

# 2024 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 Blue Cross 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 copy of the Late Enrollment Acknowledgement letter (below). 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](https://premera.com).

- [2024 Group Master Application](#)
- [2024 Group Master Application Benefit Selections](#)
- [2024 Group Master Application Dental Benefit Selections](#)
- [2024 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 letter](#) (if applicable)
- [Group Size Attestation and W-2](#) (if applicable)

### 2. Additional forms required for HSA plans

- [2024 Funding Account Setup](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

### 3. Small group quote and quote census

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

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

**Questions?** Please contact your general agency partner.