

Marriage/Domestic Partner Life Event

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

How to Make Changes:

1. Log in to Workday through Okta
2. Click the Benefits button
3. Click Benefits under the Change column
4. Choose Marriage/Domestic Partner
5. Enter the Benefit Event Date (marriage or declaration date)
6. Attach documentation (marriage certification or notarized DP form) by clicking the plus sign under Attachments
7. Click Submit
8. The "Up Next" window will open, click Open
9. Choose your elections
10. You can add the dependent by clicking the open box under Enroll Dependents
11. Click Add My Dependent From Enrollment
12. Choose if you'd like them to also be a beneficiary
13. Enter your new dependent's info, including SSN
14. Click Continue through to the last step
15. Click the "I Agree" box
16. Click Submit
17. Print or Click Done

Supporting Documentation:

For this life event, you need to submit copies of all pertinent paperwork regarding the marriage or domestic partner declaration. You can attach this directly in Workday.

Please email benefits@maxar.com or call 303-684-4088 with any questions.