

Submitting a Benefits Change Due to a Qualifying Life Event

If you experience a qualifying event (marriage, divorce, birth/adoption, loss of coverage, etc.), you have **30 calendar days from the event date** to request changes in Benelogic.

Website: <https://epc-online.benelogic.com>

Important Reminders

- **Notify Payroll:** After submitting changes in Benelogic, email Payroll@MCECSC.org.
- **Deadline:** Requests must be submitted within 30 days of the event.
- **Documentation:** Required documentation must be uploaded ([see page 11](#)). Requests without documentation will be denied.
- **Effective Date:** Approved changes take effect on the event date or the 1st of the following month (per plan rules).
- **Missed Deadline:** Changes can't be made until the next Open Enrollment, unless another qualifying event occurs.

Starting a Change Request (from Benelogic Home Page, select "Make a Change")

- **Update My Personal Information** → Enter effective date, update info (name changes require SS card), click Save. Look for "Personal Information Updated" confirmation.
- **Update My Dependents** → Enter effective date, select dependent, update, click Save.
- **Update My Beneficiaries** → Enter effective date, update designations, click Save.
- **Adding Someone to Coverage** →
 - Select reason for adding coverage → Next.
 - Enter Event Date.
 - Click Add New Dependent, complete required fields.
 - Upload required documentation to e-Cabinet.
 - Elect coverage: choose coverage level, check individuals to be covered.
 - Review changes, confirm docs uploaded → Next.
 - Use pencil icon to edit.
 - Verify dependent's personal info; add notes if needed.
 - Click Submit.
- **Removing Someone from Coverage** →
 - Select reason for removing coverage → Next.
 - Enter Event Date.
 - Update personal/dependent info as needed.
 - Remove dependent's coverage.
 - Review changes → Save.
- **Submit Other Change** → Contact HR for assistance.