connexion

2026 Premera New Group Enrollment Checklist

For Businesses with 1-50 Employees*

New group submissions are completed through Connexion One Platform.
If you need access or assistance with One Platform, please contact us.

Your Washington Sales Team
Amy Easley – Western Washington Sales – Amy.Easley@ConnexionInsurance.com
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Connexion Small Group Support Team
GroupMedical@ConnexionInsurance.com or 888-742-1475

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 make sure 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.
- You may send documents securely via Connexion ShareFile link Here or request a secure email.

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.

Please complete the required enrollment forms listed below:

Most forms may be found on the Connexion Insurance website Here or click on the hyperlinks (underlined words) below. Additional Premera plan information and forms may be found Here.

☐ 2026 Employer Group Application

☐ 2026 Benefit Selection Worksheet and if choosing adult dental: 2026 Dental Selection Worksheet

☐ Copy of Small Group Quote from One Platform

☐ Copy of Quote Census from One Platform

☐ One Platform Enrollment Census Template *(Only for Premera Products, "Must Select* "NO" for Benefits Catalog Products)

☐ Group Size Attestation Form
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.

Note: The documents below are also required when setting up HSA accounts:
- ☐ Funding Account Setup Form
- ☐ Funding Account ACH Authorization Form
- ☐ Personal Funding Account Enrollment Application

☐ **Submit New Groups via One Platform.**

* Groups of one cannot be sole proprietorships. Please check your group's Entity Type with the Dept. of Revenue.