

2015 New Groups – Getting Started

This checklist provides a “to do” list for employers and brokers and is applicable to all new groups joining Avenue H.

1.	Learn more about Avenue H by visiting the Avenue H website, Getting Started – for Small Businesses link at http://www.avenueh.com/your-healthcare/small-business
2.	Review plans and proposed rates available from Avenue H’s “Get a Quote Now” tool at avenue.com to determine if you are interested in beginning the registration process for small group. It is recommended that you save the CSV and PDF provided at the end of this workflow for future reference.
3.	Employer downloads quarterly Wage and Tax form from Utah’s Department of Workforce Services website at https://jobs.utah.gov/ (provides to broker). Please refer to Obtaining a Wage & Tax form from Utah Department of Workforce Services document for further instructions. If group does not have a Wage & Tax form please refer to the Avenue H website, Getting Started – for Small Businesses link to review alternative document options available. If group includes one or more out of state employees that are eligible for coverage, please obtain a PDF version of the wage & tax form that include any eligible out of state employee(s).
4.	Answer questions about the company applying and registers with Avenue H, creating an employer login. Employer will also be required to agree to the PlanSource licensing agreement.
5.	Log into the Avenue H portal at https://www.avenuehbenefits.com to complete the registration process which includes responding to group size questions to determine if the applicant meets the small employer group size definition. If responses indicate the group is not eligible, based upon group size, an ineligible reason message will appear on the display and group will not be able to continue with the registration.
6.	Continue through the registration process, answering a series of questions to determine whether the group is eligible to participate. If responses indicate the group is not eligible, the reason(s) will appear on the display. If group is not eligible to participate, the application will PEND and not continue to the next step. Group will receive follow-up email providing next steps. The Wage & Tax form upload is also required in this phase; FEIN number entered during the initial registration login must match the Wage & tax embedded in the encrypted file. You will also be requested to: <ul style="list-style-type: none"> • Provide a series of responses related to the employer’s business rules related to account setup, including: the effective date group is applying for, the groups’ waiting period(s), metallic level options available to employees, dental insurer selection, defined contribution choice, and default plan choice. It is recommended that you review the pre-quote tool PDF or CSV to assist in your defined contribution and default plan choice decisions. • Upload employee census data. The census will automatically populate with the employees name listed on wage and tax form provided earlier in this workflow. You will be required to enter employee demographic information, accounting for each of your employees included on the W&T form and any newly hired employees – drop down tools and instructions are available to assist you with this step. Note: Dependent information will be added by employee during open enrollment. • Select COMMIT button to complete the process. In doing so, a review of all responses entered during the registration process will display. Employers are encouraged to print this for their records.
7.	Provide the employer’s banking information for the monthly aggregated invoice. To add this information, select the Payment and Invoicing link from the employer’s home page at www.avenuehbenefits.com .
8.	Avenue H opens enrollment window for employees. Employees have through the 15 th of the month prior to the groups’ effective date to enroll. During the enrollment window, employees must enroll or waive coverage. If an employee does not enroll they will be defaulted into coverage; dependents aren’t defaulted into coverage.