

How to Remove an Individual's Spouse

This guide will provide written instructions on how to **remove** a person's spouse.

To **remove** a spouse:

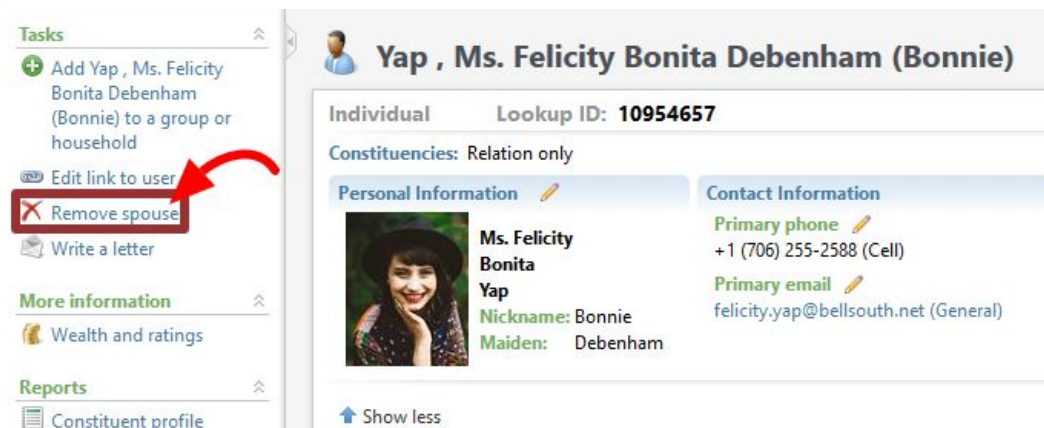
Step 1

Perform a **constituent search** for the individual whose spouse you would like to add and click into their **constituent profile**.



Step 2

In their profile, click the **remove spouse** button located on the explorer sidebar to the left near the top.



Step 3

The *add a spouse* dialog box will appear. Under *relationship* change both drop-down menus to **ex-spouse**.

The screenshot shows a dialog box titled "Remove spouse". It has two main sections: "Relationship" and "Household".

- Relationship:**
 - "Felicity B. Yap is the:" is set to "Ex-spouse".
 - "Mandeep R. Yap is the:" is set to "Ex-spouse".
 - "End date:" is "12/18/2018".
- Household:**
 - A checkbox is checked: "Dissolve the 'Ms. Felicity B. Yap and Mr. Mandeep R. Yap' household."
 - "Reason:" is a yellow drop-down menu.

At the bottom, there is a "Help" button, a "Save" button (highlighted with a red box), and a "Cancel" button.

Next, from the **drop-down** menu next to *reason*, choose the option that best matches why the spouse relationship is being dissolved (more than likely you'll select **divorce/separation**).

This screenshot is similar to the previous one, but the relationship status has changed.

- Relationship:**
 - "Felicity B. Yap is the:" is set to "Spouse".
 - "Mandeep R. Yap is the:" is set to "Spouse".
 - "End date:" is "12/18/2018".
- Household:**
 - A checkbox is checked: "Dissolve the 'Ms. Felicity B. Yap and Mr. Mandeep R. Yap' household."
 - "Reason:" is a yellow drop-down menu.

Red arrows point to the "Reason:" drop-down menu and the "Save" button, which is highlighted with a red box.

Then hit **save**.

Step 4

You'll be taken to the **update contact information** page. There will be two tabs, one for each ex-spouse.

Here, **review the contact information** for each person to ensure it is correct. (If everything looks correct, you won't do anything on this page.) Remember to click on each constituent's tab.

- If you need to change any contact information, click the **double downward chevron** next to entry and then select **edit** to make a quick update.

Update contact information

Felicity B. Yap | Mandeep R. Yap

Contact information (3) + Add | Filters | More

Contact type	Contact information	Type
Address		
Address	1025 Broad St Athens, GA 30601	Residence (Cur
Email		
Email	felicity.yap@bellsouth.net	General (Curre
Edit Delete		
felicity.yap@bellsouth.net	12/18/2018 - Present	Information source: D

Step 5

When you return to the constituent's profile and click the **relationships** tab, the ex-spouse will now be listed.

Yap, Ms. Felicity Bonita Debenham (Bonnie)

Individual | Lookup ID: 10954657

Constituencies: Relation only

Personal Information | Contact Information | Documentation and Interactions

Summary | Personal Info | Contact | **Relationships** | Education | Memberships | Communications | History | Documentation and Interactions | Attributes

Relationships (1) + Add individual + Add organization + Add group/household | Filters | More

Name	Constituent type	Type
Yap, Mr. Mandeep Ratnam	Individual	Ex-spouse