

## I MARRIED MY DOMESTIC PARTNER LIFE EVENT

\*Please remember all changes must be made within 31 days of the date of marriage and will require supporting documentation.

### How to Make Changes:

1. Log in to Workday through Okta
2. Click the Benefits button
3. Click Dependents under the Change column
4. On the spouse click Edit
5. Click on the pencil next to Effective Date & Reason and update with marriage date
6. Click on pencil on the right to update last name if applicable
7. Scroll down
8. Click on pencil on the right to change relationship from Domestic Partner to Spouse
9. Click Submit
10. Click Done
  
11. Go back to Benefits button
12. Click Benefits under the Change column
13. Choose Marriage from the drop-down for Change Reason
14. Enter Marriage Date
15. Click Submit
16. Open and click through all the benefits which will update the relationship on each plan.
17. Attach Marriage Certificate by clicking Select Files
18. Click the "I Agree" box
19. Click Submit
20. Print Confirmation page
21. Click Done

Please email [benefits@maxar.com](mailto:benefits@maxar.com) with any questions.