

Enrollment Instructions

ALERT!

**Employees must log in to the portal to elect or waive benefits.
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 13)

Log In To The Employee Portal – shp.benelogic.com

- Use 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 Bloom-Vernon would be: jdoe1234@bloomvernon
(bloomvernon, clay, green, minford, newboston, northwest, portsmouth, pv, SCCTC, sciotoville, SCOESC, valley, washnile, wheelersburg)
- Enter your **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 cannot remember your password, click *Forgot User ID / Password?*



Instructions To Enroll Or Waive Coverage

- * Follow the instruction wizard to elect or waive benefits
- * 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



Need Additional Assistance? Please refer to page 14 for a complete list of contacts

Required Documentation

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: shp.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)
Impaired Dependent	Official Birth Certificate Certificate of Impairment* Attending Physicians Statement of Impairment* (*located in the Employee Portal under the 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 computer or mobile device, login at shp.benelogic.com with your district-specific User ID and Password
- Select *Upload a Document*, then click *Browse*
- 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

Note: Once enrollment is complete, the Administrative Support Team (AST) will review the record to verify all required documentation has been uploaded. If documentation is missing, the AST will email the Employee, on behalf of the Employer, to request the required documentation and will follow up with the Employee until all the required documentation is provided. The Employer will be copied on email correspondence to the Employee.