



Get Ready for Open Enrollment

November 6-19, 2024

If enrolling a spouse or child in the medical and dental plan for 2025 coverage, start gathering the applicable information which is required during Open Enrollment.

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

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

Step 1: Obtain the Required Documentation

Required Documentation to Enroll Your Spouse
 (Provide Upon Initial Enrollment & Annually During Open Enrollment)

Spouse	<p>Current Year Federal IRS 1040 tax form, for proof of marriage (name(s), filing status, and last 4-digits of SSNs must be visible) <i>-Marriage Certificate is accepted if recently married and taxes have not been filed together.</i></p> <p>Spousal Employer Verification Form, applies to medical coverage only (located in the Employee Portal under the Resources tab)</p> <p>Coordination of Benefits (provide Spouse’s primary insurance details, if applicable).</p>
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Required Documentation to Enroll Your Dependent(s)
 (Provide Upon Initial Enrollment and if there is a Change to Legal Paperwork)

Birth Child	Official Birth Certificate (and any legal paperwork, if applicable)
Adopted Child	Legal Adoption paperwork
Legal Guardianship for Child	Proof of Legal Guardianship / “Qualified Child Medical Support Order”
Step Child	Official Birth Certificate Divorce Decree/Shared Parenting Agreement (to identify primary medical coverage for dependent(s))
Impaired Dependent	Official Birth Certificate Certificate of Impairment* Attending Physicians Statement of Impairment* (*located in Employee Portal under Resources tab)

Step 2: Scan and Save Required Documentation
 Documentation may be saved as a PDF, PNG or JPG to a computer, or a photo can be taken from a mobile device.

Step 3: Upload Documents to Your Employee Portal File Cabinet
 From a computer or mobile device, login at <https://butlerhealthplan.benelogic.com> with your district-specific User ID and Password.

Select *Upload a Document*, then click *Browse*.

c) Locate your file on your computer or mobile device, then add a description to the file name.
 (Documents are required to remain in your Employee Portal File Cabinet).