



REMOVING A SPOUSE/DEPENDENT DUE TO A DEATH

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

- Select "**Make a Change**"
- Select "**Remove Someone from Coverage**"
- The Reason for Change will be "**Death of Spouse/Dependent.**"
 - Date of the Event is the Day ***after*** the Date of Death.
 - 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
- DO NOT DELETE YOUR DEPENDENTS RECORD.
 - You will remove them from coverage on the next screens.
 - Click on the Next Button

YOU MUST COMPLETE THE NEXT STEPS TO REMOVE YOUR DEPENDENT FROM YOUR HEALTH PLANS

- Click on the blue check mark next to your dependent's name to unselect them from the current plan.
 - If you currently have Family or Spouse + One coverage, you ***might*** need to use the use the drop-down menu under "**Coverage Level**" to change to the appropriate level of coverage.
 - Click on the Next Button
- Repeat the steps above to remove your dependent from the Dental and Vision Plans, if offered.
- If your district offers Life Insurance, you will be asked to review your beneficiaries.
 - Click on your dependent's name to remove them 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

- If you currently elect Spouse/Dependent Voluntary Term Life coverage, select the waive option to remove the coverage. Contact your district to file the life insurance claim.
 - Click on the Next Button

- **REVIEW** – Please review your selections carefully.
 - If selections are correct, click on the Save Button

- **UPDATE RECORD** – Add Death Certificate
 - The death certificate is only required if the dependent was covered under a life policy and a claim is being filed.

- Scroll towards the bottom of the page to the area labeled “**Attachments**”. You can upload the death certificate or attach a previously uploaded certificate from your file cabinet. The death certificate will be submitted with your change request.
 - Click on the Next Button
 - Click on the Submit Button