

# Enrollment Instructions

## ALERT!

Employees must log in to 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 11)

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

- \* Use your district-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, pv,  
SCCTC, sciotoville, SCOESC, valley, washnile, wheelersburg)

- \* 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@shp.benelogic.com](mailto:info@shp.benelogic.com)

#### Required Documentation

**Administrative Support Team (AST)**  
855.664.0012  
Email:  
[AST@planmanagementservice.com](mailto:AST@planmanagementservice.com)

# Required Uploads Needed for Medical and 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: <https://shp.benelogic.com>

## Step 1: Obtain the Required Documentation

### Obtain the Required Documentation to Enroll Your Spouse

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>◆ if recently married and have not yet filed taxes together, provide Marriage Certificate</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>
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### Obtain the Required Documentation to Enroll Your Dependent(s)

Birth Child	Upon initial enrollment, provide official Birth Certificate from Health Department
Adopted Child	Upon initial enrollment, provide legal adoption documentation
Legal Guardianship for Child	Upon initial enrollment, or if there is a change, provide proof of legal guardianship or "Qualified Child Medical Support Order"
Step Child	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>
Disabled Dependent	Upon initial enrollment, provide: <ul style="list-style-type: none"> <li>◆ Official Birth Certificate from Health Department</li> <li>◆ "Certificate of Disability" required every five years (available in the Employee Portal under the Resources Tab)</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 <https://shp.benelogic.com> with your district-specific User ID and Password
- Select *Upload a Document*, then click *Upload Document*
- Locate your file on your computer or mobile device, add a description to the file name
- Documents are required to remain in your Employee Portal File Cabinet

### 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 dependents(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 and the employee will be responsible for the refund of claims paid in error