

# 2017 - 2018 EHA RENEWAL CHECKLIST and REMINDERS

## HAVE YOU COMPLETED THE FOLLOWING IF IT APPLIES TO YOUR 2017-2018 RENEWAL?

- 1. **SUBGROUP APPLICATION DUE 7/1/17**  
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 up to date.
- 2. **8/31/17 TERMINATING/RETIREE MEMBERS**  
Use BluesEnroll to term the members effective 8/31/17.
- 4. **NOTIFY PAYFLEX OF 8/31/17 TERMING/RETIRING MEMBERS (after 8/1/17)**
- 5. **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 2017.**
- 6. **WATCH FOR LOCKOUT PERIOD**  
Lockout period will **begin at the end of business on June 30, 2017 and run through the end of business on July 28, 2017.**
- 7. **ADD NEW HIRES/ENTER CHANGES – August 1 - August 31, 2017**
- 8. **IF SPLITTING GROUP OR ADDING NEW GROUP**, transfer members into new group number.

## QUESTIONS ABOUT BLUESENROLL ELECTRONIC ENROLLMENT?

Email [eEnrollSupportTeam@nebraskablue.com](mailto: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**