

Guide to Sending Applications/Transmittal

An application for member activity within your group should be submitted with a transmittal *as it occurs*. Examples of member activity include

- New employees
- Benefit changes, including adding or deleting dependents
- Member cancellations
- Reinstatement/Rehire of an employee
- Cobra elections
- Late enrollments *

To submit applications with a transmittal

- Check each application for completeness to avoid delays in processing
- Verify the employment date on the application is correct
- Complete the top portion of the transmittal, including the Group Number, Group Name, Address, Phone Number, and Date
- List the name of each employee whose application is being submitted
- Place a check in the appropriate box to indicate the activity for each employee listed
- Be sure to indicate the Contract Type for each employee listed
- Sign the certification at the bottom of the transmittal
- Send one copy of the transmittal with the completed applications to Anthem and keep a copy for you files

* Please refer to your Administration Manual for guidelines regarding late enrollment