



## REMOVING A SPOUSE DUE TO A DIVORCE

You have 30 days from the date of court stamped divorce decree to remove your spouse. You will need a copy of the front page of your court stamped divorce decree. Do not remove your spouse until the divorce has been finalized.

**YOUR COURT STAMPED/FILED DIVORCE DECREE IS REQUIRED TO COMPLETE THIS PROCESS.**

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

- Select "**Make a Change**"
- Select "**Submit a Qualifying Status Change**"
- The Reason for Change will be "**Divorce.**"
  - Date of the Event is the Date the Divorce is ***filed*** with the court.\*\*
    - 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
- You will update the address on the Dependent Information screen – DO NOT DELETE THE RECORD
  - Click on the Edit Pencil in the right-hand corner of your spouse's record.
    - Scroll down and enter the new address for your spouse. Click on Submit.
      - Click on the Next Button

### **\*YOU MUST COMPLETE THE NEXT STEPS TO REMOVE YOUR SPOUSE FROM YOUR HEALTH PLANS\***

- Click on the blue check mark next to your spouse'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 spouse 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 spouse'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 Voluntary Term Life coverage, select the waive option to remove coverage.
  - Click on the Next Button
- If your district offers Child Voluntary Term Life coverage,
  - You can elect or waive Child 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
- **REVIEW** – Please review your selections carefully.
  - If selections are correct, click on the Save Button
- **UPDATE RECORD – Add Divorce Decree:**
- Scroll towards the bottom of the page to the area labeled “**Attachments**”. You can upload your divorce decree or attach a previously uploaded decree from your file cabinet. The divorce decree 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 COURT STAMPED/FILED DIVORCE DECREE\***

\*\*Medical coverage continues through the end of the month. It will not end on the date of the divorce. Your spouse will receive a COBRA notification advising them of their continuation rights.