



ADDING A SPOUSE DUE TO MARRIAGE

You have 30 days from the date of marriage to add your new spouse. You will need your spouse's SSN and date of birth to add them to your coverage.

YOUR COURT STAMPED/FILED MARRIAGE CERTIFICATE IS REQUIRED TO COMPLETE THIS PROCESS.

This can usually be obtained from the county probate court.

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

- Select "**Make a Change**"



Make a Change. If you need to make a change outside of an enrollment period, you can submit it here.

- Select "**Add Someone to Coverage**"



Add Someone to Coverage. If you want to add yourself or another dependent to coverage, you can do that here.

- Why are you adding someone to your coverage?
 - Select "**Marriage**"



Marriage Update record due to marriage

- Click on the Next Button
- Message will populate with documentation reminder, click Next

Adding Dependent(s) Due to Marriage



Congratulations!

Before you proceed with this enrollment, you will need the following:

- Marriage Certificate
- Valid Social Security Number

If you do not have this information, please collect it before you proceed. If you have the information with you, select **Next** to continue.

- Date of the Event is the Date of Marriage.
 - 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 Blue Plus Sign to “Add New Dependent”.



- Add your spouse’s personal information.
 - Click on the Submit Button

If you are adding new dependents due to the marriage, click on the Blue Plus Sign to add additional dependents.

- Once all dependents are added, click on the **Next** button

- **PROVIDE DOCUMENTATION:**

- You can upload the documents or attach an uploaded document from your file cabinet. The document will be submitted with your change request. If you don’t have the documents, you will not be able to complete the change request.

Provide Documentation

If you have documentation to support this change, please upload it now. If your employer requires documentation, you will not be able to continue past this point without supplying it. In the case of marriage, a copy of the marriage certificate only needs to be uploaded once. It will apply to all dependents. When you are finished, click **Next**.

Name	Documentation	Delete
	 Upload Document or  Attach from File Cabinet	

- Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO ADD YOUR SPOUSE TO YOUR HEALTH PLANS

- Click on your spouse’s and dependents’ names (if applicable) to add to current plan.
 - If you currently have Single coverage, you will need to use the use the drop-down menu under “**Coverage Level**” to change to a Family coverage.
 - Click on the Next Button

- Repeat the steps above to add your spouse and 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's name to add as a beneficiary if desired.
 - Click on the Next Button
- If your district has 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

YOUR CHANGE WILL NOT BE PROCESSED WITHOUT THE COURT FILED MARRIAGE CERTIFICATE

Rev. December 2025