New group enrollment checklist

Once plans have been selected, refer to this enrollment checklist to keep track of everything for a smooth submission process.

Enrollment is as easy as 1-2-3. Visit **business.kp.org** to download the most **current form** to avoid processing delays, and type or print neatly using black ink, ensuring the completion of all fields on each form.

Brokers: Email group submission (items 1–3) to **kpsbubrokernewgroups@kp.org**. For assistance, call **800-789-4661**.

☐ **1. EMPLOYER APPLICATION**

Completed and signed by authorized company signer.

☐ **2. EMPLOYEE ENROLLMENT**

Completed and signed by each eligible employee/owner applying for coverage. Employers and employees must keep a copy for their records. Alternative form: Census form completed by the employer or company representative.

☐ **3. INITIAL PAYMENT**

The Electronic Transfer for Payment form is for the first month's payment with the option to set up recurring autopay (recommended). Complete the form, and do not include a blank or voided check. Processing of the initial payment is within 5–7 business days of contract activation. We do not accept credit card payments.

Employers must **complete and keep** the Declination of Coverage form listing all eligible and declining employees for their records.

Kaiser Permanente staff will perform internal checks to confirm the business structure prior to processing the group.
Note: Kaiser Permanente reserves the right to request additional documentation.

KAISER PERMANENTE®

Additional enrollment tips

SUBMISSION DEADLINES

– The Employer Application must be submitted by the first business day of the effective month; supporting documents must be submitted no later than the fifth business day of the effective-date month.

– Groups submitted after the fifth business day of the effective-date month (complete or incomplete) will be automatically moved to the following effective date.

– A Late Enrollment Letter, signed by the broker and the group's authorized signer, must accompany all groups submitted after the first business day of the effective-date month.

SOLE PROPRIETORSHIPS/ PARTNERSHIPS

These groups don't qualify for enrollment without a W2 full-time employee on payroll. The W2 employee can enroll or waive group coverage.

Sole Proprietorships – An owner, spouse, or domestic partner doesn't qualify as a W2 employee.

Partnerships – A partner, spouse, or domestic partner doesn't qualify as a W2 employee.

Note: Additional documents may be required to validate the employer/employee eligibility.

GROUPS WITH EMPLOYEES IN NORTHERN AND SOUTHERN CALIFORNIA

A group with 6 or more enrolling members outside of the group's home region will be set up with 2 contracts. Rates will be determined based on the headquarters of the group. Both contracts will be assigned unique group ID numbers. If an existing group grows to 13 or more subscribers in the non-home region, then separate north and south contracts are issued at renewal (rates are based on headquarter location for both Northern California and Southern California contracts).

ELECTRONIC SIGNATURE

Electronic signature is the preferred method of collecting document signatures. Common platforms that are accepted include DocuSign, Adobe Sign, Ease, Employee Navigator, PRO Apply, and Verisign. These platforms indicate a document control number for each signature. In the event a platform doesn't have a document control number listed on the form, the confirmation page must be provided.

CONTACT US

For general underwriting and sales questions, contact us at **800-789-4661** or email **kpsbubrokernewgroups@kp.org**. You can find the latest Underwriting Guidelines here at **business.kp.org**.

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Kaiser Permanente does not endorse the products mentioned. Any trade names listed are for easy identification only.