

Enrollment / Change Instructions

Medical and Dental Plan

To Enroll or Waive Coverage: Employees eligible for medical and dental benefits need to enroll online (or waive coverage) within 31 days of their eligibility date, or contact AST for special handling.

Log in to the Employee Portal <https://butlerhealthplan.benelogic.com>

- * Enter your district-specific **UserID** to Sign In to your account.
First letter of first name, last name, last 4-digits of Social Security Number @employer
For Example, John Doe from employer BCESC would be: jdoe1234@bcesc
(bcesc, bcs, butlertech, fairfield, greatoaks, hamilton, lane, madison, middletown, monroe, newmiami, ross, sycamore, talawanda)
- * Enter your **Password**. If you cannot remember password, click “Forgot UserID/Password?”
If first time to log in, your Initial Password is: Date of birth (For Example, mmddyyyy)
Then change your password and answer security questions.
- * If you are enrolling a dependent for the first time, 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 11)

Instructions to Enroll or Waive Coverage:

- * Follow the instruction wizard to elect your benefits or to waive coverage.
- * Review your benefit elections.
- * Click the “Submit” button to save your elections.
- * Click “Submit” again to finalize your elections.
- * Click “View Confirmation” to print the Enrollment Summary for your records.

To Submit a Change During the Year:

- * Log on to <https://butlerhealthplan.benelogic.com> with your district-specific User ID and Password.
- * **If you experience a qualified change in status** during the year, you must make the change online 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 change.

NEED ASSISTANCE?	
Employee Portal Login Benelogic Client Services 1-866-324-0818 Email: info@butlerhealthplan.benelogic.com	Required Documentation Administrative Support Team (AST) 1-855-664-0012 Email: AST@planmanagementservice.com

Required Eligibility Uploads For Medical and Dental Plan Coverage

Employees are required to verify the eligibility of spouses and dependents in the medical and dental plans.

Complete the following three steps to upload documents to your Online Employee File Cabinet
<https://butlerhealthplan.benelogic.com>

Step 1: Obtain the Required Documentation for each dependent.

Obtain Required Documentation for Spouse

Spouse	<ul style="list-style-type: none"> • One of these documents is required each year for medical and dental coverage. <ul style="list-style-type: none"> ⇒ First page of your last Federal IRS 1040 tax return with spouse’s name listed (sanitized, blacking out financials and all but the last 4-digits of SSNs) <ul style="list-style-type: none"> * If filing “head of household,” Employee and Spouse will be required to complete Affidavits. ⇒ If married in the current year and have not yet filed together, provide Marriage License. • A spousal eligibility questionnaire must be completed during your online enrollment. The online Questionnaire may prompt you to upload a signed Spousal Employer Verification Form (available in the online Resource Tab) to complete your medical coverage enrollment.
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Obtain the Applicable Required Documentation for Dependents

Birth Child	Birth Certificate. Provide one time.
Adopted Child	Legal adoption documentation. Provide one time.
Legal Guardianship for Child	Proof of legal guardianship or “Qualified Child Medical Support Order” (QCMSO). Provide one time unless there is a change.
Step Child	<ul style="list-style-type: none"> • Divorce Decree to identify primary medical coverage for dependent. Provide one time unless there is a change. • Birth Certificate. Provide one time.
Disabled Dependent	<ul style="list-style-type: none"> • “Disability Certification for Dependent Children” (available in the online Resource Tab). This may be required every five years. • Birth Certificate. Provide one time.

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

Step 3:

- ◆ Log on to <https://butlerhealthplan.benelogic.com> with your district-specific UserID and Password.
- ◆ From the Home Page, select Upload a Document, then click Add a File.
- ◆ Locate your file on your computer/device, add a document description to the file name, then Save to continue.

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 (for spouse eligibility) with the financial information and all but the last 4-digits of the SSN blacked out. 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.