

ENROLLMENT / CHANGE INSTRUCTIONS

Medical & Dental Plan

Before you enroll:

You will need to gather information about you and your dependents:

- Social Security Number
- Date of Birth
- Other medical and dental coverage information that you and your dependents may have
- Other required documentation to show eligibility (see page 2)

To enroll:

- * Log on to <https://butlerhealthplan.benelogic.com>
- * Current users enter your **UserID** and **Password**. (If you transferred from another district, see your Benefit Rep.)
- * First time users, enter your **UserID**:

First Initial and **Last Name** with **Last four of digits of Social Security Number**
(For Example, John Doe would be: **jdoe1234**)

Enter your **Initial Password**:

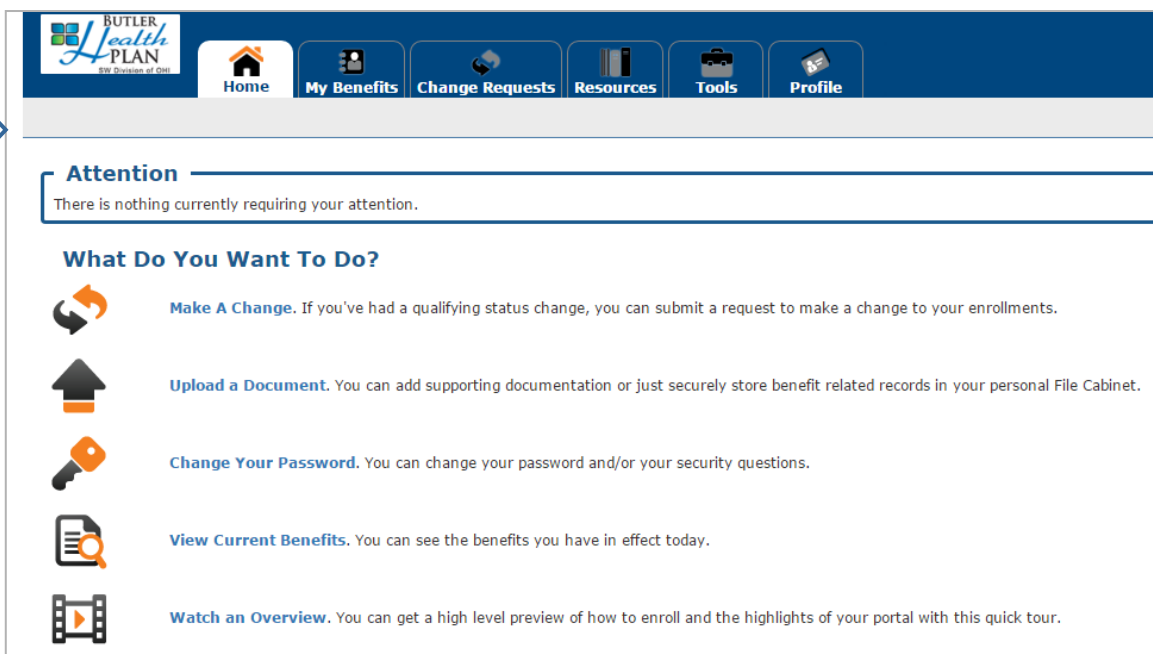
Date of Birth (For Example, **mmddyyyy**)

Change your password and answer security questions.

- * Follow the instructions on the website to enroll in your benefits or waive coverage.
- * Click on the finish button to save your elections.
- * **Print your confirmation summary. Make sure your information is correct in order to avoid future delays in claim payments.**

To Submit a Change During the Year:

- * Log on to <https://butlerhealthplan.benelogic.com> with your User ID and new password.
- * **If you experience a qualified change in status** during the year, you must enroll within 31 days after the qualifying event (within 60 days for a newborn). If you go beyond the time limit, you'll have to wait until the next open enrollment period to make the changes.



The screenshot shows the Butler Health Plan website home page. At the top is a navigation bar with the logo and menu items: Home, My Benefits, Change Requests, Resources, Tools, and Profile. Below the navigation bar is an "Attention" section with the message: "There is nothing currently requiring your attention." Underneath is a "What Do You Want To Do?" section with five options, each with an icon and a brief description:

- Make A Change.** If you've had a qualifying status change, you can submit a request to make a change to your enrollments.
- Upload a Document.** You can add supporting documentation or just securely store benefit related records in your personal File Cabinet.
- Change Your Password.** You can change your password and/or your security questions.
- View Current Benefits.** You can see the benefits you have in effect today.
- Watch an Overview.** You can get a high level preview of how to enroll and the highlights of your portal with this quick tour.

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Required Documentation for Eligibility

Employees are required to verify the eligibility of dependents. Complete the following three simple steps to upload documents to your Benelogic File Cabinet. <https://butlerhealthplan.benelogic.com>

Step 1: Obtain the Required Documentation for each dependent.

Dependent Type	Submit Copy of Preferred Documentation
Spouse	<ul style="list-style-type: none"> • First page of your last filed Form 1040 tax return (block out SSN and financials) • Marriage Certificate (if married in current year)
Birth Child	Copy of Birth Certificate
Adopted Child	Copy of legal adoption documentation
Legal Guardianship for Child	Copy of proof of legal guardianship or "Qualified Child Medical Support Order" (QCMSO)
Step Child	Birth Certificate AND Copy of divorce decree to identify primary medical coverage for dependent.
Disabled Dependent	"Disability Certification for Dependent Children" form which can be obtained from your Treasurer/Business Office

Step 2: Upload your document by scanning and saving to your computer or portable drive. (PDF, PNG, JPG, or BMP only)

Step 3: Log into your Benelogic Employee Portal

- From the Home Page, Upload a Document, then click Add a File.
- Locate file on your system, add a description, then save to continue.

You have successfully uploaded your document into your File Cabinet.

You must report any change in eligibility for coverage within 31 calendar days (60 calendar days to enroll a newborn) to your Treasurer or Personnel Department.

Need assistance?

Benelogic Client Services
 1-866-324-0818
 8:30am-5:00pm EST (Mon-Fri)