

How to set up eBilling and ONLINE ENROLLMENT using Employer Center

Use this helpful checklist to set up your Employer Center account for Online Enrollment and eBilling. Available to groups with Innova[®] or HSA Healthplan 2.0 medical plans and EncoreSM, ExpressionsSM or RadianceSM dental plans.

- 1** Inform your Regence Sales Representative or Producer that you want to use Employer Center for Online Enrollment.
- 2** Complete, sign and return a copy of your Group Master Application, filling out as much of Section H (Group Participation) as possible.
- 3** Receive an Employer Center registration email with instructions on how to create your online account.
- 4** View the tutorials explaining how Online Enrollment works (links will be provided upon registration). For additional support via phone or webinar, please contact your Membership Accountant or Sales Representative.
- 5** Notify your employees of the time period allotted for making their benefit and enrollment decisions.
- 6** Enter employee enrollment decisions online.
- 7** Send any supplemental forms (available in the Resources/Forms section of Employer Center) and any employee-provided court documents to Regence within 24 hours of completing online enrollment for all employees. We recommend that you upload these directly to Employer Center, but they may also be sent via email or fax. Supplemental forms may include:
 - Court documents to support enrollment exceptions
 - Affidavit of Qualifying Incapacitated Dependent Eligibility
 - Affidavit of Qualifying Domestic Partnership
 - Waiver Form
- 8** Complete, sign and date Section H of the original Group Master Application based on your final enrollment numbers.
- 9** Review final rate and confirm acceptance with your Regence Sales Representative or Producer. Applies to new groups only.
- 10** Pay monthly invoices online with eBilling or by check. Details are covered in the Employer Center tutorials.