

# Employer Center Online Enrollment and eBilling

## Set-up Check List

Online Enrollment and eBilling are available to 51+ groups. This check list will help guide you step by step through the initial set up process for Employer Center for Activate<sup>SM</sup>, InnoVA<sup>SM</sup>, Engage<sup>SM</sup> or HSA Healthplan 2.0 medical plans and Encore<sup>SM</sup>, Expressions<sup>SM</sup> or Radiance<sup>SM</sup> dental plans.

1. Please contact your Regence Sales contact and inform them that you would like to sign up for **Employer Center**.
2. When adding online enrollment at initial enrollment or at renewal time please complete, sign and return a copy of the **Group Master Application**. Complete as much of Section 4 as possible. Section 4 will need to be completed further once enrollment is completed, as described in step 6.
3. Receive **Employer Center Registration** e-mail and create your account. Watch the tutorials and proceed to the main site to start using Employer Center.
4. Notify your employees of the **enrollment time period** for making their benefit and enrollment decisions.
5. **Communicate Enrollment Process and Regence group number to employees.**
6. **Enrollment Process** – Employees enrollment decisions are entered online.
7. **Within 24 hours** of completing enrollment for all employees:
  - **Gather supplemental forms** for enrollment from your eligible employees for submission to Regence.
    - Court documents to support enrollment exceptions
    - Affidavit of Qualifying Incapacitated Dependent Eligibility \*
    - Affidavit of Qualifying Domestic Partnership \*
    - Waiver Form \*
  - **Complete Section 4 of the original Group Master Application** based on final enrollment. Sign and date in a blank space within Section 4.
  - **Submit all of the above within 24 hours** of completing enrollment on-line. These can be sent through your Agent, or directly to your Regence Sales contact via mail or fax.
8. *New Groups Only:* **Receive final rate and confirm acceptance** with your Agent or Regence Sales contact.
9. Group is billed. **Make payment** for first month.

\* Available in the Resources/Forms section of the Employer Center.