HOW TO RESUBMIT A REJECTED CHANGE REQUEST

If you submit a change request that is incomplete or missing documentation, it will be rejected and sent back to you for review.   You will receive an auto-generated email from Benelogic notifying you that your change request requires your review. You will need to login to Benelogic to review the notes for the rejection reason. **If you do not correct and resubmit the change request, the system will void your request after 30 days.**

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

- On your Home page, you will see an Attention Box with a link to your rejected change request.
    - Click on the link to review your Change Request History

- Click on the rejected Change Request
    - There will be a blue box at the top of the screen that provides the details and reason for rejection.

- Scroll down and Click on the Edit button.
    - This will open your request and allow you to make the required changes.
        - Click on the Next Button

- Review Changes and ensure any required documentation is attached to your request.
    - You can also put any details in the Notes box.
        - Click on the Submit Button

Your resubmitted request will be reviewed and either approved or rejected back to you for additional corrections or documentation.

Additional details on how to submit Change Requests or Documents can be found **HERE**.