

Enrollment Checklist for 2021 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 **1st of the month for HSA products or 5th of the month for all other products prior to the desired effective date** to ensure eligibility is active on the effective date. The deadline to enter all completed application materials into [One Platform](#) is by the **20th of the month**. 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 2021](#) (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 [One Platform](#) or [Group Quote](#) tool. (Circle the plan and premium selected by group)
- Copy of Census Page from Connexion’s [One Platform](#) or [Group Quote](#) tool.
- [One Platform Medical Only Enrollment Census Template](#) (For Medical Only “Must Select NO for Benefits Catalog Products”)
- [One Platform Medical and Ancillary Enrollment Census Template](#) (For Ancillary and Medical “Must Select YES for Benefits Catalog Products”)
- [Group Size Attestation form](#) Note: Renewing or new groups with less than three subscribers must return the Group Size Attestation form along with a valid W-2 for at least one IRS common law employee.

HSA plans: Documents below required if setting up accounts through UMB Bank.

- [Electronic Funding Authorization](#)
- [Funding Account Set-up for Group](#)
- [Personal Funding Account Enrollment and Change Application](#) all covered employees (even if not contributing)
- Send new group submissions via [One Platform](#) (**mandatory for 1/1/2022 effective dates**), [email](#) or via our secure [upload tool](#).

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