

## **BEN-E-LECT ROLLOVER** **WHAT TO EXPECT**

### **1. Submit your case**

- a. Master Application
- b. Employee Applications
- c. DE-6
- d. Prior carrier bill
- e. Carrier PHI forms (optional)
- f. First months carrier Premium
- g. Agent Authorization Form
- h. Employer Benefit Authorization
- i. Carrier Privacy Agreement
- j. Carrier Approval Letter (once the group is approved)

**If submitting your case directly to the carrier or the General Agent of your choice, please forward copies to your Ben-e-lect Regional Sales Coordinator for processing.**

### **2. After approval on all carrier plans except Nationwide 4-6 and Blue Shield**

- a. Ben-e-lect Id cards will be produced within 5 business days and mailed to the location the agent has chosen on the Agent Authorization Form.

### **3. After approval on carrier plans Nationwide 4-6 and Blue Shield**

- a. Nationwide will issue ID numbers in 7-10 business days and forward these directly to Ben-e-lect. Blue Shield will issue ID numbers in approximately 2-4 business days to the agent and it is the agents responsibility to forward these to Ben-e-let.
- b. Once we have these ID numbers, we will produce the Ben-e-lect ID cards within 5 business days and overnight them to the location the agent has chosen on the Agent Authorization form. The Employee ID numbers will be switched in our system by 5:00pm the day the ID cards arrive. If an employee tries to use a new card prior to 5:00pm, the card may come back declined if the ID number has not been switched. To be on the safe side, if an employee needs to pick up a prescription before 5:00pm the day you receive your new ID cards, they should bring in both their old and new Ben-e-lect card to insure that they have a card with the loaded ID number.
- c. As a reminder, once the deductible has been met prescriptions are paid for on a reimbursement basis. Member will show the Carrier ID card, pay for prescription and submit for reimbursement from Carrier.

### **4. Administration Kits**

- a. Administration Kits will follow the groups ID cards in approximately 2 weeks to the location the agent has chosen on the Agent Authorization form.