

2024 Premera New Group Enrollment Checklist

**For Businesses with 1-50 Employees**\*

New group submissions are now being submitted through Connexion’s [One Platform](https://premera.benefitplace.com/).

Please contact us if you need access or assistance.

**Your Washington Sales Executives**

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**Connexion Small Group Support Team**

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*Note: Groups with multiple classes/subgroups or active COBRA enrollees must be submitted via paper to Connexion no later than the 14th of the month prior to the effective date.*

Please ensure all enrollment material is completed, signed by the Producer and Group Representative, and retained for your records in the event Connexion or Premera requests them. The Premera deadline to enter your completed census and group enrollment into [One Platform](https://premera.benefitplace.com/) is the **20th of the month**. Any incomplete materials may cause delays in enrolling a group and its members. Materials received after the 10th of the month prior to the effective date must include a signed Late Enrollment Acknowledgement Form.

Complete the necessary enrollment forms listed below. Most forms are found on the Connexion Insurance website here [https://connexioninsurance.com](https://connexioninsurance.com/producers/group/medical/washington/enrollment-information/) or you can click on the hyperlinks (underlined words) below. To review all plan information and forms for both 2023 and 2024, please see [here.](https://www.premera.com/wa/producer/resources/forms/)

  [2024 Group Master Application](https://www.premera.com/documents/012121_2024.pdf)

 [Late Enrollment Acknowledgement Form](https://www.premera.com/documents/015399.pdf)  *(Required after the 10th of the month prior top effective date)*

 [2024 Benefit Selection Worksheet](https://www.premera.com/documents/012062_2024.pdf) and, (if choosing adult dental)[:](https://www.premera.com/documents/034016_2022.pdf)  [2024 Dental Selection Worksheet](https://www.premera.com/documents/034016_2024.pdf)

 Copy of Small Group Quote from [One Platform](https://premera.benefitplace.com/)

 Copy of Quote Census Page from [One Platform](https://premera.benefitplace.com/)

 [One Platform Premera Only Enrollment Census Template](https://connexioninsurance.com/wp-content/uploads/2023/04/Small-Group-Premera-Products-only-Template-04102023.xlsx)

 [*(*](https://connexioninsurance.com/content/uploads/2021/10/Premera-Products-Only-Census-Template-10052021.xlsx)*For Premera Only “Must Select NO for Benefits Catalog Products”)*

 [Group Size Attestation Form](https://www.premera.com/documents/038692.pdf)

**Note: W-2 Required for groups under 3 employees enrolling.** 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 low employee enrolling on the plan.

**HSA plans**:The documents below are required when setting up accounts.

 [2024 Funding Account Setup Form](https://www.premera.com/documents/028095_2024.pdf)

 [Funding Account ACH Authorization Form](https://www.premera.com/documents/052535.pdf)

 [Personal Funding Account Enrollment Application](https://www.premera.com/documents/020243.doc)

 Submit new group submissions via [One Platform](https://premera.benefitplace.com/)

\* Groups of one cannot be sole proprietorships. Please check your group’s Entity Type with the Dept. of Revenue. 2024 PBC Enrollment Checklist **|** 12.5.23