2019-2020 EHA Renewal Checklist and Reminders

Have you completed the following if it applies to your 2019-2020 renewal?

1. **SUBGROUP APPLICATION** due **June 14, 2019**.
   NOTE: This form is found at [https://eha.nebraskablue.com](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. **EHA NOTICE OF RETIRING/TERMINATING MEMBERS AGE 50 AND OVER.**
   Please send to Jon Tidwell **ASAP**. Direct Bill/Educators’ Medicare Supplement packets will be mailed to members in July 2019.

3. **AUG. 31, 2019 TERMINATING/RETIRING MEMBERS.**
   Use BluesEnroll to term the members effective Aug. 31, 2019.

4. **NOTIFY PAYFLEX OF AUG. 31, 2019 TERMING/RETIRING MEMBERS (after Aug. 1, 2019).**

5. **WATCH FOR BLUESENROLL LOCKOUT PERIOD.**
   Lockout period will begin at the end of business on June 28, 2019 and run through the end of business on July 31, 2019.

6. **ADD NEW HIRES/ENTER CHANGES – Aug. 1 – Aug. 31, 2019.**

7. **IF SPLITTING GROUP OR ADDING NEW GROUP,** transfer members into the new group number.

8. **REMIND EMPLOYEES TO BEGIN USING THEIR NEW BCBSNE ID CARDS STARTING Sept. 1, 2019.**

Questions about BluesEnroll electronic enrollment?
Email [eEnrollSupportTeam@nebraskablue.com](mailto:eEnrollSupportTeam@nebraskablue.com) or call 800-843-2373.

*Important Reminders*

- **August billing for September premium 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.