

## **ENROLLMENT AND COVERAGE CHANGES FOR UNITED HEALTH CARE AND DELTA DENTAL BENEFITS IS NOW AVAILABLE ONLINE**

We'll be simplifying the open enrollment process this fall by moving to an online enrollment system for our Health coverage with the EPC. The new system will also give you year round access to your plan enrollment information. The system will be active June 1 so after this date you can sign on and look at your profile. Remember most people will not be able to make changes until August.

**Simplify Your Benefits Enrollment Life** – Instead of multiple confusing forms to fill out when you need to make a change, there is one online form with step by step instructions and an online tutorial. You type in your name, address and dependents' names once rather than on each form.

**Accurate Information Transmitted Directly to the Plan** – The system sends the enrollment information directly to the insurance plans every week so there is no chance of dates and numbers being input wrong or handwriting being misread. Also, paper forms are not waiting their turn in someone's in box or getting lost moving from desk to desk.

**No Enrollment Delays Due to Missing Information** – On paper you might overlook a critical box which delays your enrollment until someone can call and get the info they need. The system won't submit the form until it's complete and you'll get a form that shows exactly what you're applying for and for whom.

**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](http://www.epc-online.benelogic.com)
- 2) Type in your user name and password – 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  
                  Password:   1234
- 3) Change your password – write it down somewhere
- 4) You're in!

Then what can you do?

- Check out the Plan Summaries
- 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.

Other than those noted above, you won't be able to make other changes until open enrollment next fall. Help is available online and at Benelogic Customer Service 1-866 415-3342.

**Note:** At this time the Online Enrollment System is set up only for EPC benefit plans with Anthem, UHC, Delta Dental and VSP Vision. If your district has coverage with a plan outside the EPC, enrollment for that plan will remain as it has been.

