



# Guide For Requesting Enrollment Materials

Help us “go green” and reduce our environmental impact by considering how many enrollment packets a renewing group needs.

Many open enrollment meetings can be well served with benefit summaries for existing members and a few enrollment packets for new enrollees.

- **Benefit summaries** provide a basic breakdown of coverage by category. These are most helpful for **employees who are already enrolled** and are **changing plans** or **who want to know about benefits** such as deductibles, maximum out of pocket, etc., that may change from year to year.
- **Enrollment packets** include benefit summaries, an enrollment form, and information about accessing care and understanding coverage. They are most helpful for **newly enrolling employees** or **employees who are adding dependents**.

**Find materials online:** We encourage our brokers/producers and groups to use the self-service tools available on [account.kp.org](https://account.kp.org).

- Forms and documents can be found by visiting: [account.kp.org/business/forms-and-documents](https://account.kp.org/business/forms-and-documents).
  - These include employer forms (group profile forms, dental employer forms, employer attestation forms) and employee forms, enrollment/change forms, additional dependent forms, and declination of coverage forms.
- Product portfolios and benefit summaries can be found by visiting: [account.kp.org/business/plans-listing/small-business](https://account.kp.org/business/plans-listing/small-business).
  - Make sure your region is “Oregon/SW Washington,” the year is the correct contract year for your inquiry, and the correct plan type is selected. Select the link below the plan name and you can download as a PDF.
- **Summary of benefits and coverage (SBCs)** can be found at [kp.org/sbc](https://kp.org/sbc).

**Hard copy literature requests:** Please allow **30 business days from the date you submit your request**.

To order hard copies of benefit summaries or enrollment packets, please send the following information to [small.group.respond@kp.org](mailto:small.group.respond@kp.org):

- Group name and number
- Physical address for delivery (Note: We cannot deliver to P.O. boxes. Deliveries must be signed for.)
- Phone number at delivery location
- Number of benefit summaries
- Number of enrollment packets
- Requested receipt date (if any)

