



Regence

Regence BlueCross BlueShield of Oregon is an Independent Licensee of the Blue Cross and Blue Shield Association

Agent's New Group Enrollment Checklist

Please submit the following documents when enrolling a new group.

- Group Master Application*
- Applications for Enrollment/Change*
- Waivers*
- Affidavits*
- Payroll Records and additional documentation as outlined in the Oregon and Clark County Small Group Verification (Form 5235)*
- 6 months prior carrier billings for crediting of pre-existing exclusion/waiting period *(if applicable)*
- Binder Check *(if applicable)*
- Surepay Authorization* *(if applicable)*

* Available from our agent Web site