



An independent licensee of the Blue Cross and Blue Shield Association

2018-2019 EHA Renewal Checklist and Reminders

Have you completed the following if it applies to your 2018-2019 renewal?

- 1. **SUBGROUP APPLICATION due June 15, 2018.**
NOTE: This form is found at <https://eha.nebraskablue.com>. Please carefully review all the fields to ensure all contact names, addresses, email addresses, etc. are spelled correctly and are up to date.
- 2. **AUG. 31, 2018 TERMINATING/RETIRING MEMBERS.**
Use BluesEnroll to term the members effective Aug. 31, 2018.
- 3. **NOTIFY PAYFLEX OF AUG. 31, 2018 TERMING/RETIRING MEMBERS (after Aug. 1, 2018).**
- 4. **EHA NOTICE OF RETIRING/TERMINATING MEMBERS AGE 50 AND OVER.**
Please send to Linda Farahani [ASAP](#). **Direct Bill/NSEA Retiree packets will be sent in July 2018.**
- 5. **WATCH FOR LOCKOUT PERIOD.**
Lockout period will **begin at the end of business on June 29, 2018 and run through the end of business on July 31, 2018.**
- 6. **ADD NEW HIRES/ENTER CHANGES – Aug. 1 – Aug. 31, 2018.**
- 7. **IF SPLITTING GROUP OR ADDING NEW GROUP,** transfer members into the new group number.

Questions about BluesEnroll electronic enrollment?

Email eEnrollSupportTeam@nebraskablue.com or call 800-843-2373.

Important Reminders

- **Medical and dental open enrollment.**
- **August billing will be late** to help ensure all changes have been made before we send the bills. Your patience is appreciated.
- **Watch billings for all changes completed** - do not let changes go past 60 days.