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

☐ 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 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