HOW TO ADD OR UPDATE BENEFICIARIES

You can add or update your beneficiaries at any time.   You do not need any documentation to complete this process. It is important to understand that a dependent can be enrolled into a health plan **AND** can also be designated as a beneficiary.   A beneficiary can only be named as a beneficiary.

An example is as follow:

Dependent = Spouse and/or children that are eligible to be enrolled in your health plan **AND** can also be a named beneficiary for life insurance.

Beneficiary = Other Individuals such as a Parent, Sibling or a Trust Document that can **only** be a named beneficiary **and not** eligible to be enrolled into any health coverage.

Life Insurance proceeds will not be paid to a named beneficiary that is a minor.

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

- Select "**Make a Change**"

- Select "**Update My Beneficiaries**"
  - The Next Screen will be "Update My Beneficiaries".
    - Date of the Event is the current day or a future effective date.
      - Your available beneficiaries will be listed on this screen.
        - If you need to update your beneficiaries information click the pencil to edit
        - If you need to add a beneficiary follow the instructions below, if not Click on the Next Button

- Click on the Blue Plus Sign to "**Add New Beneficiary**".
  - Add beneficiary information. Date of Birth and SSN **are not** required for a beneficiary.
    - Click on the Submit Button
      - Click on the Next Button

  - The Next Screen will be your available beneficiaries.
    - You can select your beneficiaries by marking the check mark on the left-hand side
    - You will then put a percentage in either the Primary and / or Contingent section
      - The percentage must add up to 100% for each category.
        - Click on the Save Button.

Your changes have been recorded.

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