



5 STEPS TO ONLINE ENROLLMENT!

1

Notification of Sold Group

- Notify your Sales Rep or Group Specialist when you have a sold group that wants to use bpEnroll for their group enrollment.
- bpEnroll may be used to enroll Group products offered by B&P carriers.

2

Implementation Details

- After notifying B&P of your sold group, you will receive (A) an [Implementation Details Form](#) to complete and return to your B&P Sales Team and (B) a link to the [online Implementation Details Form](#). Choose either option.

3

bpEnroll Setup Begins

- Once B&P receives all required information, the setup process will begin.
- Medical and/or Dental and/or Vision Plans: setup time will require 1-2 business days.
- Life and/or LTD and/or STD Plans: if these plans are sold in addition to other offerings, setup time will require 3-4 business days.

4

bpEnroll Setup Complete

- B&P will send you an email once bpEnroll is available for enrollment.
- The email will include a message to forward to your client with their login information.
- The email will also include a message the employer may forward to their employees.

5

Using bpEnroll

- bpEnroll will be accessible on the start date provided on the Implementation Details form.
- Employees may make changes throughout the enrollment window.
- No changes will be permitted once the enrollment window closes.
- B&P will notify you when your group has been submitted to the carrier for approval.

