



HOW TO MAKE AN OPEN ENROLLMENT CHANGE

If your change request is to add a spouse or dependent you will need your spouse/dependent's SSN and dates of birth to add them to your coverage.

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

**COURT STAMPED/FILED MARRIAGE CERTIFICATE, *NOT MARRIAGE LICENSE*
MOST RECENT 1040 TAX FORM, *FRONT PAGE ONLY* WITH FINANCIAL INFORMATION REDACTED
DEPENDENTS BIRTH CERTIFICATES NAMING YOU OR YOUR SPOUSE AS THE PARENT**

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

- Select "**New Change Request**"
- Select "**Submit Other Change**"
- The Reason for Change will be "**Data Correction.**"
 - Date of the Event is **01/01/2026**.
 - Click on the Next Button
- Review your Personal Information and make any needed corrections and updates.
 - *Any name changes require an updated SSN card.*
 - Click on the Next Button
- Click on the Plus Sign to "**Add New Dependent**".
 - Add your spouse/dependent's personal information.
 - Click on the Submit Button
 - Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO MAKE CHANGES TO YOUR ENROLLMENT OR TO ADD YOUR SPOUSE/DEPENDENTS TO YOUR HEALTH PLANS

- Make Changes or Waive coverage in Medical Plan.
 - Click on your spouse/dependent's name to add to plan.
 - If you currently have Single coverage, you will need to use the use the drop-down menu under "**Coverage Level**" to change to Family coverage.
 - Click on the Next Button



- If your district offers a Health Savings Account:
 - Make any changes or Select Waive
 - Click on the Next Button
- Repeat the prior steps to make changes or to add your spouse/dependents to Dental and Vision Plans, if offered.
- If your district offers Basic Life Insurance, you will be asked to review your beneficiaries.
 - Click on your spouse/dependent's name to add as a beneficiary if desired.
 - Click on the Next Button
- If your district offers 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 Save Button
- **UPDATE RECORD** – If your change is to add a spouse and/or dependents, you must provide dependent documentation.
 - Scroll towards the bottom of the page to the area labeled "**Attachments**". You can upload your documents or attach previously uploaded documents from your file cabinet. The documents will be submitted with your change request.
 - Click on the Next Button
 - Click on the Submit Button
- **REVIEW CHANGES** – Please review your changes carefully. Any changes will be in Green
 - Scroll to the bottom of the page to the "Notes" Box
 - Type in OE Correction
- If selections are correct, click on the Submit Button
 - Click on Submit again and your change will be submitted for review.