Spousal Surcharge Quick-Step Guide

1. **Navigate** to **Employee Self Service** from the homepage.
2. **Select** the **Benefit Details** tile.
3. **Select** the **Life Events** tile.
4. **Select** the **I want to fill out the Spousal Surcharge Waiver** option.
5. **Select** the **Calendar** icon. Then select the current date.
6. **Select** the **Start Life Event** button.
7. **Read** the **Welcome** page. Then, **select** the **Next** button.
8. **Read** the **Spousal Acknowledgement** page.
9. **Select** the **I Agree** button.
10. **Select** the **Save** button. Then, **select** the **Next** button.
11. **Read** the **Instructions** on the Document Upload page thoroughly.
12. **Select** the **Add Attachment** button.
13. **Select** the **My Device** button.
14. **Select** your completed Spousal Surcharge Form. Then **Select** open.
15. **Select** the **Upload** button.
16. **Select** the **Save** button.
17. **Select** the **OK** button on the pop-up message.
    a. Confirm documentation is showing Pending Approval
18. **Select** the **Exit** button on the top left of the screen
    a. You will be provided with a workflow email notifying you if your documentation has been approved or denied.
    b. If denied, you will be charged the spousal surcharge.
    c. If approved, you will not be charged the spousal surcharge.

** Summary Tile:

a. The **Complete** button can only finalize the event if all required action items which are denoted by an asterisk are completed.

b. The **Complete** button can only finalize the event if the document has been approved

c. You **do not** need to select the **Complete** button