



## EPC Online Enrollment Instructions January 2026

Open enrollment is completed through **Benelogic**, EPC's online enrollment system. During this period, you can review and update your benefits, add dependents, or waive coverage.

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### How to Log In

1. **Go to:** <https://epc-online.benelogic.com>
2. **Enter your User ID and Password:**
  - **User ID:** First letter of your first name + full last name + last 4 digits of your SSN.
    - Example: Jane Doe, SSN 123-45-6789 → **jdoe6789**
    - *Use lowercase letters only (make sure CAPS LOCK is off).*
  - **Initial Password:** Last 4 digits of your SSN.
  - You'll be prompted to create a new secure password when you first log in.

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### Step-by-Step Enrollment

1. **Start Enrollment** – From your home page, click the large green **"GO"** button to begin.
  - This should only take a few minutes
  - You will have a choice of **"Quick Enroll"** or **"Step-by-Step."**
2. **Choose an Enrollment Method**
  - **QUICK ENROLL**
    - If you are **not making any changes**, click **"Quick Enroll."**
    - It will display a summary of your current coverage.
    - If the summary is correct, click **Submit** and you are finished.
    - If something is incorrect, edit the information using the **pencil icon** next to the field.
  - **STEP-BY-STEP**
    - This option takes you through your information **field by field** and is recommended if you are adding dependents or making any changes.
3. **Personal Information** – Review and update as needed.
  - Your email address is used for digital communication.
4. **Dependent Information** – Verify and update dependent details.
  - *Mandatory fields must be completed to add a dependent.*
5. **Plan Selection** – Choose your medical plan or select **"waive"**.
  - Be sure to:
    - Select your coverage level - Single or Family.
    - Check the box for each person who should have coverage.
  - Repeat for dental and vision plans.



6. **Review Selections** – Double-check everything.
- To correct errors, click **“Edit”** from this page.
  - Once all looks correct, click **“Submit”** and confirm by selecting **“Yes.”**
  - A **“Finished”** page will appear. You can print your enrollment summary by clicking **“View Enrollment Summary.”**

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## Common Questions

- **Forgot your password?**  
Click **“Forgot Password”** and follow the prompts. If that doesn’t work, contact HR for a reset.
- **Not listed in Benelogic?**  
Contact HR so they can add you to the system.
- **Portal closed?**  
Enrollment changes can still be made as a **New Change Request – Data Correction:**
  - Enter the open enrollment date.
  - Select the appropriate drop-down options.
  - Enter **“Open Enrollment Correction”** in the comment box.
  - Requests must be approved by EPC before they show on your summary page.

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## Dependent Documentation Reminder

If you add dependents to **any coverage**, you must upload the required supporting documents to your **Benelogic File Cabinet** within **31 days** of the effective date. See the **Dependent Documentation Checklist** for details.