**How To Use Benelogic for Open Enrollment 2018-2019**

Benelogic is EPC‘s electronic enrollment system. During open enrollment you will be able to make your medical/dental/vision elections online. You will also be able to review/update your life insurance beneficiaries.

1. Go to [https://epc-online.benelogic.com](https://epc-online.benelogic.com/login.aspx?ReturnUrl=%2f)
2. Logon with your user Id and password:
	1. User ID: This the first letter of your first name, entire last name, and the last four digits of your SSN. For example, Jane Doe 123-45-6789 would be jdoe6789. USE LOWER CASE! Make sure the CAPSLOCK is off.
	2. Your initial password if you have never logged on is the last four digits of your SSN. You will be prompted to create a more secure password before continuing.
3. Your home page will have a big button that says “**GO**”. Click that button and it will start you through the process. This should only take a few minutes.

**Personal Information** – Please confirm this information is correct. Make any corrections as needed. **This is the address that will be used to send ID cards**. If it is not correct, you will not get your ID card.

**Dependent Information** – Verify the information is correct, making changes as needed. If mandatory fields are left blank you will not be able to add a dependent. Legal names must be used for dependents. Each dependent must have a SSN and date of birth to be enrolled in coverage.

**Plan Selection-Medical Plan** – Select the medical plan you would like, or select “waive”. You must also select the coverage level (single or family) **AND** click the boxes next to every member who should have coverage. Scroll down the page to find the “next” button. **This is the same for the dental and vision plans on the next pages as well.**

**HSA Contribution –** Please elect the amount you wish to contribute to your HSA account on a pre-tax basis. This is an ANNUAL amount, not a per pay amount.

**Beneficiaries** – Please make your beneficiary selection or review your current designation. A beneficiary does not have to be a covered dependent in order to be named. Scroll down the page to find the “next” button.

**Review** – Please make sure everything you did is correct. If you find an error you can edit from this page. Once you have confirmed everything is correct, click the “submit” button. You will be asked to verify, click on “yes”. This will complete the process and show you a “Finished” page. You can print a summary of your enrollment by clicking the “View Enrollment Summary” from this page.

**Please make sure you hit the SUBMIT button when you are done!**

**What if the employee doesn’t remember their password from the prior year?** Contact HR and they can reset the password.

**What if the employee is not in Benelogic?** Contact HR and they will need to enter the employee.

**What if the open enrollment portal is not available?** The enrollment change can still be made, but it must be entered as a New Change Request. Date the request for the open enrollment date, select the appropriate drop down, and continue through the steps. Enter “open enrollment change” in the comment box. New Change Requests must be approved by the EPC before they are effective, so you won’t see it on the employee page until it’s approved.

**Dependent Affidavit:** If an employee is adding any dependents to any line of coverage they will need to submit the dependent documentation to HR before the dependent is activated. See the affidavit for instructions.