



ADDING A NEWBORN

You have 30 days from the birth of your baby to complete this process. However, we recommend you do it as soon as possible so your claims do not get denied. If you do not have the birth certificate or SSN number, you can add them when they are received.

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 **"Birth."**
 - Date of the Event is the Date of Birth.
 - Click on the Next Button
- Review your Personal Information and make any needed corrections and updates.
 - Click on the Next Button
- Click on the Orange Plus Sign to **"Add New Dependent"**.
 - Add your newborns personal information.
 - Click on the Submit Button
 - Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO ADD YOUR NEWBORN TO YOUR HEALTH PLANS

- Click on the baby's name to add to current plan.
 - If you currently have Single coverage, you will need to use the use the drop-down menu under **"Coverage Level"** to change to a Family coverage.
 - Click on the Next Button
- Repeat the steps above to add the newborn to Dental and Vision Plans, if offered.
- If your district offers Basic Life Insurance, you will be asked to review your beneficiaries.
 - Click on the baby's name to add as a beneficiary if desired.
 - Click on the Next Button
- If your district has 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



- Elect or waive Spouse Voluntary Term Life coverage using the same steps as above.
 - Click on the Next Button
- Elect or waive Child Voluntary Term Life coverage.
 - Click on the Next Button
- **REVIEW** – Please review your selections carefully.
 - If selections are correct, click on the Save Button
- UPDATE RECORD – ADD DEPENDENT DOCUMENTATION:
- If you have the Birth Certificate, scroll towards the bottom of the page labeled “**Attachments**”. You can upload the document or attach a previously uploaded document from your file cabinet. The document will be submitted with your change request. If you don’t have the birth certificate, you will need to upload it when received.
 - Click on the Next Button
 - Click on the Submit Button

WHEN YOU RECEIVE THE SSN CARD YOU WILL NEED TO ADD IT TO THE NEWBORNS RECORD

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

- Select "**Make a Change**"
- Select "**Update My Dependents**"
 - "Effective Date of Change" is the Date of Birth.
- Click on the Edit Pencil to open the Dependent record.
 - Add the SSN
 - Click on the Submit Button
 - Click on the Save Button
- A pop-up will ask if you want to add your dependents to a plan.
 - Click on No. The newborn should have been added with the original Change Request.
 - If not, Click on Yes and follow the steps to add the newborn to your plans.