



REMOVING A SPOUSE OR DEPENDENTS DUE TO ENROLLMENT IN NEW COVERAGE OR MEDICARE

You have 30 days from the date of enrollment to remove your spouse or dependents. You will need an ID card or enrollment documentation with effective date of enrollment.

DOCUMENTATION WITH THE EFFECTIVE DATE IS REQUIRED TO COMPLETE THIS PROCESS.

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 **"Gain of Other Coverage."**
 - Date of the Event is the Effective Date is the date new coverage begins.
 - 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 SPOUSE OR DEPENDENT'S 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 SPOUSE OR DEPENDENTS FROM YOUR HEALTH PLANS

- Click on the blue check mark next to your spouse and/or 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 desired.
- If your district offers Life Insurance, you will be asked to review your beneficiaries.
 - Click on the Next Button.



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

- **UPDATE RECORD – Add Documentation with Effective Date of Coverage:**

- Scroll towards the bottom of the page to the area labeled “**Attachments**”. You can upload your documentation or attach a previously uploaded document from your file cabinet. The documentation 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 DOCUMENTATION WITH THE EFFECTIVE DATE

**Medical coverage continues through the end of the month. It will not end on the date of the enrollment into new coverage.