



HOW TO ADD COVERAGE - DUE TO DIVORCE

You have 30 days from the date of loss to add coverage for yourself and your dependents. You will need your 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 DIVORCE DECREE OR LOSS OF COVERAGE DOCUMENTATION WITH LAST DAY OF COVERAGE
DEPENDENTS BIRTH CERTIFICATES**

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 "**Loss of Coverage**"
 - Date of the Event is the Day **AFTER** the last day of Coverage.
 - 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 dependent's personal information.
 - Click on the Submit Button
 - Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO ADD YOURSELF AND DEPENDENTS TO YOUR HEALTH PLANS

- Select your Medical Insurance Plan and the Coverage Level
 - Click on yourself and dependent's name to add to current plan.
 - Click on the Next Button



- Repeat the prior steps to add yourself 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 dependent's name to add/update 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
- 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 Divorce Decree or Loss of Coverage Documentation and Birth Certificates:
- 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

***YOUR CHANGE WILL NOT BE PROCESSED WITHOUT THE COURT STAMPED/FILED DIVORCE DECREE
OR LOSS OF COVERAGE DOCUMENTATION WITH LAST DAY OF COVERAGE AND
DEPENDENTS BIRTH CERTIFICATES***