

## Enrollment Checklist for 2018 Premera Small Group Plans Premera Blue Cross Washington Groups of up to 50 Employees\*

All completed enrollment material must be in our office by the **1<sup>st</sup> of the month for HSA products** or **5<sup>th</sup> of the month for all other products prior to the desired effective date** to ensure eligibility is active on the effective date. Incomplete materials may cause delays enrolling a group and its members. Materials received after the above deadlines must include a signed Late Enrollment Acknowledgement form. See the latest [enrollment deadline calendar on our website](#) under Enrollment Information for more details on deadlines.

Complete the necessary enrollment forms shown here. Most forms are found on the Connexion Insurance website or you can click on the hyperlinks (underlined words) below.

- [Group Master Application 2018](#) (complete and send to Connexion)
- [Late Enrollment Acknowledgement Form](#) (if applicable – depends on date of submission)
- [Group Master Application Benefit Selections](#) and, (if choosing adult dental): [GMA Dental Selections](#)
- Copy of Sold Rate Exhibit from Connexion’s [Group Quote](#) tool. (Circle the plan and premium selected by group)
- Copy of Census Page from Connexion’s [Group Quote](#) tool.
- [Enrollment Census Template \(SGMP\)](#) (Required - use for every employee enrolling and keep [waiver forms](#) for your files.)
- Group Size Attestations (if applicable – [form for groups of one\\*](#); [form for groups close to or above 50 employees](#))  
Note: Due to restrictions on Groups of One, groups with one employee enrolled on the plan must submit a signed Group of One attestation form and a copy of a 2017 W-2 form to retain this group plan with Premera.

**HSA plans:** Documents below required if setting up accounts through UMB Bank. (if not setting up accounts, and using SGMP, please add SGMP Notes to not set up CYC/UMB Bank funding accounts for the group):

- [Electronic Funding Authorization](#)
  - [Funding Account Set-up for Group](#)
  - [Personal Funding Account Enrollment and Change Application](#) all covered employees (even if not contributing)
- Not required: [HSA Administrative Service Agreement Sample](#) (provide to employer)  
[UMB Bank Terms and Conditions](#) (provide to employees)

- Send new group submissions via [email](#) or via our secure [upload tool](#) (preferred method).

**Using Premera’s Small Group Marketplace (SGMP):** Connexion producers are able to set up and enroll groups online through Premera’s SGMP. Please use your Connexion-supplied login name (starts with “UIS”) and password for use of SGMP. The same group and employee information as shown in the enrollment materials hyperlinked in this checklist are required by SGMP. With SGMP, you are able to supply the information in an online format that can speed up the process and give you more control. If you need assistance with SGMP access or using the system, please contact the Connexion small group team at 1-888-742-1475.

If you have any questions at all, call Connexion at **(888) 742-1475**. We’re here to help you.