

# 2026 Renewing group 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 renewing a group.

**Group size 1-2 enrolled employees:** completed renewal documents must be received by Premera 60 days prior to the renewal effective date.

**Group size 3+ enrolled employees:** No documents are required unless the group wants to make changes to the health plan.

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

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

- [2026 Benefit Selection Worksheet – Medical](#)
- [2026 Benefit Selection Worksheet – Dental](#)
- [2026 Member Enrollment and Change Application](#) (Use for open enrollment changes only. Employees must include date of hire.)
- [MarketPlace Enrollment Spreadsheet](#) (Required for groups with **10 or more** employees. Use for open enrollment changes only. Employees must include date of hire.)
- [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. **Questions? Please contact your general agency partner**

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