

# ENROLLMENT INSTRUCTIONS



## ALERT!

Employees eligible for benefits need to enroll online (or waive coverage) within 31 days of their eligibility date or contact AST for special handling.

### 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 coverage information that you and your dependents may have
  - Other required documentation to verify eligibility (see page 13)

### LOG IN TO THE EMPLOYEE PORTAL

\* **[sebt-optimalhealth.benelogic.com](http://sebt-optimalhealth.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**

SEBT	ADAMS CENTRAL	jdoe1234@adamscentral
SEBT	BLUFFTON HARRISON	jdoe1234@bhmsd
SEBT	EASTBROOK	jdoe1234@eastbrook
SEBT	MISSISSINEWA	jdoe1234@mississinewa
SEBT	NORTH ADAMS	jdoe1234@northadams
SEBT	NORWELL	jdoe1234@nwcs
SEBT	OAK HILL	jdoe1234@oakhill
SEBT	SOUTH ADAMS	jdoe1234@southadams
SEBT	SOUTHERN WELLS	jdoe1234@swraiders
SEBT	WHITLEY	jdoe1234@whitley

### 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

#### NEED ASSISTANCE?

Employee Portal Login	Required Documentation
<b>Benelogic Client Services</b> 866.324.0818 Email: <a href="mailto:info@sebt-optimalhealth.benelogic.com">info@sebt-optimalhealth.benelogic.com</a>	<b>Administrative Support Team (AST)</b> 855.664.0012 Email: <a href="mailto:AST@planmanagementservice.com">AST@planmanagementservice.com</a>

# REQUIRED DOCUMENTATION FOR MEDICAL PLAN OPTIONS



## SEBT/REQUIRED DOCUMENTATION FOR SPOUSE/DEPENDENTS

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:  
[sebt-optimalhealth.benelogic.com](http://sebt-optimalhealth.benelogic.com)

### Step 1: Obtain the Required Documentation

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

Spouse	<p><b>Current Year Federal IRS 1040 tax form</b>, 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><b>Spousal Employer Verification Form</b> applies to medical coverage only (located in the Employee Portal under the Resources Tab)</p> <p><b>Coordination of Benefits</b> (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	<b>Official Birth Certificate</b> (and any legal paperwork, if applicable)
Adopted Child	<b>Legal adoption paperwork</b>
Legal Guardianship for Child	<b>Proof of Legal Guardianship/"Qualified Child Medical Support Order"</b>
Step Child	<b>Official Birth Certificate</b> <b>Divorce Decree/Shared Parenting Agreement</b> (to identify primary medical coverage)
Impaired Dependent	<b>Official Birth Certificate</b> <b>Certificate of Impairment*</b> <b>Attending Physicians Statement of Impairment*</b> (*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

- a.) From computer or mobile device, login at [sebt-optimalhealth.benelogic.com](http://sebt-optimalhealth.benelogic.com) with your district-specific User ID and Password
- b.) 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).**

**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.