

Please complete the following required forms and provide the necessary information.

Renewal Group Confirmation Paperwork Checklist: Fully Insured

The documents in **Section 1** are required to confirm the sale.

Section 1:

SOLD CONFIRMATION PAPERWORK		
<input type="checkbox"/>	Proposal Rate Exhibit	Review and sign, provided by Sales
<input type="checkbox"/>	Group Verification Report (GVR)	Review and sign, provided by Sales
<input type="checkbox"/>	Summary Health Information Authorization for Insured Groups	For groups with 100 or more enrolled employees. Only complete if making changes to current access
<input type="checkbox"/>	Personal Funding Account Set Up Form (PFA)	Only required for ConnectYourCare Personal Funding Account Administration

The documents in **Section 2** are used to collect member enrollment information. The employee enrollment forms do not need to be submitted to Premera if the enrollment information is entered through the [premera.com](https://www.premera.com) employer portal, but groups should keep copies of the forms on file.

Section 2:

MEMBER ENROLLMENT INFORMATION		
<input type="checkbox"/>	Member Enrollment and Change Application Member Enrollment and Change Application (Spanish version)	Employee enrollment form for medical and/or dental benefits.
<input type="checkbox"/>	Personal Funding Account Enrollment and Change Application	Employee enrollment form for personal funding account administration through ConnectYourCare (if applicable).
<input type="checkbox"/>	Disabled Dependent Certification	Form to request overage disabled dependent certification review. Submit to Premera.
<input type="checkbox"/>	Other Coverage Questionnaire Enrollment Other Coverage Questionnaire Enrollment (Spanish version)	Form to provide information on other health plan coverage. Submit to Premera.

Employer forms are also located on our website at: <https://www.premera.com/wa/employer/resources/forms/>