

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

Renewal Group Confirmation Paperwork Checklist: Optiflex

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 of Contract Changes	Review and sign, provided by Sales
<input type="checkbox"/>	Self-Funded Health Plan Information Recipient List	Only required if making changes to current access
<input type="checkbox"/>	Personal Funding Account Set Up Form (PFA)	Only required for ConnectYourCare HSA 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 as the enrollment information is entered through the Vimly SIMON 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 HSA bank 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/>