

2025 Premera New Group Enrollment Checklist For Businesses with 1-50 Employees*



New group submissions are now being submitted through Connexion's [One Platform](#). Please contact us if you need access or assistance.

Your Washington Sales Executives

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*If you wish to have Connexion submit the new group enrollment online on your behalf, please send the completed and signed new group enrollment documents to our team **no later than the 14th of the month** prior to the group's effective date. ***

- ✓ Please ensure all enrollment materials are completed and signed by the Producer and Group Rep.
- ✓ Retain the completed and signed paper documents for your records.
- ✓ The last day to enter the census and enrollment application into [One Platform](#) is the **20th of the month**.
- ✓ Incomplete materials cause delays and may result in a later enrollment effective date for new groups.
- ✓ Materials submitted **after the 10th of the month**, prior to the group's effective date, require a signed **Late Enrollment Acknowledgement Form**. No exceptions.

*Note: Groups with active COBRA enrollees must be submitted to Connexion via Excel enrollment census and scanned paper documents **no later than the 14th of the month** prior to group's effective date. ***

****You may send documents securely via Connexion's Sharefile link [here](#) or request a secure email.**

Complete the necessary enrollment forms listed below. Most forms may be found on the Connexion Insurance website [here](#) or click on the hyperlinks (underlined words) below. Plan information and forms for 2025 may be found [here](#).

- [2025 Group Master Application](#) (see [Sample Guide](#))
- [Late Enrollment Acknowledgement Form](#) (Required after the 10th of the month prior to effective date) (see [Sample Guide](#))
- [2025 Benefit Selection Worksheet](#) and if choosing adult dental: [2025 Dental Selection Worksheet](#)
- Copy of Small Group Quote from [One Platform](#)
- Copy of Quote Census from [One Platform](#)
- [One Platform Premera Only Enrollment Census Template](#)
(For Premera Only plan, "Must Select **NO** for **Benefits Catalog Products**")
- [Group Size Attestation Form](#) (see [Sample Guide](#))

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 law employee enrolling on the plan.

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

- [Funding Account Setup Form](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Account Enrollment Application](#)

- Submit new group submissions via [One Platform](#)