



## **WAIVING COVERAGE DUE TO ENROLLMENT IN NEW COVERAGE OR MEDICARE ENROLLMENT**

You have 30 days from the date of enrollment to waive your coverage. You will need an ID card or enrollment documentation with effective date of enrollment.

### **DOCUMENTATION WITH THE EFFECTIVE DATE OF NEW COVERAGE IS REQUIRED TO COMPLETE THIS PROCESS.**

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 "**Other.**"
  - Date of the Event is the Effective Date of the New Coverage.
    - Click on the Next Button
- Review your Personal Information and make any needed corrections and updates.
  - *Any name changes require an updated SSN card.*
    - Click on the Next Button
- **Do not delete your spouse or dependent's record.**
  - You will remove them from coverage on the next screens.
    - Click on the Next Button.

### **\*YOU MUST COMPLETE THE NEXT STEPS TO WAIVE COVERAGE IN YOUR HEALTH PLANS\***

- Click on the circle next to the "Waive Medical Insurance" on the Medical Insurance page. This will cause your current elections to disappear.
  - Click on the Next Button
- Repeat the steps above to waive coverage in the Dental and Vision Plans, if desired.
- If your district offers Life Insurance, you will be asked to review your beneficiaries.
  - Click on the Next Button.
- **REVIEW** – Please review your selections carefully.
  - If selections are correct, click on the Save Button



- UPDATE RECORD – **Add Documentation with Effective Date of Coverage:**
- Scroll towards the bottom of the page to the area labeled “**Attachments**”. You can upload your documentation or attach a previously uploaded document from your file cabinet. The documentation will be submitted with your change request.
  - Click on the Next Button
    - Click on the Submit Button

**\*YOUR CHANGE WILL NOT BE PROCESSED WITHOUT THE DOCUMENTATION WITH THE EFFECTIVE DATE\***

\*\*Medical coverage continues through the end of the month. It will not end on the date of the enrollment into new coverage.