REMOVING A SPOUSE/DEPENDENT DUE TO A DEATH

Log into your Benelogic account at https://epc-online.benelogic.com.

- Select "**Make a Change**"

- Select "**Submit a Qualifying Status Change**"

- The Reason for Change will be "**Death of Spouse/Dependent**."
    - o Date of the Event is the Day *after* the Date of Death.
        - ▪ Click on the Next Button

- Review your Personal Information and make any needed corrections and updates.
    - o *Any name changes require an updated SSN card*.
        - ▪ Click on the Next Button

- Do not delete your dependent's record.
    - o You will remove them from coverage on the next screens.
        - ▪ Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO REMOVE YOUR DEPENDENT FROM YOUR HEALTH PLANS

- Click on the blue check mark next to your dependent's name to unselect them from the current plan.
    - If you currently have Family or Spouse + One coverage, you *might* need to use the use the drop-down menu under "**Coverage Level**" to change to the appropriate level of coverage.
        - ▪ Click on the Next Button

- Repeat the steps above to remove your spouse from the Dental and Vision Plans, if offered.

- If your district offers Life Insurance, you will be asked to review your beneficiaries.
    - o Click on your dependent's name to remove them as a beneficiary if desired.
        - ▪ Click on the Next Button

- If your district offers Voluntary Term Life,
    - You can elect or waive Employee coverage. To elect the coverage, use the drop-down menu under "Total Requested Amount" to select an amount. To waive, select the waive button.
        - Click on the Next Button

- If you currently elect Spouse/Dependent Voluntary Term Life coverage, select the waive option to remove the coverage. Contact your district to file the life insurance claim.
    - Click on the Next Button

- **REVIEW** – Please review your selections carefully.
    - If selections are correct, click on the Save Button

- UPDATE RECORD – Add Death Certificate
    - The death certificate is only required if the dependent was covered under a life policy and a claim is being filed.

- Scroll towards the bottom of the page to the area labeled "**Attachments**". You can upload the death certificate or attach a previously uploaded certificate from your file cabinet.   The death certificate will be submitted with your change request.
    - Click on the Next Button
        - Click on the Submit Button