

Congratulations! Getting married or forming a domestic partnership is a Qualified Life Event, which means you can update your benefits within 31 days of the event.

Your Next Steps



Add your spouse/domestic partner to your benefits.

- Add your spouse/domestic partner and their eligible children to your medical, dental, or vision coverage, as well as voluntary life insurance coverage. Be sure to make your elections within 31 days of your marriage.
- If you wish, you may also end your benefits through Dollar Tree if you choose to enroll in your spouse/domestic partner's benefits.



Review and update your contributions.

- If you're enrolled in the Health Savings Account Plan (HSA) and contribute to an HSA, you can adjust your contributions to better fit your needs.
- You can also make changes to any Flexible Spending Account (FSA) contributions.



Review and update your beneficiaries.

- Life Insurance
- Health Savings Account (HSA)
- 401(k) Plan



Review and update your voluntary benefits.

If you are enrolled in Critical Illness, Hospital Insurance, or Accident Insurance, review your beneficiary information or coverage levels to ensure they are best for your new life situation. Contact Unum at **800-635-5597** and reference the following group numbers:

- Accident Insurance: #917258
- Critical Illness: #917259
- Hospital Indemnity: #917260



Update your information.

- Update your personal information, such as your name, address, or emergency contacts, in Workday. On your Workday profile, under “overview,” click “contact information.”



Provide documentation.

- Within 31 days of the event, you must provide an official marriage certificate or state Domestic Partnership Certificate/Civil Union Certificate and a copy of your most recent tax return to verify the event.
- If you and your spouse/domestic partner do not file taxes together, you may provide proof of a substantial purchase in both names (i.e., shared mortgage statement, shared bank statement, shared credit card statement).
- Make updates by notifying the **mytree** Support Center at **855-245-7994** or emailing **mytree@benefitplace.com**. Any changes you make to your benefits will be effective on the first of the month following the requested date of change(s).

Additional support

Adjusting to marriage or domestic partnership is exciting, but it can be challenging too. Use these benefits for support:

- **Emotional Wellbeing Solutions (EWS):** Access free, [confidential sessions](#) for emotional, financial, and relationship support. Use the access code: Dollar
- **Discount program:** Save on hotels, car rentals, flowers, and more through the [Discount program](#).
- **Will services:** Need to update a legal document like your will or an advance directive? Templates to help make these updates are available free of charge as part of your EWS program. [Visit the site](#) and use access code: dollar. Navigate to the legal resource center.