Benelogic:

We are transitioning to a new online enrollment portal (Benelogic). The Benelogic enrollment system will walk you through the steps of both confirming your 2024 benefit elections, your covered dependents and your beneficiaries.

Single Sign On (SSO)

Benelogic has created a single sign-on process, so that you can use your work Username and Password. The SSO is synchronized to help you quickly navigate to the enrollment portal to confirm your enrollment elections.

If you are already signed into your WCS google account, all you have to do is click the Benelogic link below and you will be directed to your Employee profile.

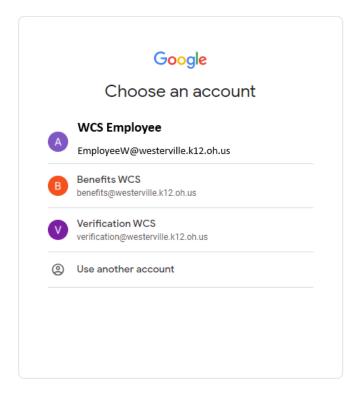
Benelogic: https://wcs.benelogic.com

*Username: Your work email address (@westerville.k12.oh.us)

*Password: The password that you use with your work email address.

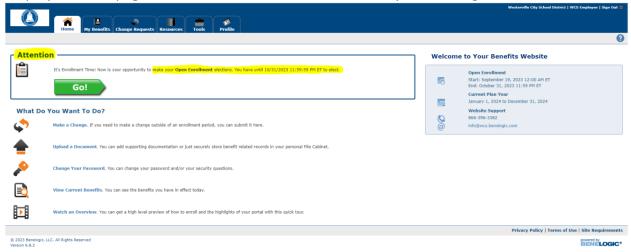
*If you are not logged into your WCS google account, you will be prompted to enter a Username and Password.

*If you are already signed into your WCS google account, you will not have to enter a username or password.



Employee Home Page

During the Open enrollment period, https://wcs.benelogic.com should direct you to your Employee Home page to either make an election or to view your coverage.



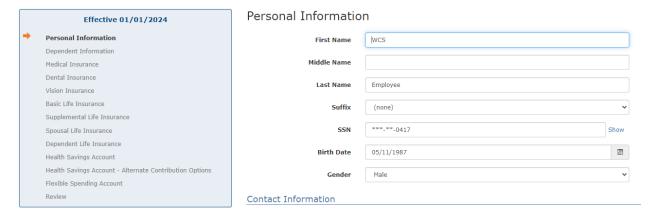
To begin your Open Enrollment

Select the green "Go!" button to review and make your elections.



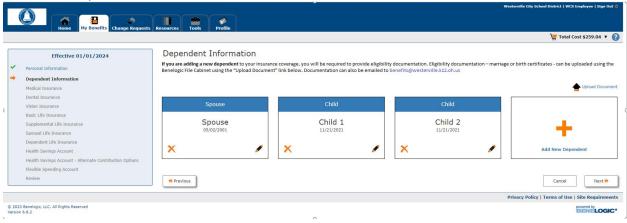
Personal Information

Review your personal information. If there are any discrepancies or changes to your information, please contact HR/Benefits at benefits@westerville.k12.oh.us



Dependent Information

Review your dependent information. If there are any discrepancies or changes to your information, please contact HR/Benefits at benefits@westerville.k12.oh.us



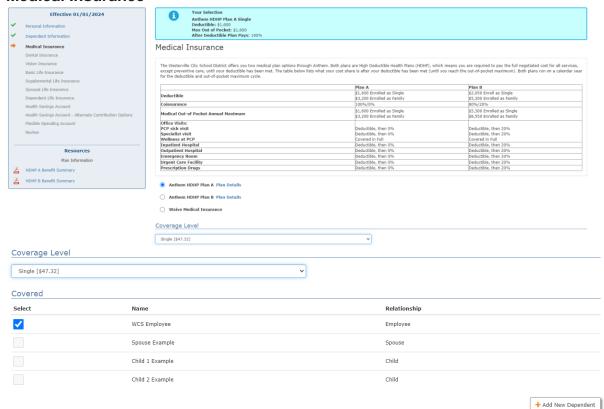
If you are adding a new dependent to your insurance coverage, you will be required to provide eligibility documentation.

Marriage certificates and/or birth certificates can be uploaded using the Benelogic "Upload Document" link. Documentation can also be emailed to benefits@westerville.k12.oh.us

Add New Dependent

First Name		
Iiddle Name		
Last Name		
Suffix	(none)	•
SSN		Hide
Birth Date		
Gender	(Select One)	•
Relationship	(Select One)	~

Medical Insurance

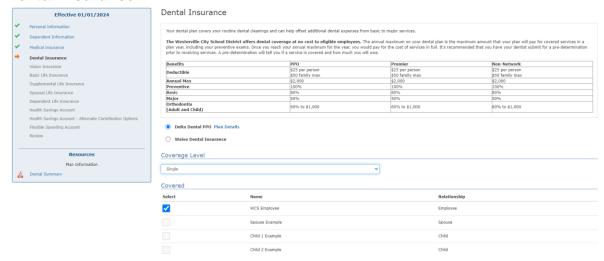


Select your level of coverage: Single or Family

Assign a covered dependent: Select coverage for yourself and other dependents

If you do not want Medical insurance, select "Waive Medical Insurance"

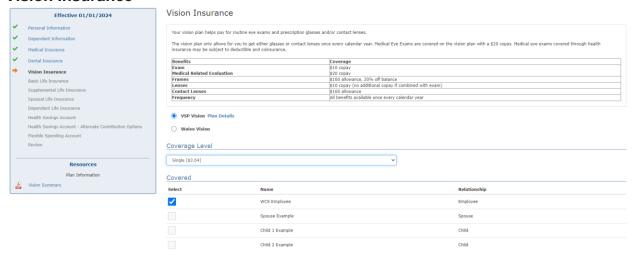
Dental Insurance



Select your level of coverage: Single or Family

Assign a covered dependent: **Select coverage for yourself** and other dependents **If you do not want Dental Insurance**, select "Waive Dental Insurance"

Vision Insurance

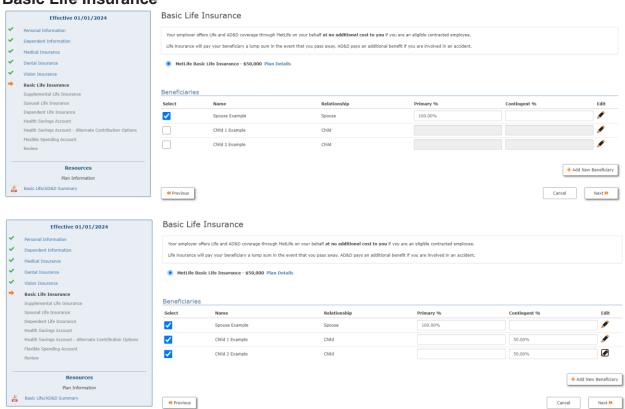


Select your level of coverage: Single or Family

Assign a covered dependent: Select coverage for yourself and other dependents

If you do not want Vision Insurance, select "Waive Vision Insurance"

Basic Life Insurance



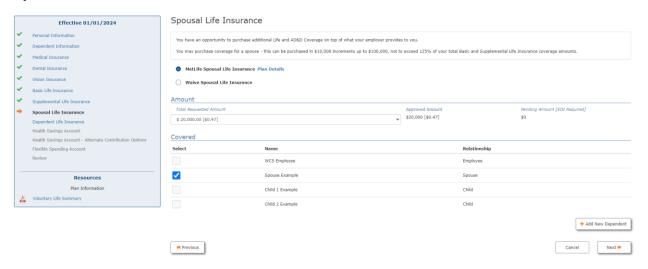
Assign a Beneficiary for your Basic Life Insurance policy (Paid by the District)

Supplemental Life Insurance

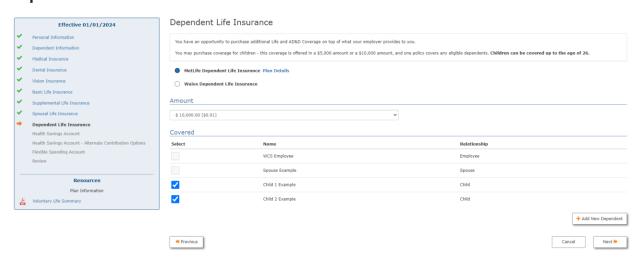
If you are interested in paying for additional life insurance, you can purchase a supplemental policy. Please refer to the most recent **Employee Benefits Guide** for more information.



Spousal Life Insurance



Dependent Life Insurance



Health Savings Account

If you are enrolled in a High Deductible Health Plan, you are eligible to enroll in a Health Savings Account (HSA). **If you are a new participant** to the H.S.A. program, you will also need to open your H.S.A account with the CME Credit Union. We cannot begin your payroll contributions until you open an account. *If you contributed during 2023, then we already have your account information on file.*



Employees that are enrolled in the FSA and HSA plans must identify their annual contributions for each plan year. Current FSA/HSA elections do not automatically continue for next plan year.

HSA Options:

All of the H.S.A. contribution options can now be identified online using the Benelogic enrollment system. *Employees no longer have to submit a paper form to identify their H.S.A. contributions.*

The Benelogic system will have two different H.S.A. elections to choose from as you make your election. There are 4 options for contributing towards your Health Savings Account (H.S.A.)

Health Savings Account

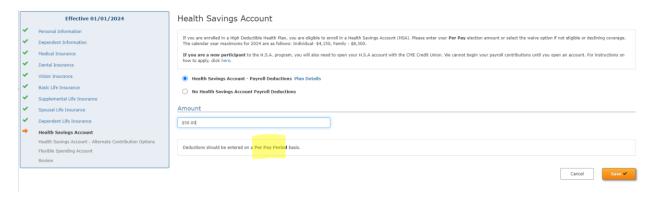
Recurring Contributions during the entire year (18/24 contributions)

Health Savings Account – Alternate Contribution Options

- One Time Lump Sum Contribution
- 4 Contributions (2 Months)
- 12 Contributions (6 Months)

Health Savings Account

The majority of our employees that have recurring/ongoing deductions (18/24) through the year, will be able to make their election under the first election **Health Savings Account**



Please enter your **Per Pay** election amount in the value field.

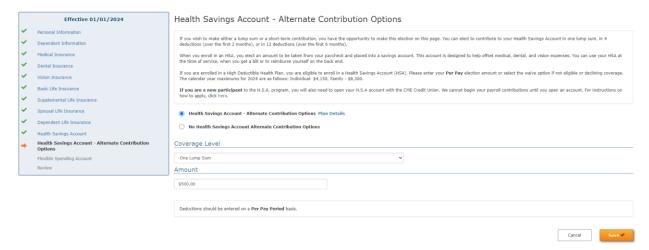
If you do not want to submit a bi-weekly contribution, you would select No Health Savings Account Payroll Deductions. If you want to also/or do an alternate type of contribution, you will identify your contribution using the election for **Health Savings Account – Alternate contribution Options**

Health Savings Account – Alternate Contribution Options

Health Savings Account – Alternate contribution Options

If you wish to make either a lump sum or a short-term contribution, you have the opportunity to make the election on this page. You can elect to contribute to your Health Savings Account in one lump sum, in 4 deductions (over the first 2 months), or in 12 deductions (over the first 6 months).

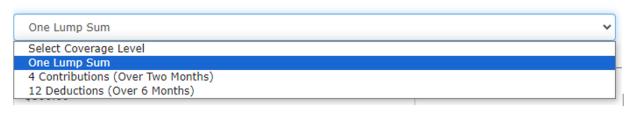
- One Time Lump Sum Contribution
- 4 Contributions (2 Months)
- 12 Contributions (6 Months)



Using the Drop down field, you will choose the alternate contribution level.

Please enter your **Per Pay** election amount in the value field.

Coverage Level



Once you have completed your election, then select the save button to proceed.

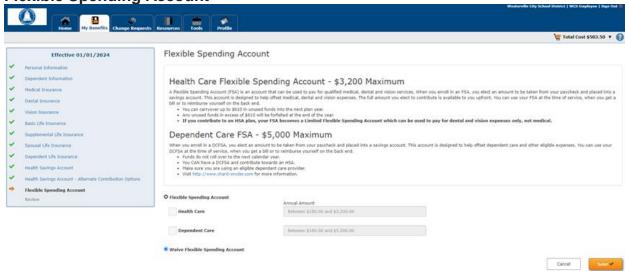


Confirmation page:

When you review your benefits at the end, you will see separate items for the different transactions.

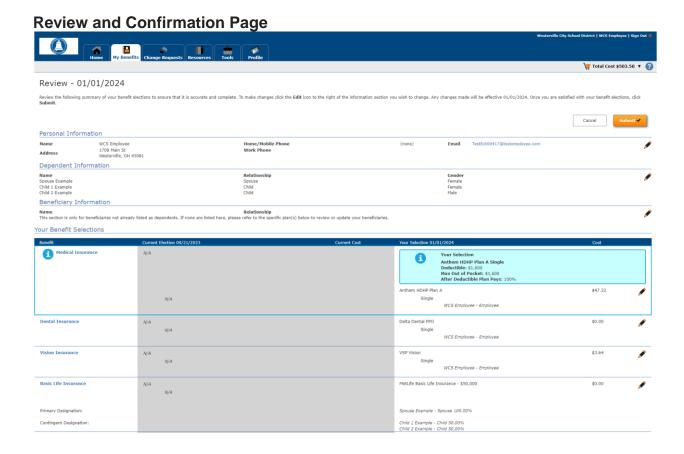


Flexible Spending Account



If you want to participate in the Flexible Spending Programs, you will need to select the program and enter **the total "annual" contribution** that you would like to make. Your bi-weekly deduction would be the total amount divided by your pay schedule (18/24).

Employees that are enrolled in the FSA and HSA plans must identify their annual contributions for each plan year. Current FSA/HSA elections do not automatically continue for next plan year.





Before you submit your OE: Review your elections, your covered dependents and your beneficiaries. If you need to upload eligibility documentation, you will see the upload document feature available.

If your Open Enrollment elections are complete, you can submit your OE elections and view your confirmation page. We encourage all employees to save a copy of their OE confirmation statement.





