BUTLER HEALTH PLAN RE-ENROLLMENT

October 22, 2010 - November 22, 2010

What you need to know…

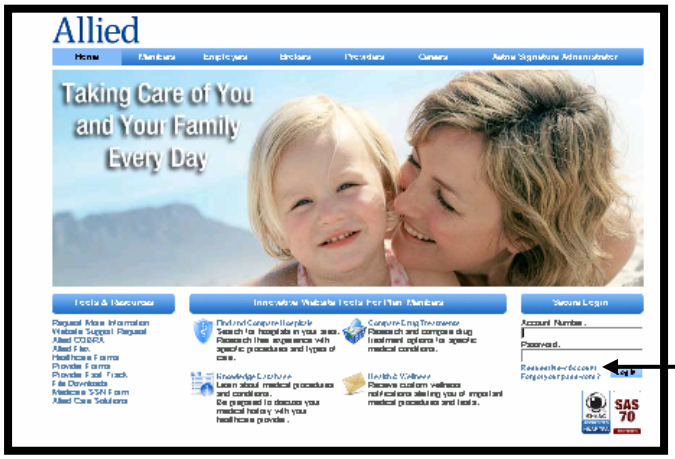
- ✓ If you currently have medical and/or dental coverage through Butler Health Plan, you have to complete the online re-enrollment.
- ✓ You will need to have an Account Number and Password from Allied Benefit Systems. If you do not have this, please follow the instructions on the next page.
- ✓ All changes made online to your medical and/or dental plans will be effective January 1, 2011. ***Remember…Open Enrollment is the only time you can make changes without a qualifying event.***
- ✓ Any changes needed prior to January 1, 2011 must be completed on an Enrollment/Change form. You cannot make these changes online.
- ✓ Use the Medical and Dental summaries (enclosed) to review your benefit options.
- ✓ There are two (2) ways to re-enroll:
  - Online…through www.alliedbenefit.com. Submit your changes no later than midnight of November 22, 2010. Please review to ensure your information is submitted correctly.
  - Paper…by completing an ***Enrollment/Change Form*** and returning it to your benefit representative no later than midnight November 22, 2010. ***This option is only if you are adding a spouse and/or dependent.***

Changes will not be accepted after November 22, 2010

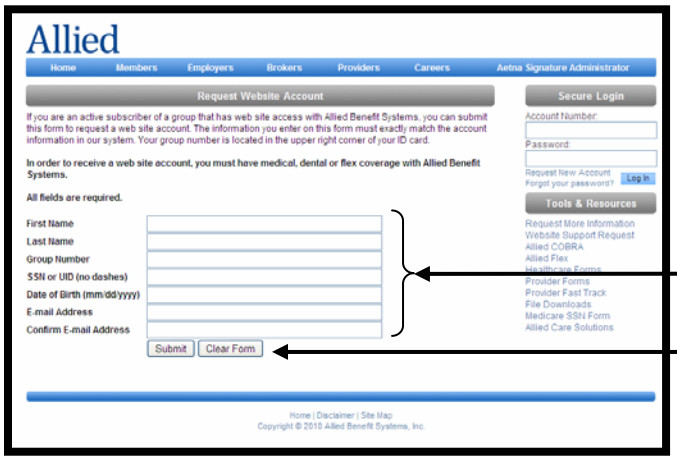
ACCESSING BUTLER HEALTH PLAN ONLINE RE-ENROLLMENT

I'VE NEVER LOGGED ON TO ALLIED…WHAT DO I DO?

Through your web browser type **www.alliedbenefit.com** in the address line and press enter. You will be at the home page of Allied Benefits.



Select "***Request New Account***"



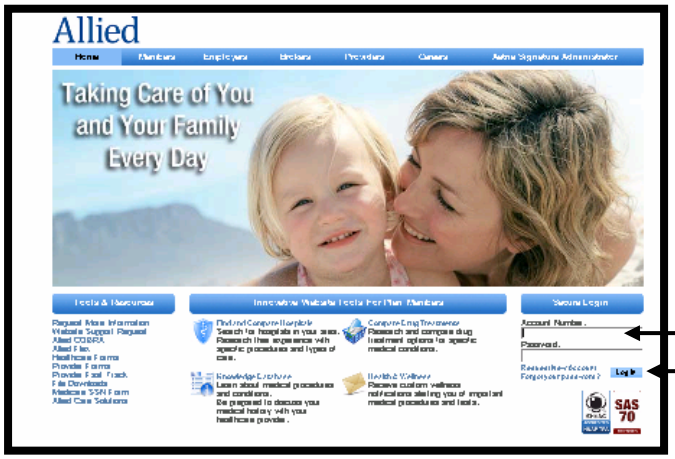
All fields must be completed. Note: The information you enter on this form must exactly match the account information in Allied's system. Your group number is located in the upper right corner of your ID card.

Press ***SUBMIT***

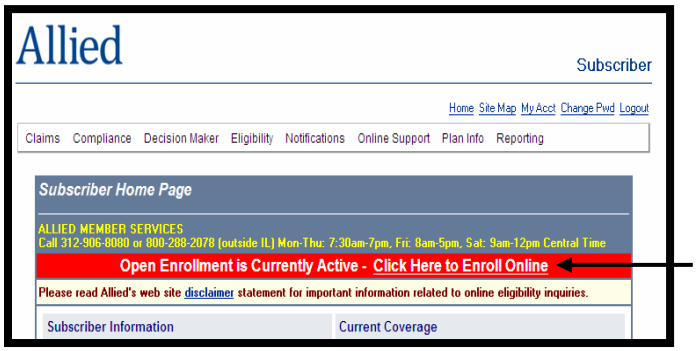
After the form is submitted, you will receive a confirmation email to the email address that you provided. Keep this for your records. This information will be needed to access Allied Benefit System's website.

I HAVE MY ACCOUNT NUMBER AND PASSWORD…WHAT DO I DO NEXT?

Through your web browser type **www.alliedbenefit.com** in the address line and press enter. You will be at the home page of Allied Benefits.

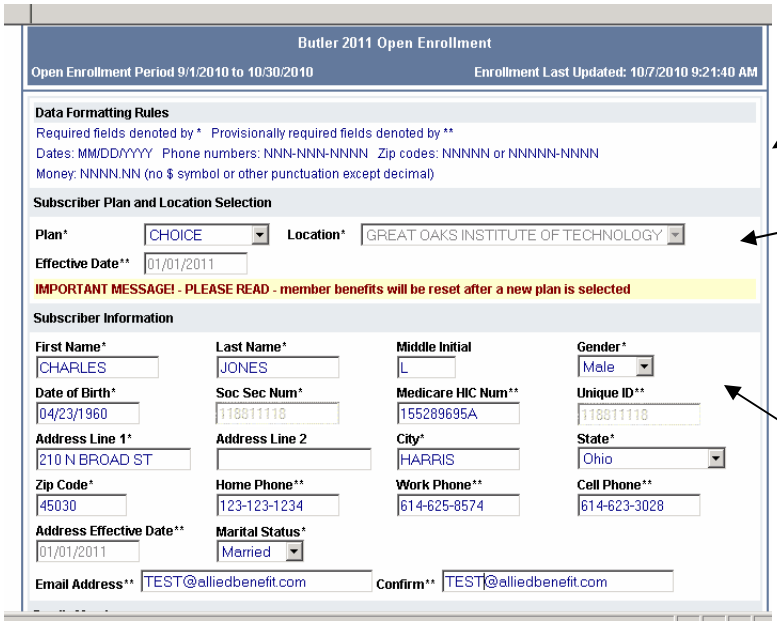


Enter your *Account Number* and *Password*
Press ***Log In***



Select "***Click Here to Enroll Online***"

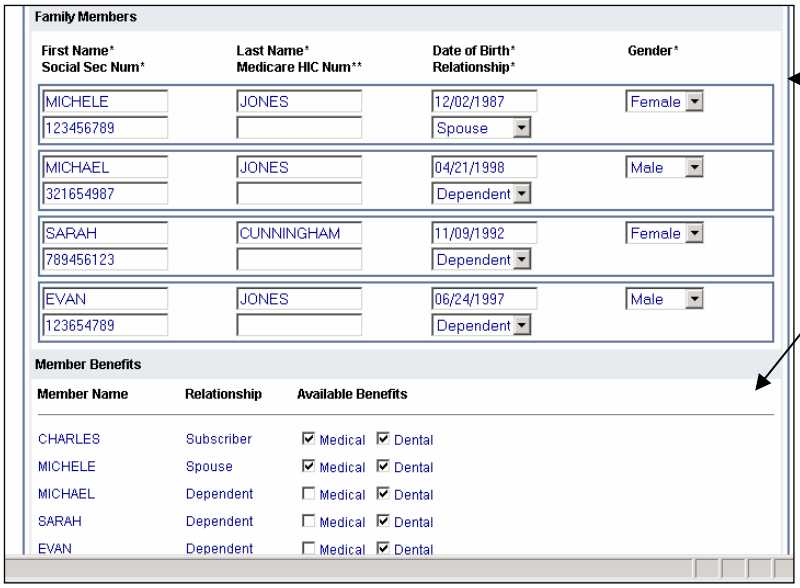
Completing Re-Enrollment



Data Formatting Rules: Direction of how information is to be entered

Subscriber Plan and Location Selection: The online system will default to your current plan. Select the plan you elect as of January 1, 2011.

Subscriber Information: Update any blank field. Highlighted fields are mandatory. Verify the accuracy of your information.



Family Members:

Update any blank field.

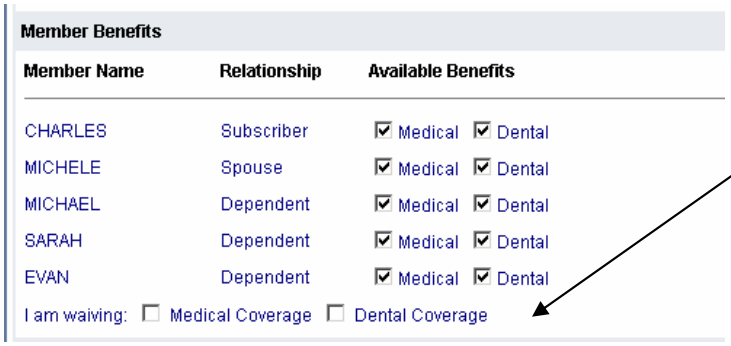
Highlighted fields are mandatory.

Verify the accuracy of your information

Member Benefits:

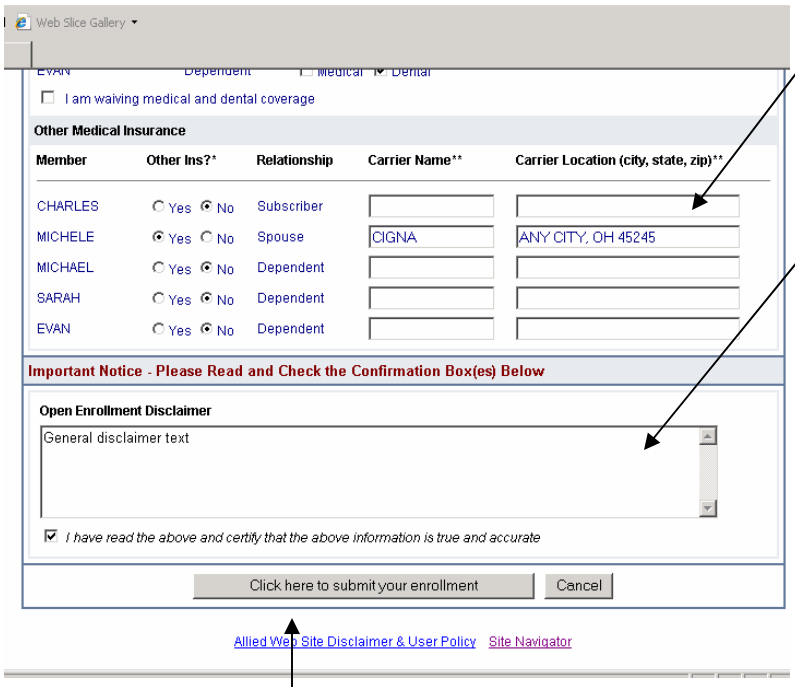
Selections for members will be effective January 1, 2011.

Select Medical and/or Dental for each covered person



Waiving Coverage:

If you are waiving either medical or dental coverage for you or any covered person under the plan please select "I am waving medical and dental coverage"



Other Medical Insurance: If you or any covered dependent has access to other insurance please provide this information

Important Notices: Please read the open enrollment disclaimer, by checking the box you have agreed to the terms and conditions of this enrollment.

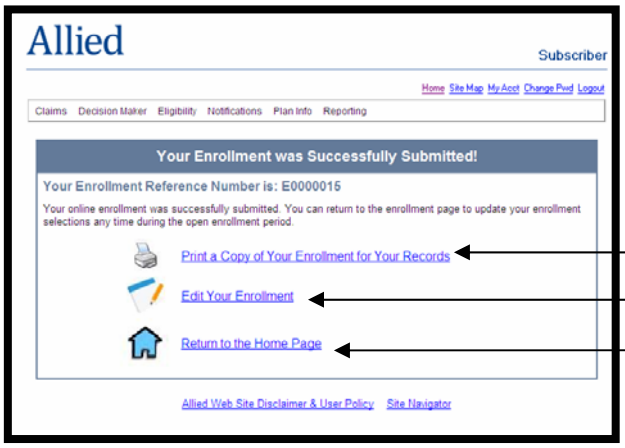
a. Acknowledgment With Respect to Fraud. By checking the box, you are acknowledging you have read, understand and agree to the acknowledgement.

b. Consent and Authorization. By checking the box, you are acknowledging you have read, understand and agree to the terms.

Click here to submit your enrollment: Once you click this button your information will be submitted for re-enrollment to be effective January 1, 2011. You will see:

Your enrollment was successfully submitted!

Note: If you submit your enrollment and need to make additional changes, repeat the steps above and resubmit. This will override previous changes.



You can now:

- Print a copy of your enrollment for your records
- Edit your enrollment
- Return to the Home Page

Changes will not be accepted after November 22, 2010