

# 2026 New group enrollment checklist

## FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date Premera Blue Cross **must receive all completed enrollment materials by the dates below**. Incomplete materials may cause delays in enrolling a new group.

**Group size 1-2 enrolled employees:** Completed enrollment materials must be received by Premera 60 days prior to the requested effective date.

**Group size 3+ enrolled employees:** Completed enrollment materials must be received by Premera the 20<sup>th</sup> day of the month for the following month's effective date.

Appointed agents should confirm with their general agency partner for any specific cut-off dates for enrollment materials.

**1. Complete the necessary enrollment forms.** All forms are available at [premera.com](https://premera.com).

- ☐ [2026 Employer Group Application](#)
- ☐ [2026 Benefit Selection Worksheet – Medical](#)
- ☐ [2026 Benefit Selection Worksheet – Dental](#)
- ☐ [2026 Member Enrollment and Change Application](#)
- ☐ [MarketPlace Enrollment Spreadsheet](#) (Required for groups with **10 or more** employees.)
- ☐ [Group Size Attestation](#) and required tax documentation (if applicable)

**2. Additional forms required if electing to offer HSA funding accounts**

- ☐ [2026 Funding Account Setup](#)
- ☐ [Funding Account ACH Authorization Form](#)
- ☐ [Personal Funding Accounts Enrollment and Change Application](#)

**3. Small group quote and quote census**

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

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