



2019 New Group Enrollment Checklist

FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, ensure S4 Benefits receives all completed enrollment materials by the **8th of the month for the following month's effective date**. Materials received between the **8th and 18th of the month** must include a signed **Late Acknowledgement Letter**. Incomplete materials may cause delays enrolling your group.

Please confirm with S4 Benefits, your partnering General Agency, specific cut off dates for that enrollment period as they do vary with each General Agency and Premera.

Enrollment materials cannot be received by S4 Benefits after the 18th of the month for the following month's effective date.

Complete the necessary enrollment forms

All forms are available at Premera.com.

[Group Master Application up to 50](#)

[Group Master Application Benefit Selections up to 50](#)

[Group Master Application Dental Benefit Selections up to 50](#)

[Member Enrollment and Change Application](#) for every eligible employee (must include date of hire)

Enrollment Spreadsheet in lieu of member enrollment and change forms.

[Member Enrollment Census Spreadsheet](#) (Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)

[Member Enrollment Census Spreadsheet Dual Class or Multiple Offering](#) (Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)

[Late Enrollment Acknowledgement Form](#) (if applicable)

[Small Group Attestation Form – Groups of 2 or Less and W-2](#) (if applicable)

Additional forms required for HSA plans

[Funding Account Setup – For Metallic Groups](#)

[Electronic Funding Authorization](#)

[Personal Funding Accounts Enrollment and Change Application](#)

Small group quote and quote census

Please ensure to include your sold quote with all final completed enrollment material.

Send all completed enrollment materials to S4 Benefits at S4support@rehnonline.com

Please feel free to call 800-788-9155 if you have any further questions.