

# Open Enrollment—How to Enroll Online—Benelogic

The Butler Health Plan Open Enrollment will take place starting November 7, 2016 through November 21, 2016.

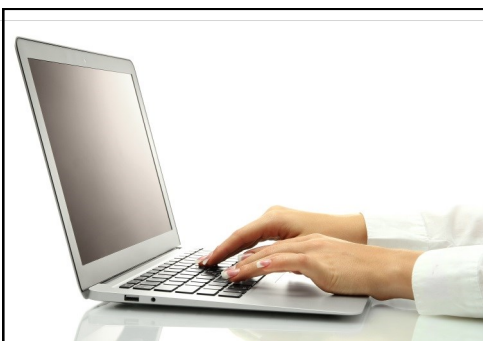
**Enrollment is Required For All Employees  
Eligible for Medical and Dental Benefits**

## 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.**



You may make changes to your benefits on the enrollment website until 11:59 P.M. EST on Monday, November 21, 2016.

**The last elections that you save will be your benefits beginning January 1, 2017.**

# How to Upload Required Documentation

To Benelogic File Cabinet

<https://butlerhealthplan.benelogic.com>

**Employees are required to verify the eligibility of dependents. Complete the following three simple steps to upload documents.**

**Step 1:** Obtain the Required Documentation for each dependent.

Dependent Type	Submit Copy of Preferred Documentation
Spouse	<ul style="list-style-type: none"> <li>• First page of your last filed Form 1040 tax return (block out SSN and financials)</li> <li>• Marriage Certificate (if married in current year)</li> </ul>
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.



**NOTE:** Only eligible dependents may be enrolled in your benefit plan. (Refer to your Plan’s Benefit Book or Personnel office if unsure of guidelines). Dependent proof of eligibility may be required; such as birth certificate, custody, or guardianship papers (for children eligibility) and/or first page of your last filed 1040 tax return with blocked out SSN and any financial information (for spouse eligibility). Failure to provide proof of eligibility upon request, or failure to enroll a spouse into their own employer’s sponsored coverage, if eligible, will result in the recovery of all benefits paid on behalf of that spouse/dependent by your Plan.

**Insurance Fraud** is a serious criminal offense and is punishable to the fullest extent of the law. Knowingly enrolling an ineligible dependent in your employer’s benefit plan will result in the cancellation of coverage and may subject you to disciplinary action, including termination of employment.

**NEED ASSISTANCE ?**

**Benelogic Client Services**

**1-866-324-0818**

**8:30am-5:00pm EST (Mon-Fri)**

**Email:** [info@butlerhealthplan.benelogic.com](mailto:info@butlerhealthplan.benelogic.com)

**Employee Portal:** <https://butlerhealthplan.benelogic.com>