

New Business Submission Process

Small Group Aetna Funding AdvantageSM

Process Overview

Step 1:	Step 2:	Step 3:	Step 4:
<p>Submit sales notice with the below required documents. Email them to: SmallGroupSold@Aetna.com</p> <p>You should attach:</p> <ul style="list-style-type: none"> The signed proposal A completed census template 	<p>Your group will be assigned to a sales coordinator to help collect required paperwork.</p> <p>You'll complete in Adobe Sign:</p> <ul style="list-style-type: none"> Employer application(s) NY HCRA form Banking form 	<p>You (broker/GA) finish paperwork electronically with your sales coordinator.</p> <p>Sales coordinator will identify missing info and help answer any questions you have</p>	<p>If your group is using Springboard, we'll tell you when the group is ready to be enrolled. If you'd prefer, we can do the work for you.</p> <p>Your assigned Sales Coordinator will finalize your group once all required paperwork has been received.</p>

Definitions and Requirements

Signed Proposal	The employer must circle, sign and date the selected plans
Completed census	Fully completed census template
Employer Application	Both medical and ancillary (if applicable)
NY HCRA Form	This form is required to comply with New York Health Care Reform Act legislation that requires a group to be submitted to the NYHCRA pool by the effective date. This form is required for all groups regardless of location.
Banking Form	Establishes the plan sponsor bank account we'll use to fund monthly payments

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Aetna Funding AdvantageSM plans are self-insured by the employer and administered by Aetna Life Insurance Company. Stop loss insurance coverage is offered by Aetna Life Insurance Company.

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1090400-01-03 (7/23)

