

## How to Enroll--Medical, Dental, Vision & Basic Life

Steps:

1. Got to [epc-online.benelogic.com/](http://epc-online.benelogic.com/)
2. **Username:** First Initial, Last Name and last 4 of SSN (ie: jdoe1234)
3. **Password:** Last 4 of SSN (ie: 1234)
4. Click Green **"GO"** button on Home page and follow the prompts. It will walk you through the process.
5. **Personal Information**-Confirm all Personal Information is correct. Make any corrections as needed. **This is the address that will be used to send ID Cards.**
6. **Dependent Information**- Add and verify all dependent information is correct. If mandatory fields are left blank, dependent will not be added.
7. **Plan Selection**- Select the medical plan you would like, or select waive. You must also select the coverage level (single, family, etc) AND checkmark the individuals who should have coverage. **This is the same for dental and vision plans on the next pages.**
8. **Review**- Please make sure everything 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, select "YES". This will complete the enrollment and show a "Finished" page. You can print a summary by clicking the "View Enrollment Summary".
9. **Documentation**- If you are adding dependents you must provide the following verifications within 30 days of enrollment:
  - a. Spouse: Copy of Marriage License AND Front page of most recent tax form
  - b. Children: Copy of Birth Certificates

These documents must be uploaded into the File Cabinet in Benelogic for dependents to receive coverage. If you need assistance the HR Department can help scan and upload them for you.

**All New Hires Must speak with American Fidelity Representative [Christina Howard](#)  
[Click Here to Schedule a Virtual Appointment](#) with American Fidelity.**