

How to Remove a Dependent

1. Click the [Change My Benefits](#) icon.
2. Select the qualifying [Life Event](#) from the drop-down menu.
3. Enter the date the event (i.e. divorce date) was finalized. Click [Continue](#).
Note: *If your divorce was finalized more than 31 days ago, you will have to contact LAPRA for the removal of your ex-spouse.*
4. Review the Benefit Enrollment information then click [Start Change](#).
5. Review the [About You](#) page and update any necessary fields. Click [Next](#) to move forward.
6. In the [Your Family](#) screen click [Looks Good](#) to move forward.
7. Review your [Medical Plan](#) information. **Uncheck** the box next to the name of the dependent(s). Click [Next](#) to move forward.
Note: *In the case of divorce, a stepchild by marriage also ceases to be eligible for coverage when the child's parent becomes an ex-spouse and therefore ineligible for coverage.*
8. Review your [Medical Summary](#). Click [Looks Good](#) to move forward.
9. To remove dependent(s) from dental, **uncheck** the box next to his/her name. Click [Next](#).
10. Follow the same steps as you did for medical.
11. Your vision coverage is bundled with your medical plan. The dependent will be removed when he/she is removed from medical. Review the information and move forward.
12. Read through the [Review Enrollment](#) page.
13. Click [Approve](#) to make your submission.
14. Review the [Confirmation](#) screen. Click [I Agree](#) to finalize your transaction. You will see a message that your transactions was completed.
15. You can click [Log Out](#) to exit the system or click [Home](#) to return to the main page.

Note: You must submit proof of divorce or the end of the domestic partnership to benefits@lapra.org or via the Help icon in www.LAPRALive.org.

Questions? Send an email to benefits@lapra.org or call (213) 674-3701.