

QUICK VIEW REMINDERS

Updated Oct. 22, 2019

TOPIC	NEW BUSINESS	EXISTING BUSINESS	REMINDERS
Paperwork Deadlines	2 weeks before the requested effective date	30 days before the renewal date	<ul style="list-style-type: none"> Submit a BPS with your group's renewal changes 30 days before their renewal effective date. Use the ACA Small Group Enrollment tool to submit new group enrollments two weeks before the requested effective date. Upcoming Renewal Due Dates <ul style="list-style-type: none"> Paperwork for Dec. 1 renewals is due Nov. 1 Paperwork for Jan. 1 renewals is due Dec. 2 <p>→ See all 2020 Due Dates → See all 2019 Due Dates → Small Group Account Management Inquiry Tip Sheet</p>
Use DocuSign for New Group Enrollment Paperwork	Applicable	Not Applicable	<p>Import complete and signed new group paperwork from DocuSign to the ACA Small Group Enrollment Tool.</p> <p>→ Reference Guide</p> <p>Helpful Hint: Chrome is the preferred browser for DocuSign.</p>
Fully Insured Quoting is 100% Online	Applicable	Not Applicable	<ul style="list-style-type: none"> Small Group (1-50) quoting is 100% online Get a Blue Balance FundedSM ASO quote (10-50 enrolled employees) <p>→ ACA Small Group Quoting Tool User Guide</p>
Use Electronic Funds Transfer (EFT) to Submit Binder Payments	ACA Small Group Enrollment Tool	Not Applicable	<p>Submit binder premiums quickly and securely for new Small Group business using the one-time EFT feature.</p> <p>→ User Guide → Job Aid</p>