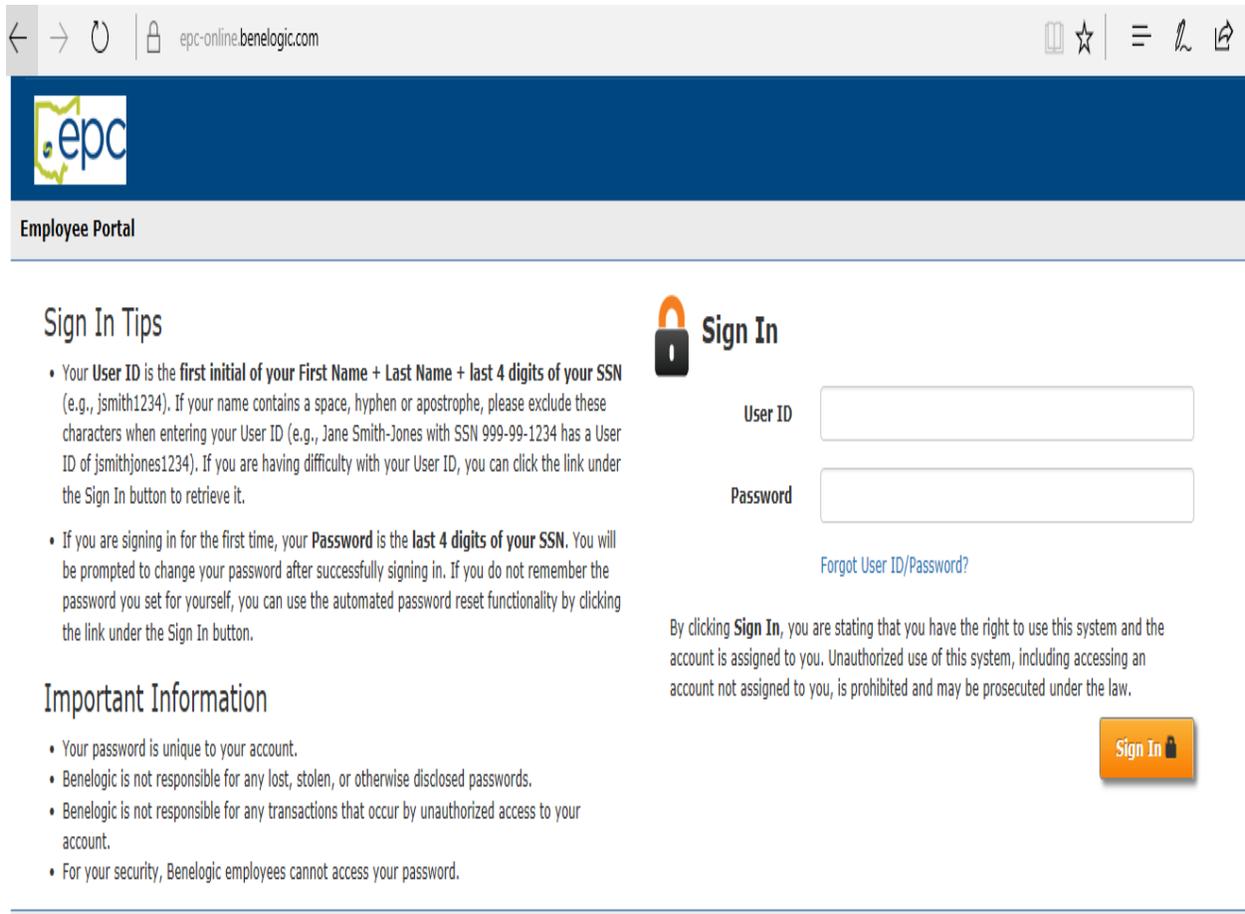


NEW HIRE DIRECTIONS TO ENROLL IN MEDICAL, VISION, DENTAL & ADD LIFE BENEFICIARIES

Go to <https://epc-online.benelogic.com>

- Type your user name - the first initial of your first name, then your last name and the last 4 digits of your SSN# (all lower case letters) Example: User name: jdoe1234
- Your password is the last 4 digits of your social security number. If you have forgotten or changed your password, click on “Having trouble signing in? Once in, you may be required to answer security questions and change your password.



The screenshot shows a web browser window with the address bar displaying "epc-online.benelogic.com". The page header features the EPC logo and the text "Employee Portal". The main content area is titled "Sign In Tips" and includes two bullet points: "Your User ID is the first initial of your First Name + Last Name + last 4 digits of your SSN (e.g., jsmith1234). If your name contains a space, hyphen or apostrophe, please exclude these characters when entering your User ID (e.g., Jane Smith-Jones with SSN 999-99-1234 has a User ID of jsmithjones1234). If you are having difficulty with your User ID, you can click the link under the Sign In button to retrieve it." and "If you are signing in for the first time, your Password is the last 4 digits of your SSN. You will be prompted to change your password after successfully signing in. If you do not remember the password you set for yourself, you can use the automated password reset functionality by clicking the link under the Sign In button." Below the tips is a "Sign In" section with a lock icon, two input fields for "User ID" and "Password", and a "Forgot User ID/Password?" link. A disclaimer states: "By clicking Sign In, you are stating that you have the right to use this system and the account is assigned to you. Unauthorized use of this system, including accessing an account not assigned to you, is prohibited and may be prosecuted under the law." At the bottom right of the sign-in area is an orange "Sign In" button with a lock icon. Below the sign-in area is a section titled "Important Information" with four bullet points: "Your password is unique to your account.", "Benelogic is not responsible for any lost, stolen, or otherwise disclosed passwords.", "Benelogic is not responsible for any transactions that occur by unauthorized access to your account.", and "For your security, Benelogic employees cannot access your password."

Once you are in Benelogic follow these steps:

- Elect benefits by clicking on the green “GO” button.
- Review the demographic information very carefully making changes where necessary.
- At the bottom of each page, click Next to continue.
- Once you have reviewed the medical, vision and dental, you will be at the beneficiary screen for your life insurance. Please indicate your primary and contingent beneficiaries.
- Once you have entered and reviewed the information, click “submit” to finalize the process.

● Enroll in Benefits

- Enrolling in benefits couldn't be easier. You are guided through a step-by-step wizard which helps you focus on a single selection at a time. You may be surprised at how quickly you can enroll in the system. Information is validated as you move through the wizard to prevent any mistakes which could impact your benefits.
- You can access your enrollment wizard by clicking



the button on the Home page.

- *TIP: If you leave in the middle of your enrollment, all of your information and elections entered up to that point are saved. As long as your enrollment event is still open, you will be taken to where you left off the next time you sign in.*

- **Select a Plan**

- You will only see benefits for which you are eligible. Your employer assigned you to a benefit class that ensures your options and costs are appropriate to you. If you don't see the benefits you believe you should, or if you see benefits you think you shouldn't, please contact your HR representative for assistance.
- On each page, you are presented options. You must select an option in order to continue, even if that option is to waive the benefit or decline coverage.

- **Select a Coverage Level**

- Once you select a plan, available coverage levels will appear below the plan options. If there is a drop down box, you must select a coverage level in order to continue.

- **Select Who to Cover**

- If the plan requires you to select who is covered, you will find a list of registered dependents. Select who you want covered and the system will check that they are allowed and will ensure your selection matches your chosen coverage level.

- *TIP: If you are missing a dependent you want to have covered, you can click the  Add New Dependent button to add them to the pick list. The dependent will be added to all future dependent and beneficiary pick lists.*

- **Submit Your Elections**

- Once you submit your elections, they are passed onto the insurance carrier(s) to enroll you in the appropriate product(s). Often, your selections are also sent back to your company along with payroll codes to update your benefit deductions from your paycheck.

All Required Health Notices listed below can be found in your Employee Benelogic portal by clicking on the Resources tab and is also located on our webpage at

<https://epcschools.org/health-benefits/required-health-notice>

- General Health Notice
- EPC Privacy Notice
- Medicare D Notice
- CHIP Model Notice (Children's Health Insurance Program)
- Patient Protection Against Surprised Billing Notice
- Exchange Notice