

Group Enrollment Process

Step 1 - Proposal

Agent enters basic company & employee information, selects quoted plans and emails proposal.

Step 2 - Application

Agent completes the group application and submits.

Step 3 - Initial Submission

Application is sent to carrier for review and approval.

Step 4 - Employee Enrollment

Employees select plans and self-enroll or agents enroll employees.

Step 5 - Final Submission

Agent or employer approve employee enrollments, provide payment information, and submits completed group.

Step 6 - Employee Membership

Employee enrollments are sent to membership for processing. The group is then made active. Confirmation of membership is sent.