

We will need the attached paperwork submitted for **Step 5** (final stage) of the attached Submission Info Checklist:

1. **Data Software License Agreement** (See second attachment-- Aetna doesn't have an electronic version of this form, so the group completes the attached paper copy). This form authorizes the broker/GA to have online access to the group, including claims reporting.

2. **Springboard- AHIA-FSR- User Template**- this goes with the Data Software License Agreement, allowing broker access online access/claims reporting--- It also designates a person at the group to have this access (Aetna doesn't have an electronic version of this form, so the attached paper copy is submitted)

3. **SG AFA Springboard Census Template** (4th attachment)-- this is the enrollment template for the employees--- The first tab and second tab need to be completed.

Note: For waiving employees, we just need their name and waiver reason on the template--- Select "Waive" under the Medical Tier dropdown box, and you can just put their waiver reason in the Email field to the left of that column--- "Spousal, Medicare, Individual, etc." Please note that individual coverage is not considered a valid waiver reason, and will count against participation.

Also--Employee email addresses not required since we are doing the enrollments for the employees. If they choose to waive the waiting period for new hires enrolling with the group on the employer app, then we don't need the dates of hire on the Springboard template. If they don't want to waive the waiting period for new hires enrolling with the group on the employer app, then we will need all dates of hire completed on the Springboard enrollment template (4th attachment).

4. **Also needed (Not attached):**

- Sold Proposal must have plan(s) circled, signed and dated (by owner/manager) on each page of proposal if more than 1 plan is selected
- Include Current Carrier Invoice with employee roster listed (if there are any terminated employees, please have them marked on the prior carrier invoice)

The above items wrap up Stage 5/final stage of the application process.

One note on payment: For Aetna AFA plans, the only allowed payment mode is automatic monthly bank draft. The last attachment explains when funds are pulled/explanation of the bill (which is emailed to the group prior to the autodraft).