

2025 New Group Enrollment Checklist

FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group’s plan is active on the desired effective date, ensure Premera Blue Cross receives all completed enrollment materials by the **10th of the month for the following month’s effective date**. Materials received between the **11th and 20th of the month** must include a signed copy of the Late Enrollment Acknowledgement letter (below). Incomplete materials may cause delays enrolling a group.

Please confirm with your general agency partner cut off dates specific to their agency.

Enrollment materials cannot be received by Premera after the 20th of the month for the following month’s effective date.

1. Complete the necessary enrollment forms. All forms are available at premera.com.

- [2025 Group Master Application](#)
- [2025 Group Master Application Benefit Selections](#)
- [2025 Group Master Application Dental Benefit Selections](#)
- [2025 Member Enrollment and Change Application](#) for every eligible employee
(Must include date of hire)
- Enrollment Spreadsheet in lieu of member enrollment and change forms.
(Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)
- [Late Enrollment Acknowledgement letter](#) (if applicable)
- [Group Size Attestation and W-2](#) (if applicable)

2. Additional forms required for HSA plans

- [2025 Funding Account Setup](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

3. Small group quote and quote census

4. Send all completed enrollment materials to your general agency partner:

- [Connexion Insurance Solutions](#)
- [ProPoint LLC](#)
- [S4 Benefits](#)

Questions? Please contact your general agency partner.