

# Enrollment Instructions

## ALERT!

**Newly Eligible Employees must complete the online process within 31 calendar days after hire date.**

**Current Employees during Open Enrollment must log in to the portal to elect or waive benefits during Open Enrollment. No action may result in an automatic waiver and/or a loss of coverage, if currently enrolled.**

### Before You Enroll:

- \* 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 verify eligibility (see page 11)

### Log in to the Employee Portal: [butlerhealthplan.benelogic.com](https://butlerhealthplan.benelogic.com)

- \* Enter your employer-specific **User ID** to log 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, bss, butlertech, cof, fairfield, greatoaks, hamilton, lane, madison, middletown, monroe, newmiami, ross, swoca, sycamore, talawanda)
- \* Enter your **Password**. If you cannot remember your password, click *Forgot User ID / 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

### 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

### NEED ASSISTANCE?

#### Employee Portal Login

**Benelogic Client Services**

866.324.0818

Email:

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

#### Required Documentation

**Administrative Support Team (AST)**

855.664.0012

Email:

[AST@planmanagementservice.com](mailto:AST@planmanagementservice.com)

# Required Documentation for Medical and/or Dental Plan Coverage

Employees are required to verify the eligibility of spouse and dependent(s) enrolled in the medical and/or dental plans.

Complete the following steps to upload documents to your Employee Portal File Cabinet:  
[butlerhealthplan.benelogic.com](http://butlerhealthplan.benelogic.com)

## Step 1: Obtain the Required Documentation

### Obtain the Required Documentation to Enroll Your Spouse

	<p><b>Each year</b>, provide the documentation for <b>medical</b> and/or <b>dental</b> coverage:</p> <ul style="list-style-type: none"> <li>• Federal Tax Return Form 1040 first page of the current year (blacking out financials and making sure name(s), filing status, and last 4-digits of SSNs show) <ul style="list-style-type: none"> <li>◊ Marriage Certificate (if recently married and have not yet filed taxes together)</li> </ul> </li> <li>• Upon initial enrollment and each year during Open Enrollment, you will be required to verify spousal eligibility. The online system may prompt you to provide the following: <ul style="list-style-type: none"> <li>◊ Spousal Employer Verification Form - Applies to medical coverage only (available in the Employee Portal under the Resources Tab)</li> <li>◊ Coordination of Benefits (provide/update Spouse's primary insurance information)</li> </ul> </li> </ul>
Spouse	

### Obtain the Required Documentation to Enroll Your Dependent(s)

Birth Child	<ul style="list-style-type: none"> <li>• Upon initial enrollment, provide official Birth Certificate from Health Department</li> </ul>
Adopted Child	<ul style="list-style-type: none"> <li>• Upon initial enrollment, provide legal adoption documentation</li> </ul>
Legal Guardianship for Child	<ul style="list-style-type: none"> <li>• Upon initial enrollment, or if there is a change, provide proof of legal guardianship or "Qualified Child Medical Support Order"</li> </ul>
Step Child	<ul style="list-style-type: none"> <li>• Upon initial enrollment, or if there is a change, provide: <ul style="list-style-type: none"> <li>◊ Official Birth Certificate from Health Department</li> <li>◊ Divorce Decree to identify primary medical coverage for dependent(s)</li> </ul> </li> </ul>
Impaired Dependent	<ul style="list-style-type: none"> <li>• Upon initial enrollment, provide: <ul style="list-style-type: none"> <li>◊ Official Birth Certificate from Health Department</li> <li>◊ "Certificate of Impairment" Periodically required as deemed necessary (available in the Employee Portal under the Resources Tab)</li> </ul> </li> </ul>

## Step 2: Scan and save required documentation

- Documentation must be saved to a computer for upload or a photo can be taken from a mobile device
- Must be saved and uploaded as a PDF, PNG or JPG

## Step 3: Upload documents to your Employee Portal File Cabinet

- From computer or mobile device, login at [butlerhealthplan.benelogic.com](http://butlerhealthplan.benelogic.com) with your employer-specific User ID and Password
- Select *Upload a Document*
- Locate your file, click *Browse*, or draft file to upload
- Add a description to the file name

Please confirm Contact Information (address, phone, and email) are correct

### Fraud Notice:

- Only an eligible dependent(s) may be enrolled in your benefit plan. Refer to your Plan Benefit Book or Employer's Treasurer/Business Office/Benefit Representative if unsure of guidelines. Proof of eligibility for spouse and/or dependent(s) is required (see applicable section above).
- Misrepresentation of eligibility through facts or verification documents may constitute fraud. Coverage under the Plan and/or employment can be terminated. Any claims paid in error due to misrepresentation will be your responsibility.
- Documents are required to remain in your Employee Portal File Cabinet