



## **ADDING A SPOUSE/DEPENDENTS DUE TO LOSS OF OTHER COVERAGE**

You have 30 days from the date of loss to add your spouse/dependents. You will need your spouse/dependent's SSN and dates of birth to add them to your coverage.

**YOU MUST ALSO HAVE THE FOLLOWING DOCUMENTS IN ORDER TO COMPLETE THIS PROCESS:**

**LOSS OF COVERAGE DOCUMENTATION WITH LAST DAY OF COVERAGE  
COURT STAMPED/FILED MARRIAGE CERTIFICATE, *NOT MARRIAGE LICENSE*  
MOST RECENT 1040 TAX FORM, *FRONT PAGE ONLY* WITH FINANCIAL INFORMATION REDACTED  
DEPENDENTS BIRTH CERTIFICATES NAMING YOU OR YOUR SPOUSE AS THE PARENT**

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 "**Spouse Loss of Coverage.**"
  - Date of the Event is the Day **AFTER** the last day of 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
- Click on the Orange Plus Sign to "**Add New Dependent**".
  - Add your spouse/dependent's personal information.
    - Click on the Submit Button
      - Click on the Next Button

**\*YOU MUST COMPLETE THE NEXT STEPS TO ADD YOUR SPOUSE/DEPENDENTS TO YOUR HEALTH PLANS\***

- Click on your spouse/dependent's name to add to current plan.
  - If you currently have Single coverage, you will need to use the use the drop-down menu under "**Coverage Level**" to change to Family coverage.
    - Click on the Next Button



- Repeat the prior steps to add your spouse/dependents to Dental and Vision Plans, if offered.
  
- If your district offers Basic Life Insurance, you will be asked to review your beneficiaries.
  - Click on your spouse/dependent's name to add 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
  
  - Elect or waive Spouse Voluntary Term Life coverage using the same steps as above.
    - Click on the Next Button
  
  - Elect or waive Child Voluntary Term Life coverage.
    - Click on the Next Button
  
- **REVIEW** – Please review your selections carefully.
  - If selections are correct, click on the Save Button
  
- UPDATE RECORD – Add Marriage **CERTIFICATE**, not Marriage License, 1040 Tax Form, Loss of Coverage Documentation, Birth Certificates:
  
- Scroll towards the bottom of the page to the area labeled "**Attachments**". You can upload your documents or attach previously uploaded documents from your file cabinet. The documents 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 FILED MARRIAGE CERTIFICATE, 1040 TAX FORM, LOSS OF COVERAGE DOCUMENTATION, AND BIRTH CERTIFICATES\***