

How to Enroll Online-Benelogic

Employees eligible for medical and dental benefits must enroll within 31 days of your hire date.

If you are waiving coverage, you must do so online within 31 days of your hire date.

Before you enroll:

- * You will need the following information about you and your dependents:
 - Social Security Number
 - Date of Birth
 - Information on other medical and dental coverage that you and your dependents may have.

To enroll:

- * Log on to: <https://butlerhealthplan.benelogic.com/>
- * Enter your **UserID:**
First Initial and Last Name with Last four of digits of Social Security Number
(For Example, John Doe would be: **jd0e1234**)
- * Enter your **Initial Password:**
Date of Birth (For Example, **mmddyyyy**)
- * Change your password and answer security questions.
- * Follow the instructions on the website to enroll in your benefits or waive coverage.
- * Click on the Finish button to save your elections.
- * **Print your confirmation summary.**

NEED ASSISTANCE?

Benelogic Client Services 1-866-324-0818
8:30am – 5:00pm EST (Mon-Fri)

Email: <mailto:https://butlerhealthplan.benelogic.com>