



## ADDING A NEW DEPENDENT DUE TO BIRTH OR ADOPTION

You have 30 days from the birth of your new baby to complete this process. You will need the birth certificate and/or adoption decree and SSN number to add them to your coverage.

**YOU MUST HAVE THE FOLLOWING DOCUMENTS IN ORDER TO COMPLETE THIS PROCESS:**

**DEPENDENTS BIRTH CERTIFICATE  
ADOPTION DECREE**

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

- Select "**Make a Change**"
- Select "**Add Dependent(s) to Coverage**"
- Why are you adding someone to your coverage?
  - Select Birth or Adoption
    - Click on the Next Button
- Select the date of the event
  - Date of Birth or Adoption
    - Click on the Next Button
- Click on the Blue Plus Sign to "**Add New Dependent**".
  - Add your dependents personal information. **DO NOT USE A FAKE SSN.**
    - Click on the Submit Button
      - Click on the Next Button
- **PROVIDE DOCUMENTATION:**
  - You can upload the documents 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 documents, you will not be able to complete the change request.
    - Click on the Next Button

**\*YOU MUST COMPLETE THE NEXT STEPS TO ADD YOUR  
DEPENDENT TO YOUR HEALTH PLANS\***



- Click on the dependent'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 dependent 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 dependent'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 Submit Button