out and Declined for all coverage that the DP was enrolled in.

**Enrollments**  
Member has active QSC.

Quick Search  
ID: E00272333    Last Name: Doe    First Name: John

Buttons: Save, Reset, Active, History, History Detail, OE History

Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, Dependents, Case Notes, Other Group Cov., Employment

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
<b>Medical</b> Medical Opt Out	Medical Waive Only	Q	12/01/2014		

- Click on the Dependent button as shown above.

## MyOEBB – How to Change Domestic Partner to Spouse



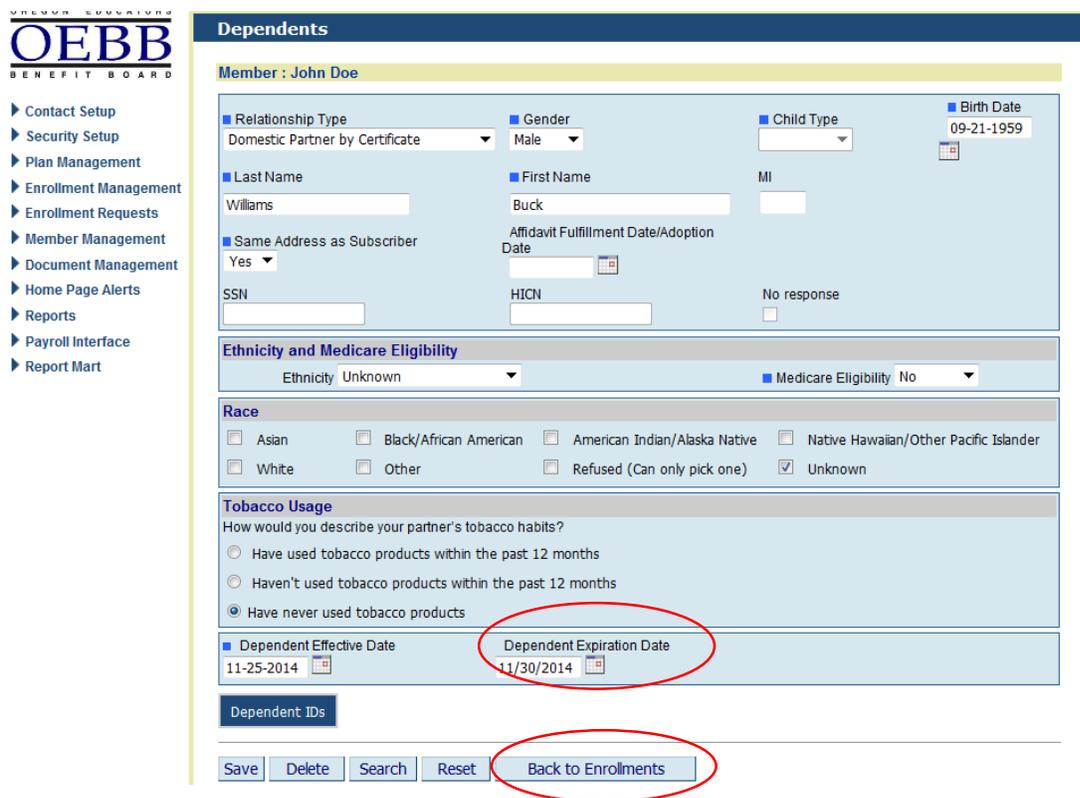
**OEBS**  
BENEFIT BOARD

- Contact Setup
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- Enrollment Requests
- Member Management
- Document Management
- Home Page Alerts
- Reports

E Number	Name	Birth Date	Relation	Dependent Effective Date	Dependent Expiration Date	Created By	Modified By	Modified Date	DEV
E00272334	Williams,Buck	09-21-1959	Domestic Partner by Certificate	11-25-2014		dradish	JohnDoe	11-26-2014	

[Add](#) [Back to Enrollments](#)

### 8. Click on the Dependent E Number.



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**Dependents**

Member : John Doe

Relationship Type: Domestic Partner by Certificate	Gender: Male	Child Type:	Birth Date: 09-21-1959
Last Name: Williams	First Name: Buck	MI:	
Same Address as Subscriber: Yes	Affidavit Fulfillment Date/Adoption Date:	No response	
SSN:	HICN:		

**Ethnicity and Medicare Eligibility**

Ethnicity: Unknown Medicare Eligibility: No

**Race**

Asian  Black/African American  American Indian/Alaska Native  Native Hawaiian/Other Pacific Islander  
 White  Other  Refused (Can only pick one)  Unknown

**Tobacco Usage**

How would you describe your partner's tobacco habits?

Have used tobacco products within the past 12 months  
 Haven't used tobacco products within the past 12 months  
 Have never used tobacco products

Dependent Effective Date: 11-25-2014 Dependent Expiration Date: 11/30/2014

Dependent IDs

[Save](#) [Delete](#) [Search](#) [Reset](#) [Back to Enrollments](#)

### 9. Enter the Dependent Expiration Date. This date must be the last date of coverage. It is usually the last day of the month of coverage as long as it is a past date. See above. You will see Record Saved Successfully at the top. Now click the Reset button.

## MyOEBB – How to Change Domestic Partner to Spouse

**Dependents**

Member : John Doe

Choose from Existing Members: ID  Name  

Relationship Type  Gender  Child Type  Birth Date

Last Name  First Name  MI

Same Address as Subscriber  Affidavit Fulfillment Date/Adoption Date

10. Click on the Yellow icon at the top.

### Members - List of Values

First Name  Last Name  Id

[Reset Field\(s\)](#)

### Members - List of Values

First Name  Last Name  Id

[Reset Field\(s\)](#)

[Back](#)

[Williams](#)

[E00272334](#)

[OEBB\\_NO](#)

11. Enter the E Number and click find. Once the E Number is found, click on the E Number as shown above. This action will bring you back to the Dependent screen.

## MyOEBB – How to Change Domestic Partner to Spouse

**Dependents**

Member : John Doe

Choose from Existing Members: ID \*\*\*\*\* Name Williams, Buck

**Relationship Type** (circled in red) Gender Male Child Type Birth Date 09-21-1959

Last Name: Williams First Name: Buck MI: MI

Same Address as Subscriber: Yes

SSN: HICN: No response

**Ethnicity and Medicare Eligibility**

Ethnicity: Race:  Asian  Black/African American  American Indian/Alaska Native  Native Hawaiian/Other Pacific Islander  White  Other  Refused (Can only pick one)  Unknown

**Tobacco Usage**

Have used tobacco products within the past 12 months  
 Haven't used tobacco products within the past 12 months  
 Have never used tobacco products

Dependent Effective Date: 12-11-2014 Dependent Expiration Date:

Dependent IDs

**Save** (circled in red) Delete Search Reset Back to Enrollments

12. Enter the relationship type “Spouse” and also the remaining required fields. Click Save.

Duplicate Dependents Found							
ID	Last Name	First Name	Middle Name	Birth Date	Dependent of	Relationship	Expiration
E00272334	Williams	Buck		09-21-1959	Doe John	Domestic Partner by Certificate	11-30-2014

**Accept** (circled in red)

Reject All Close

13. A window will pop up that will show a member match has been found. If the name, E Number and date of birth is correct, click the “Accept” button. It does not matter that the relationship type is Domestic Partner. This will change to spouse once you click on the “Accept” button. This will bring you back to the Dependent Screen and already have “Record Saved Successfully” at the top.

## MyOEBB – How to Change Domestic Partner to Spouse

**Dependents**  
Record Saved Successfully  
Member: John Doe

Relationship Type: Spouse  
 Gender: Male  
 Child Type: [dropdown]  
 Birth Date: 09-21-1959

Last Name: Williams  
 First Name: Buck  
 MI: [dropdown]

Same Address as Subscriber: Yes  
 Affidavit Fulfillment Date/Adoption Date: [calendar]

SSN: [text]  
 HICN: [text]  
 No response: [checkbox]

**Ethnicity and Medicare Eligibility**  
 Ethnicity: [dropdown]  
 Medicare Eligibility: No

**Race**  
 Asian  
 Black/African American  
 American Indian/Alaska Native  
 Native Hawaiian/Other Pacific Islander  
 White  
 Other  
 Refused (Can only pick one)  
 Unknown

**Tobacco Usage**  
 How would you describe your spouse's tobacco habits?  
 Have used tobacco products within the past 12 months  
 Haven't used tobacco products within the past 12 months  
 Have never used tobacco products

Dependent Effective Date: 12-11-2014  
 Dependent Expiration Date: [calendar]

**Dependent IDs**

**14. Click the Back to Enrollments button.**

**Enrollments**  
Member has active QSC.

**Quick Search**  
 ID: E00272333    Last Name: Doe    First Name: John

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
<b>Medical Opt Out</b>	Medical Waive Only	Q	12/01/2014		Buck
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Vision Declined</b>			12/01/2014		
<b>Dental Declined</b>			12/01/2014		
<b>Optional Employee Life Declined</b>			11/01/2014		
<b>Optional Spouse/Partner Life Declined</b>			11/01/2014		

**15. Click on the Coverage Link that you are enrolling the DP in. For example – medical, dental, vision, etc.**

## MyOEBS – How to Change Domestic Partner to Spouse

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- ▼ Enrollment Management
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  - Unsaved Enrollments
  - Termination Approval
  - Affidavit Fulfillment
  - Email Notifications
  - Member QSC Request(0)
- ▶ Enrollment Requests
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- ▶ Payroll Interface
- ▶ Report Mart
- ▶ BHS Interface

Summary for employee of Salem-Keizer SD 24J (QSC)

**Current Plan:** Medical Opt Out - Medical Waive Only

**Current Coverage Start Date:** 12/01/2014

QSC being used

Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner

New Coverage Start Date

12/01/2014

Eligible Plans

- Kaiser Medical Plan 1 - Composite
- Kaiser Medical Plan 2 - Composite
- Kaiser Medical Plan 3 - Composite
- Moda Medical Plan A Statewide - Composite
- Moda Medical Plan B Statewide - Composite
- Moda Medical Plan C Statewide - Composite
- Moda Medical Plan D Statewide - Composite
- Moda Medical Plan E Statewide - Composite
- Moda Medical Plan F Statewide - Composite
- Moda Medical Plan G Statewide - Composite
- Moda Medical Plan H Statewide - Composite
- Moda Medical Plan A Synergy - Composite
- Moda Medical Plan B Synergy - Composite
- Moda Medical Plan C Synergy - Composite
- Moda Medical Plan D Synergy - Composite
- Moda Medical Plan E Synergy - Composite
- Moda Medical Plan F Synergy - Composite
- Moda Medical Plan G Synergy - Composite
- Moda Medical Plan H Synergy - Composite

Members Including Self (check marked members get coverage)

<input checked="" type="checkbox"/>	John Doe	21-SEP-59	Self
<input checked="" type="checkbox"/>	Buck Williams	21-SEP-59	Spouse

**16. Select the plan and check the dependents that are to be covered. Click Accept & Continue. Continue this for remaining plans.**

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**Enrollments**

Record Saved Successfully

Quick Search

ID:  Last Name:  First Name:

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents
<b>Medical</b> Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014		Buck <input checked="" type="checkbox"/>
<b>Vision</b> Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>
<b>Dental</b> ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014		
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014		

**17. Review record for accuracy, then click Save. You will see “Record Saved Successfully” at the top.**