



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**"
- Select "**Add Someone to Coverage**"
- The Reason for Change will be "**Marriage**."
 - 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
 - Click on the Next Button

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

- Click on your spouse's name 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 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
- UPDATE RECORD – Add Marriage **CERTIFICATE**, not Marriage License:
- Scroll towards the bottom of the page to the area labeled “**Attachments**”. You can upload your marriage certificate or attach a previously uploaded marriage certificate from your file cabinet. The marriage certificate will be submitted with your change request.
 - Click on the Next Button
 - Click on the Submit Button

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