

Employer Center Online Enrollment and eBilling

Set-up Check List

This check list will help guide you step by step through the initial set up process for Employer Center for ActivateSM, InnovaSM, EngageSM or HSA Healthplan 2.0 medical plans and EncoreSM, ExpressionsSM or RadianceSM 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 8.
3. Decide the **enrollment time period** your employees will have for making their benefit and enrollment decisions. Be prepared to provide this information to Regence during training (step 5).
4. The Primary Group Administrator will be contacted by Regence to **schedule training**.
5. **Complete training over the phone**. (Approximately 60 to 90 minutes)
 - Receive and complete Employer Center registration e-mail.
 - Indicate enrollment time period.
6. **Communicate Enrollment Process and Regence group number to employees**.
7. **Enrollment Process** – Employees enrollment decisions are entered online.
8. **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.
9. *New Groups Only*: **Receive final rate and confirm acceptance** with your Agent or Regence Sales contact.
10. Group is billed. **Make payment** for first month.

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