

# 2021 New Group Enrollment Checklist

## FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, ensure Premera receives all completed enrollment materials by the **10<sup>th</sup> of the month for the following month's effective date**. Materials received between the **11<sup>th</sup> and 20<sup>th</sup> of the month** must include a signed **Late Acknowledgement Letter**. Incomplete materials may cause delays enrolling a group.

Please confirm with your General Agency partner cut off dates specific to their agency.

Enrollment materials cannot be received by Premera after the 20<sup>th</sup> of the month for the following month's effective date.

### 1. Complete the necessary enrollment forms

All forms are available at [premera.com](http://premera.com).

- [2021 Group Master Application up to 50](#)
- [2021 Group Master Application Benefit Selections up to 50](#)
- [Group Master Application Dental Benefit Selections up to 50](#)
- [Member Enrollment and Change Application](#) for every eligible employee (must include date of hire)
- Enrollment Spreadsheet in lieu of member enrollment and change forms.  
 (Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)
- [Late Enrollment Acknowledgement Form](#) (if applicable)
- [Group Size Attestation and W-2](#) (if applicable)

#### Additional forms required for HSA plans

- [Funding Account Setup – For Metallic Groups](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

### 2. Small group quote and quote census

### 3. Send all completed enrollment materials to your general agency partner:

- o [Connexion Insurance Solutions](#)
- o [ProPoint LLC](#)
- o [S4 Benefits](#)

**Questions?** Please contact your General Agency partner.