

Benefit Enrollment: You have **30 days from the Date of Divorce** to remove your ex-spouse/step children from your benefit elections. **Benefits will terminate on the Date of Divorce.**

1. Log into Employee Navigator: www.employeenavigator.com
2. Click on **Change Benefits** on your dashboard
3. Click **Submit a Life Event**
4. Select **Divorce** and complete the required information.
5. Follow the prompts.

Required Documents:

1. Copy of the **first page** of the Divorce Decree
2. Copy of the **Insurance Section**
3. Copy of the **Judges Signature** page

Miscellaneous things you may want to change:

1. Beneficiary on your Life Insurance
2. Beneficiary on your Retirement
3. Tax Exemption

If you have your ex-spouses current address, please share it with me. As always let me know if I can be of any assistance to you or if you have any questions.