



Regence

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

Agent's New Group Enrollment Checklist (New Products)

Please submit the following documents when enrolling a new group electing Innova or Engage.

- Group Master Application*
- Applications for Enrollment/Change*
- Waivers*
- Affidavits*
- Surepay Authorization* *(if applicable)*
- Employer Center Set-up Form* *(if applicable)*
- Payroll Records (required for groups with 1 to 4 enrolled employees)
- 6 months prior carrier billings for crediting of pre-existing exclusion/waiting period *(if applicable)*
- Binder Check *(if applicable)*

* Available from our agent Web site