



## 2022 New Group Enrollment Checklist

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### For Businesses with 1-50 Employees

To ensure your group's plan is active on the desired effective date, S4 Benefits must receive completed enrollment material by the **8<sup>th</sup> of the month** for the following month's effective date.

Materials received between the **9<sup>th</sup> and 18<sup>th</sup> of the month** require a signed **Late Acknowledgment Letter**. Incomplete enrollment material may cause delays enrolling your group.

Enrollment material cannot be received by S4 Benefits after the **18<sup>th</sup> of the month** for the following month's effective date.

**1. Complete the necessary enrollment forms for your enrolling group.**

Forms are available at [Premera.com](https://www.premera.com).

[2022 Group Master Application up to 50](#)

[2022 Group Master Application Benefit Selections up to 50](#)

[2022 Group Master Application Dental Benefit Selections up to 50](#)

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

[Enrollment Spreadsheet](#) in lieu of member enrollment and change forms (*required for groups of 10 or more*)

[Late Acknowledgment Form](#) (*if applicable*)

[Group Size Attestation and W-2](#) (*if applicable*)

**Additional forms required for HSA Plans:**

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

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

**2. Provide your Small Group Quote and Quote Census**

**3. Email all completed enrollment material to:**

S4 Benefits at [Service@s4benefits.com](mailto:Service@s4benefits.com)