

Member Self-Service Portal Enrollment – Divorce

Important: Employees must notify the EUTF when a dependent(s) becomes ineligible timely. Divorces reported over sixty (60) days from the divorce date will be processed prospectively based on submittal date and the employee shall be responsible for the employer portion of premiums paid toward the ineligible dependent.

1. Once you've registered and logged into the Member Self-Service Portal, you'll be directed to the home page. Click [View Detail](#) under Life Events.

ACCESSIBILITY VIEW

My Employments COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Hi MICKEY

Home

MICKEY, here are some things you need to do next:

UPDATE YOUR EMAIL

TOOLS

MY BENEFITS **\$32.28** **\$0.00**
YOUR PRE-TAX PER-PAY POST-TAX PER-PAY
DEDUCTIONS DEDUCTIONS

\$32.28
YOUR TOTAL PER-PAY COST

Benefits	Coverage Options	Coverage Details
Medical	EUTF PPO H&SA Medical (75-25) w/ Chrg	Self
Prescription Drug	EUTF PPO Prescription Drug (75-25) - CVS	Self
Dental	EUTF Dental	Self
Vision	EUTF Vision	Self
Premium Conversion Plan	Enrolled	Enrolled

[View Benefits Selections](#) [Quick Actions](#)

LIFE EVENTS

[View details](#)

2. Click [Start>](#) in the Divorce (Including Civil Union Partner) row.

ACCESSIBILITY VIEW

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Home

Enroll & Make Changes

UPDATE YOUR COVERAGE

To make changes to your current selections and/or personal information, choose the applicable link from the table. In some cases, you may need to make your changes within a certain time period.

EVENTS

Description	Eligibility Period	Actions
Life Event		
Disenroll due to Enrollment in Other Coverage	45 days before and 45 days after the event date	Start>
Disenroll due to Enrollment in Medicaid Coverage	60 days before and 60 days after the event date	Start>
Adoption	45 days of the event date	Start>
Birth	180 days of the event date	Start>
Death of Dependent	730 days of the event date	Start>
Dependent is No Longer a Full-time Student	45 days of the event date	Start>
Divorce (Including Civil Union Partner)	730 days of the event date	Start>
Guardianship	45 days of the event date	Start>
Leave of Absence Without Pay	45 days of the event date	Start>
Legal Separation	730 days of the event date	Start>
Loss of Coverage	45 days before and 45 days after the event date	Start>
Loss of Medicaid Coverage	60 days before and 60 days after the event date	Start>
Military Leave of Absence Without Pay	45 days of the event date	Start>

3. Enter divorce date then click [Continue](#).

ACCESSIBILITY VIEW

Home

Enroll & Make Changes

UPDATE YOUR COVERAGE

To make changes to your current selections and/or personal information, choose the applicable link from the table. In some cases, you may need to make your changes within a certain time period.

EVENTS

Description	Eligibility Period	Actions
Life Event		
Disenroll due to Enrollment in Other Coverage	45 days before and 45 days after the event date	Start>
Disenroll due to Enrollment in Medicaid Coverage	60 days before and 60 days after the event date	Start>
Adoption	45 days of the event date	Start>
Birth	180 days of the event date	Start>
Death of Dependent	730 days of the event date	Start>
Dependent is No Longer a Full-time Student	45 days of the event date	Start>
Divorce (Including Civil Union Partner)	730 days of the event date	Start>
Guardianship	45 days of the event date	Start>
Leave of Absence Without Pay	45 days of the event date	Start>
Legal Separation	730 days of the event date	Start>
Loss of Coverage	45 days before and 45 days after the event date	Start>
Loss of Medicaid Coverage	60 days before and 60 days after the event date	Start>
Military Leave of Absence Without Pay	45 days of the event date	Start>

Divorce (Including Civil Union Partner)

The time limit within which you may make your changes as a result of Divorce (Including Civil Union Partner) is **730 days of the event date**.

ENTER THE EVENT DATE*

12052024

ContinueCancel

4. Under spouse, relationship status is changed to “Former Spouse”. Click **Next** to continue.

ACCESSIBILITY VIEW

COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Home

Family Health Plans Life Insurance Complete your Enrollment

Divorce (Including Civil Union Partner) - December 16, 2023

Family

Please review your family members currently on file. You may add, update or remove family members if the information displayed is not accurate. Please enter all benefit eligible dependents, even if you are not enrolling them in your medical, prescription drug, dental and/or vision plans. Dependents must be added or listed below to be enrolled in coverage.

+ Add Family Member

Name	Relationship	D.O.B.	Relationship	D.O.B.	Relationship	D.O.B.
DONALD DUCK	Myself	Jan 1, 1980				
Daisy Duck	Former Spouse	Jan 2, 1981				
Dillon Duck	Child	Nov 1, 2002				

ⓘ Your employer has provided us your information for your benefit enrollment.

< Previous Next >

5. Review health plans. Former spouse has a slash next to their name and is marked ineligible and no longer enrolled in the plan. The cost listed for each plan is per pay period. Click **Next** to continue.

ACCESSIBILITY VIEW

COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Home

Family Health Plans Life Insurance Complete your Enrollment

Divorce (Including Civil Union Partner) - December 16, 2023

Health Plans

Medical Prescription Drug Dental Vision

ⓘ Important information

- Medical

I acknowledge that I have read, understood, and agree to the Kaiser Foundation Health Plan arbitration agreement. I, on behalf of myself, my heirs, relatives, and enrolled dependents, agree to, binding arbitration and give up our constitutional rights to a jury trial for any claims against Kaiser and its health care providers for alleged violation of any duty arising out of or related to membership in delivery of services or items. By clicking submit I understand this action serves as my electronic signature of agreement. Complete copy of the Arbitration Agreement is available [here](#).

Medical ⓘ

Select who is covered

Name	Relationship	Cost per pay period
DONALD DUCK	Myself	\$68.75
Daisy Duck	Former Spouse	\$68.75
Dillon Duck	Child	\$68.75

EUTF HMO Kaiser Standard Medical (Including Rx) w/ Chiro
\$60.75 per pay

Scroll down

< Previous Cost per pay period: \$68.75 Employer cost per pay period: \$60.75 See all benefits and costs Next >

6. The prescription drug plan is bundled with the medical plan. Kaiser Permanente prescription drug coverage is included in the medical plan cost. No action is needed on this screen. Click **Next** to continue.

The screenshot shows the 'Health Plans' enrollment page for a divorcee. The 'Prescription Drug' tab is selected. A light blue box contains important information: 'Prescription Drug' and 'Kaiser Non-Medicare and Medicare medical plans include Prescription Drugs. You cannot enroll in the EUTF PPO Prescription Drug Plan.' Below this, the 'Prescription Drug' plan is shown with a cost of '\$0 per pay' and 'No Coverage Option' and 'No Coverage Category'. At the bottom, the 'Next' button is highlighted with a yellow arrow.

Home

Divorce (Including Civil Union Partner) - December 16, 2023

Health Plans

Medical Prescription Drug Dental Vision

Important Information

- Prescription Drug
- Kaiser Non-Medicare and Medicare medical plans include Prescription Drugs. You cannot enroll in the EUTF PPO Prescription Drug Plan.

Prescription Drug

Prescription Drug

\$0
per pay

No Coverage Option

No Coverage Category

Cost per pay period: \$68.75

Employer cost per pay period: \$560.80

See all benefits and costs

Next >

7. Review **dental** plan enrollment. Former spouse has a slash next to their name and is marked ineligible and no longer enrolled in the plan. Click **Next** to continue.

The screenshot shows the 'Health Plans' enrollment page for a divorcee. The 'Dental' tab is selected. A box titled 'Select who is covered' lists three people: 'DONALD DUCK Myself' (checked), 'Daisy Duck Former Spouse' (unchecked with a slash), and 'Dillon Duck Child' (unchecked with a slash). To the right, the 'EUTF Dental' plan is shown with a cost of '\$7.16 per pay'. At the bottom, the 'Next' button is highlighted with a yellow arrow.

Home

Divorce (Including Civil Union Partner) - December 16, 2023

Health Plans

Medical Prescription Drug Dental Vision

Dental

Select who is covered

- ☒ DONALD DUCK Myself
- ☐ Daisy Duck Former Spouse
- ☐ Dillon Duck Child

EUTF Dental

\$7.16
per pay

Back to top

Cost per pay period: \$68.75

Employer cost per pay period: \$560.80

See all benefits and costs

Next >

8. Review **vision** plan enrollment. Former spouse has a slash next to their name and is marked ineligible and no longer enrolled in the plan. Click **Next** to continue.

ACCESSIBILITY VIEW

COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Home

Family Health Plans Life Insurance Complete your Enrollment

Divorce (Including Civil Union Partner) - December 16, 2023

Health Plans

Medical Prescription Drug Dental Vision

Vision

Select who is covered

- ☒ DONALD DUCK
Myself
- ☐ Daisy Duck
Former Spouse
- ☐ Dillon Duck
Child

EUTF Vision

\$0.84
per pay

Back to top

Cost per pay period: \$68.75

Employer cost per pay period: \$560.80

See all benefits and costs

Previous Next

9. For State and County of Maui employees, review premium conversion plan selection then click **Next**. All other employees, skip to step 10.
10. Review life insurance enrollment then click **Next**.
11. Review enrollment changes, cost summary and terms and conditions. If you agree to the terms and conditions, **check the box** next to "I agree to the terms and conditions" and then click **Complete Enrollment**.
12. Your enrollment request has been submitted. **Required supporting document(s) MUST be submitted within 45 days of the Divorce effective date and verified by the EUTF in order for your new elections to be finalized. However, it will be accepted regardless of when form is received.** Click **Home** in the top left corner to upload required supporting documents.

Uploading Required Supporting Documents

1. Have your required supporting document(s) available in electronic format to upload. Submit page 1 and 2 of the divorce decree along with the signature page. From the homepage, click [Upload Your Required Documents](#).

ACCESSIBILITY VIEW

COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Hi DONALD

Home

DONALD, here are some things you need to do next:

UPDATE YOUR EMAIL

UPLOAD YOUR REQUIRED DOCUMENTS

TOOLS

MY BENEFITS
\$93.39
YOUR TOTAL PER-PAY COST

\$0.00 YOUR PRE-TAX PER-PAY DEDUCTIONS

\$93.39 YOUR POST-TAX PER-PAY DEDUCTIONS

Benefits	Coverage Options	Coverage Details
Medical	EUTP-Med-Vision Standard Medical (including Rx w/ Chiro)	Family
Prescription Drug	No Coverage	No Coverage
Dental	EUTP Dental	Two Party
Vision	EUTP Vision	Two Party
Life Insurance	EUTP Life Insurance	\$25,770

View Benefits Selections

Quick Actions

LIFE EVENTS

View details

2. The Manage Your Forms and Documents screen opens. Click the [Upload Documents](#) option. The Upload Documents screen displays. To upload the document, click [Upload](#).

ACCESSIBILITY VIEW

COMMUNICATION CENTER NOTIFICATIONS MY ACCOUNT CONTACT US LOGOUT

Home

Manage Your Forms & Documents

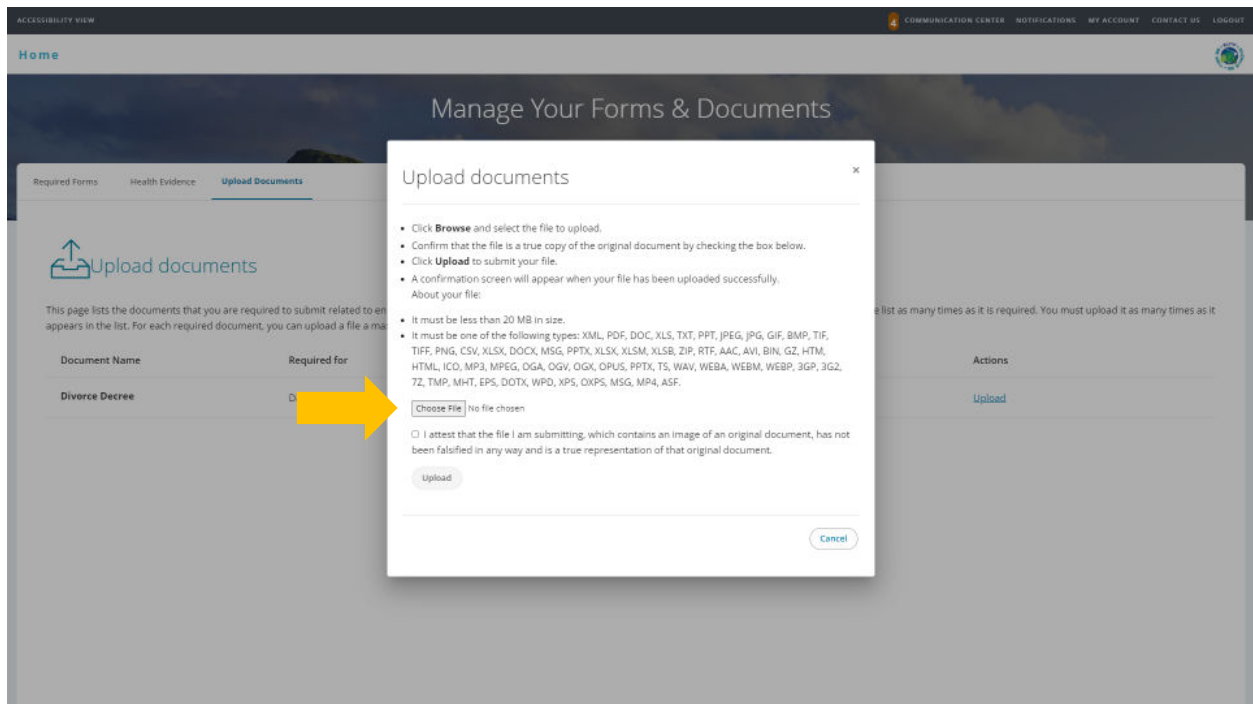
Required Forms Health Evidence **Upload Documents**

Upload documents

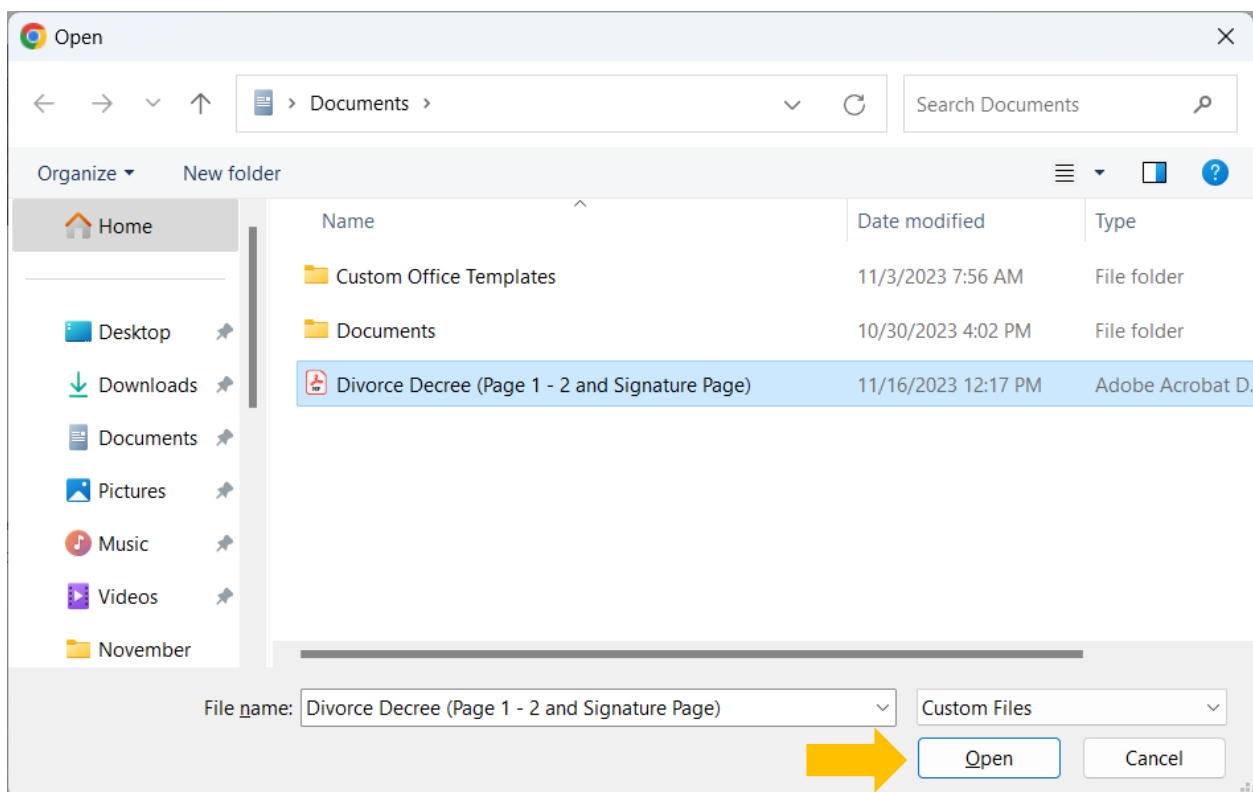
This page lists the documents that you are required to submit related to enrollment changes that you recently submitted. If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list. For each required document, you can upload a file a maximum of five times.

Document Name	Required for	Status	Details	Actions
Divorce Decree	Daisy Duck	Not Received		Upload

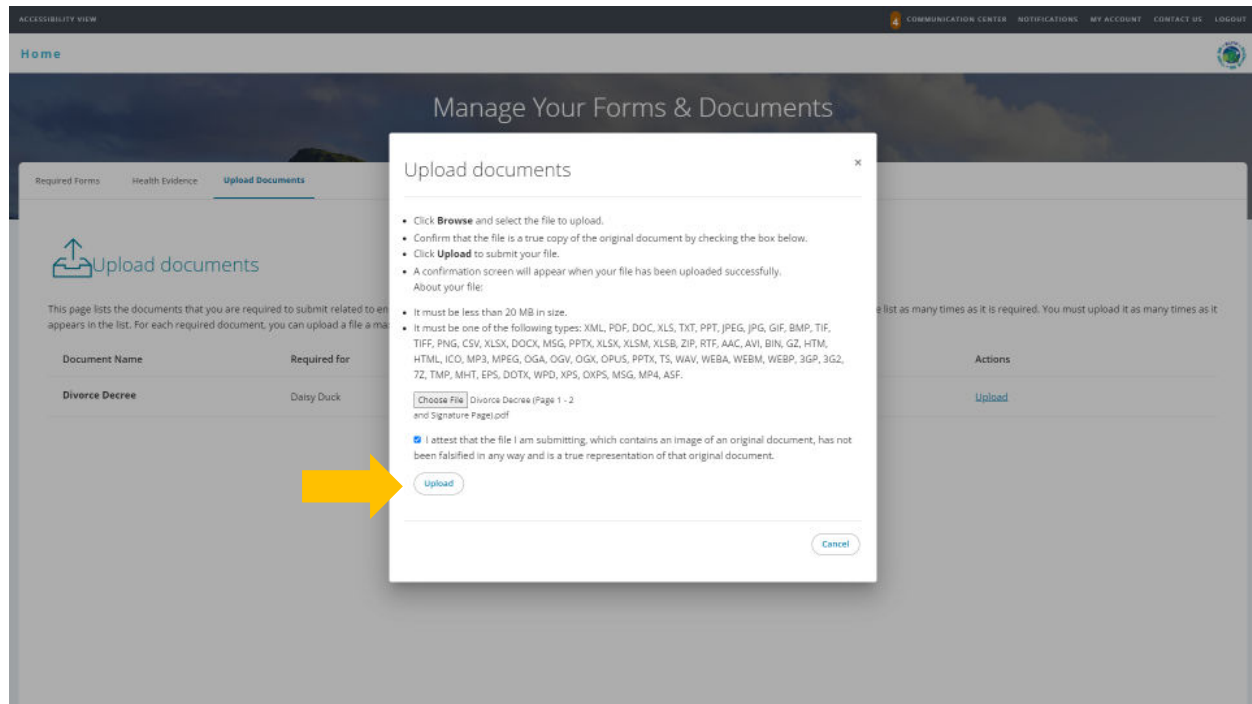
3. The Upload documents window opens. Click **Choose File** to upload your document.



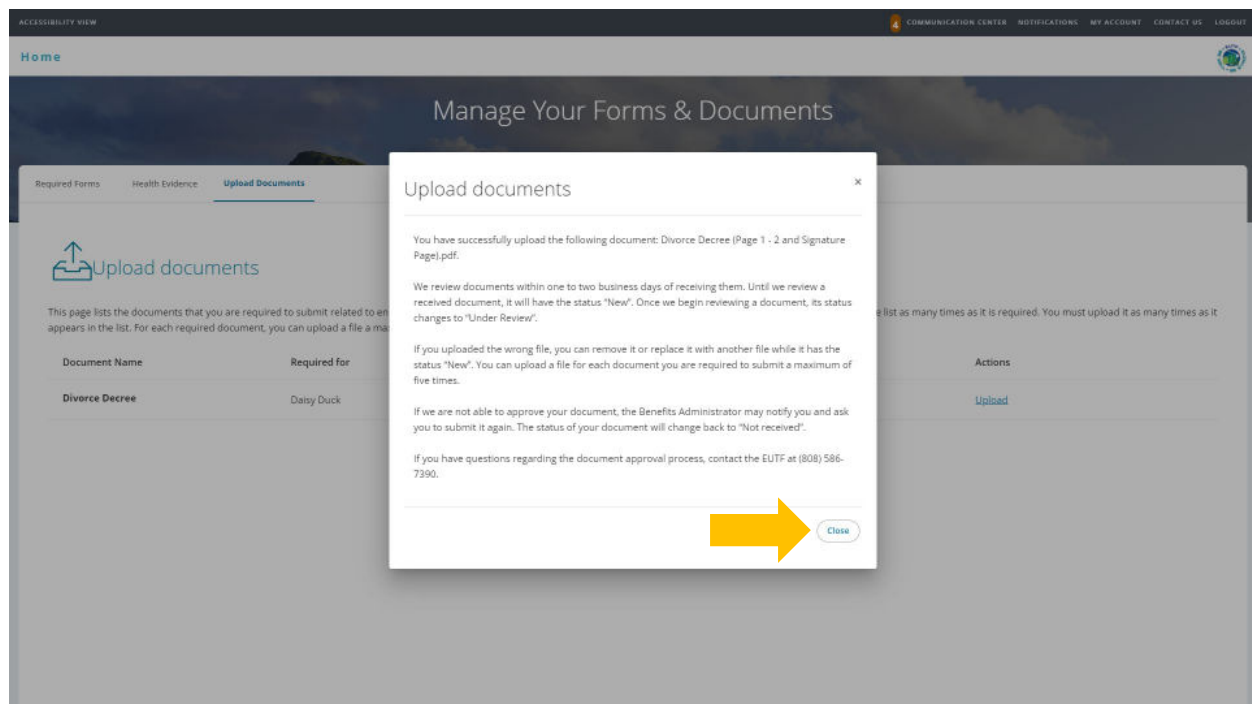
4. Locate your divorce decree file (pages 1 and 2 of divorce decree and signature page). Files cannot be password protected as EUTF will be unable to open the file. Password protected files will be rejected. Click **Open** to continue.



5. The selected file's name displays on the **Upload documents** window. Read and click the Attest checkbox then click **Upload** to complete the process.



6. The **Upload documents** window confirms your successful upload. Click the **Close** button.



7. The Upload documents window displays the added document in the Details column.

The screenshot shows a web application interface for managing forms and documents. At the top, there is a navigation bar with links for Accessibility View, Communication Center, Notifications, My Account, Contact Us, and Logout. Below this is a 'Home' link and a 'Manage Your Forms & Documents' header. The main content area has a tabbed interface with 'Required Forms', 'Health Evidence', and 'Upload Documents'. The 'Upload Documents' tab is selected, indicated by a yellow arrow. Below the tabs, there is a section titled 'Upload documents' with a sub-header 'This page lists the documents that you are required to submit related to enrollment changes that you recently submitted. If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list. For each required document, you can upload a file a maximum of five times.' Below this text is a table with the following columns: Document Name, Required for, Status, Details, and Actions. The table contains one row with the following data: Document Name: Divorce Decree, Required for: Daisy Duck, Status: New, Details: Added on Dec 13, 2023, and Actions: Replace | View. A yellow arrow points from the 'Details' column to the 'Details' header.

Document Name	Required for	Status	Details	Actions
Divorce Decree	Daisy Duck	New	Added on Dec 13, 2023	Replace View

8. Once you have submitted all required supporting documentation and it is approved by the EUTF, you will receive confirmation of enrollment.