

Broker Requirements

- ☐ Broker signature required on the Employer Application.
- ☐ Broker information required on the Group Policy Install form.
- ☐ Provide a copy of the sold plan design and rates.
- ☐ New business submission will not be processed by Principal without these requirements.

Employer Requirements

- ☐ Application
  - this form is required for all new business and must be completed in it's entirety.
  - Broker and employer signature is required.
- ☐ Group Policy Installation form
- ☐ Electronic Consent form for all cases
- ☐ Outside Party Service Agreement (only if TPA will be used)
- ☐ Life Coverage additional items
  - CA E-Consent form
  - Addendum to Employer Application for Group Insurance.
  - Field Underwriting Questionnaire (5-9 life coverage)
  - Prior carrier bill required for grandfathering Life and VTL
- ☐ Submission Deadline: 5th business day following the requested effective date.
- ☐ NOTE: a DE-9C or Check is not required.

Employee Requirements

- ☐ Employee Application
  - Complete either the Employee Enrollment Census spreadsheet OR an Employee Enrollment Form for each employee.
  - Completion of the Employee Enrollment Census spreadsheet is the preferred method for submitting employee and dependent eligibility.
- ☐ Life Coverage additional items
  - Evidence of Insurability from employee for:
    - Groups with 3-4 lives
    - Life amounts over GI

Notes