



How To Use Benelogic for Open Enrollment January 2026

Benelogic is EPC's electronic enrollment system. During open enrollment you will be able to make your medical/dental/vision elections online. You will also be able to review/update your life insurance beneficiaries.

1. Go to <https://epc-online.benelogic.com>
2. Login with your User ID and password:
 - a. User ID: This the first letter of your 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 if you have never logged on 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.

- **You will have a choice of "Quick Enroll" or "Step-by-Step"**

QUICK ENROLL

If you are not making any changes, click on "Quick Enroll". It will show you a summary of your coverage.

If it is correct, click on submit, and you are done. If it is not correct, edit the information using the pencil icon next to the field.

STEP-BY-STEP

This option takes you through your information field by field:

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.

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. Legal names must be used for dependents. Each dependent must have a SSN and date of birth to be enrolled in coverage.

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.**



Beneficiaries – Please make your beneficiary selection or review your current designation. A beneficiary does not have to be a covered dependent to be named as a beneficiary. Scroll down the page to find the “next” button.

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, click on “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? Contact HR and they can reset the password.

What if the employee is not in Benelogic? Contact HR and they will need to enter 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 need to submit the dependent documentation in their file cabinet before the dependent is activated.

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