



New Group Enrollment Checklist

SUBMISSION DEADLINES

- Groups with current medical coverage must be received by the 5th day of effective month
- Groups with no current medical coverage must be received by the 1st day of effective month

Employer application

- All sections must be fully completed
- Signed on or before the effective date by the group's authorized signer and broker

Authorization for Initial Premium by Electronic Transfer form

- The initial payment will be processed within 5 to 7 business days of group's activation and only applies to the first month's premium. The group will be responsible for submitting all future payments.
- Not required for groups replacing group medical coverage with 5+ enrolling

Employee enrollments

- Submit either the Small Group List enrollment or an employee application for each enrolling employee
- Waivers should be returned to the employer to be kept with the employee's records

Online Account Services User ID Registration form

- Primary group administrator must be the group contract signer or billing contact on the employer application

ADDITIONAL ENROLLMENT TIPS

Group must employ one full-time common law W2 employee to be an eligible group. The W2 employee can waive or enroll group coverage.

- A full-time common law W2 employee:
 - must have a normal work week averaging minimum 30 hours per week over the course of a month
 - is subjected to withholdings on a W2 form
- Sole proprietor/Partner groups don't qualify without a full-time W2 employee. A sole proprietor, partners or their spouse/domestic partner don't qualify as a W2 employee.

We can accept a handwritten signature or a digital signature such as DocuSign or Adobe Signature which contains a date and time stamp

Kaiser Permanente staff will review to confirm business eligibility prior to finalizing the group coverage. Kaiser Permanente reserves the right to request additional documentation.