



Bellevue Benefits adding a Spouse/Domestic Partner

GUIDE TO ONLINE ENROLLMENT

OVERVIEW

A same-sex or opposite-sex spouse/domestic partner can be enrolled as a dependent and participate in benefits offered by the City of Bellevue.

An ex-spouse/domestic partner can be named as a life insurance beneficiary, but will not be eligible to be enrolled in a City of Bellevue benefit.

A spouse/domestic partner can be added to Bellevue Benefits in the enrollment workflow as part of new hire enrollment, annual enrollment or a mid-year qualified life event.

A spouse/domestic partner can be added to Bellevue Benefits from the Home page by clicking on the “**Spouse**” icon or “**Spouse Equivalent Management**” in “**My Dependents.**”



INSTRUCTIONS

1. Click “**Continue**” to advance to the next screen if you are not adding or making any changes to an existing spouse/domestic partner record.
2. Click “**Add New**” to enter the name, relationship, address, gender, social security number, and date of birth information for your spouse/domestic partner. Fields preceded by a red bar are required.
3. Click “**Edit**” to review and make changes to information for a spouse or domestic partner already entered into Bellevue Benefits.
4. Click “**Save & Continue**” to save the information added/changed and advance to the next screen.
5. Click “**Save**” to save information added/changed and stay on the current screen.
6. Click “**Reset**” to clear the information added/changed to start over.
7. Click “**Back**” to return to the last screen from which you advanced.

Note: If you newly enroll a spouse or domestic partner in a City of Bellevue benefit, you will need to complete and submit a Declaration of Marriage or Declaration of Domestic Partnership form. These forms can be found in the Forms Library (found on your Home Page). Your completed form can be saved to your computer documents and uploaded to Bellevue Benefits.

