



How To Use Benelogic for Open Enrollment January 2026

Benelogic is the EPC's electronic enrollment system. During open enrollment you will be able to make your medical/dental/vision elections online.

1. Go to <https://epc-online.benelogic.com>
2. Logon with your User ID and initial password:
 - a. User ID: This the first letter of you first name, entire last name, and the last four digits of your SSN. For example, Jane Doe 123-45-6789 would be **jdoe6789**. USE LOWER CASE! Make sure the CAPSLOCK is off.
 - b. Your initial password is the last four digits of your SSN. You will be prompted to create a more secure password before continuing.
3. Your home page will have a big button that says **"GO"**. Click that button and it will start you through the process. This should only take a few minutes.
4. **Personal Information** – Please confirm this information is correct. Make any corrections as needed. **This is the address that will be used to send ID cards.** If it is not correct, you will not get your ID card.
5. **Dependent Information** – Verify the information is correct, making changes as needed. If mandatory fields are left blank you will not be able to add a dependent.
6. **Plan Selection-Medical Plan** – Select the medical plan you would like, or select "waive". You must also select the coverage level (single or family) **AND** click the boxes next to every member who should have coverage. Scroll down the page to find the "next" button. **This is the same for the dental and vision plans on the next pages as well.**
7. **Review** – Please make sure everything you did is correct. If you find an error, you can edit from this page. Once you have confirmed everything is correct, click the "submit" button. You will be asked to verify, hit "yes". This will complete the process and show you a "Finished" page. You can print a summary of your enrollment by clicking the "View Enrollment Summary" from this page.



What if the employee doesn't remember their password from the prior year? Click "Forgot password" and follow the prompts to reset your password. If that fails, contact HR and they can reset the password.

What if the employee is not in Benelogic? Contact HR and they will need to add the employee.

What if the open enrollment portal is not available? The enrollment change can still be made, but it must be entered as a New Change Request. Date the request for the open enrollment date, select the appropriate drop down, and continue through the steps. Enter "open enrollment change" in the comment box. New Change Requests must be approved by the EPC before they are effective, so you won't see it on the employee page until it's approved.

Dependent Documentation: If an employee is adding any dependents to any line of coverage, they will need to upload the supporting documentation to their file cabinet within 31 days of the effective date. See "Dependent Documentation Requirements".

For additional support:
Contact the EPC Benefits Team at Benefits@epcschools.org