



BENELOGIC ON-LINE ENROLLMENT

Enrollment in EPC plans is now available through a user friendly online system that gives you access to the most accurate way to change your enrollment during the open enrollment period and access to plan information year round.

Enrollment and Plan Information Accessible 24/7 – Go online anytime and check which dependents you enrolled – did you add the newborn – or your new spouse? Did you terminate your ex-spouse? Also, Plan summaries for all EPC plans are available on the Home Page. They contain a quick snapshot of Plan designs and also include all of the Plans' website addresses and Customer Service numbers in one spot.

OK, so **how do you find this?** It's easy. First you set up a secure password:

- 1) Go to www.epc-online.benelogic.com
- 2) Type in your user name – the first initial of your first name, then your last name and the last 4 digits of your SS#. (all lower case letters)
Example: User name: jdoe1234
- 3) Your password would be the last four digits of your SS#:
Example: Password: 1234
- 4) Change your password – write it down somewhere
- 5) You're in!

Then what can you do?

- Check out the **Plan Summaries** – forgot how much your Rx copays are? It's here.
- Check out **who is covered** under the plan – are there any dependents who should be dropped? (Check out the **Who is a Dependent** page for help with this.)
- Have you had a **recent change** that requires an enrollment change? Birth, marriage, divorce or an over age dependent? Then enter a change request.
- Is your **address correct**? All names spelled correctly? How about birth dates? Better to check it out now rather than have a claim delayed due to faulty data.
- **For dependent kids in college**, please complete the school information section.

Things to remember when making enrollment changes:

- Remember to select coverage when you add dependents. First you tell the system who your dependents are. The second step is to check off the coverage box to add them to the plan.
- Your **dependent children over the age of 19** are either full time students which requires listing the school where they're enrolled or "Other." The form posted on the website should be completed and sent to the EPC for all "Others."
- **Always double check the final page before you submit the form.** Is the coverage correct – single or family? Are all the dependents listed under the coverage?
- **This is not a direct input to the health plan.** Enrollment changes are not immediate but it is a whole lot faster than paper.

If you have questions, please check with your Treasurer's office.

Help is also available online and at Benelogic Customer Service 1-866 415-3342.