Forming a Domestic Partnership

Congratulations on your Life Event! We know there are many decisions that come with planning a life transition, like establishing a domestic partnership. That is why we have this checklist to help you remember a few things to ensure you life event goes smoothly.

When	What You Need to do	Key Resources & Contacts

Before the Event	• Notify your direct leader of your need to take time off for your ceremony or event.
	• Learn about both your and your partner's benefit options to determine which plans are right for you.
	• Use available resources through the Employee Assistance Program to identify venues for or help plan your event.
		• For Your Benefit> Start Here> Benefit Options
		• Initiate a Leave with Lincoln Financial online at LincolnFinancial.com or via phone at 1-800-451-2967, option 3.
		  ○ To register online use company code REI1938
		• Employee Assistance Program: www.mylifevalues.com
		  ○ Username: REI
		  ○ Password: EAP

After the Event	• Complete the Life Event Status Change Form within 30 days of your partnership and update your benefit elections.
	Note: If you add a life partner to your health coverage, you will be required to verify that your enrolled dependent meets eligibility rules under REI's health plan. This process will be managed by our third-party vendor, **Verifi1**
	• Notify the Social Security Administration of any change in your name.
	• Use available resources (such as the Employee Assistance Program) to help manage your life transition (if applicable).
	• Update your current beneficiary information for any life or disability insurance, retirement plans, and your will.
		• To enroll, complete the Life Event Change Form in Waypoint and then update your benefit elections at hr.rei.com
		  ○ If prompted sign in with your username and password.
		  ○ Navigate to Menu > Myself> Life Events.
		• Social Security Administration
		• Employee Assistance Program: www.mylifevalues.com
		  ○ Username: REI
		  ○ Password: EAP
		• Voya Financial at 1-833-734-0304 or REI.voya.com
		• Employee Service Center at 1-800-999-4734 or hrhr@rei.com

Returning to Work	• If on a leave of absence, confirm your return-to-work date with Lincoln Financial and your direct leader. • Update your personal information in Employee Self Service (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.) • Request new security badge, name placard, business cards, etc.	• Lincoln Financial at LincolnFinancial.com or 1-800-451-2967, option 3. • Update your personal information through hr.rei.com • REI web> Waypoint > Service Catalog > Campus & Conference Room Services> Building Access Badge