How To Use Benelogic for Open Enrollment 1-2019

Benelogic is the EPC's electronic enrollment system. During open enrollment you will be able to make your benefit plan elections online.

1. Go to https://epc-online.benelogic.com/login.aspx?ReturnUrl=%2f

2. Logon with your user Id and initial password:

   a. User ID: This the first letter of you 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.

   b. Your initial password 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.

4. **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.

5. **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.

6. **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.**

7. **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, hit "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.