WAIVING COVERAGE DUE TO ENROLLMENT IN NEW COVERAGE OR MEDICARE ENROLLMENT

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

DOCUMENTATION WITH THE EFFECTIVE DATE OF NEW COVERAGE 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 of the New 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

- **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 WAIVE COVERAGE IN YOUR HEALTH PLANS

- Click on the circle next to the "Waive Medical Insurance" on the Medical Insurance page. This will cause your current elections to disappear.
        - Click on the Next Button

- Repeat the steps above to waive coverage in 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.