

Quick. Convenient. Secure.

# Health Plan Enrollment Made Easy

## **EXPRESS CONNECT: TELEPHONE ENROLLMENT GUIDE FOR EMPLOYEES**

Express Connect® streamlines your health plan enrollment process. You simply call a toll-free number to enroll. It's that easy.



## What You Need to Do

- 1. Before calling,** gather medical and prescription information that is pertinent to you, your spouse and dependent(s).
- 2. Read this guide.** You will be asked to indicate whether you have read and understand the notices and agreements on pages 3 and 4 of this guide before you can proceed with the enrollment process.
- 3. Make the call.** Call Starmark at a time convenient for you. You must call regardless of whether you are enrolling for or waiving coverage being offered by your employer. At the conclusion of the call, you will be asked to acknowledge that you are signing the enrollment form electronically, and you will be asked to answer a few questions to complete enrollment.

## What You Can Expect

- **Knowledgeable and friendly staff.** A client service representative will answer your call during your group's scheduled enrollment period.
- **Confidentiality.** Information you provide during enrollment is protected for your privacy. Starmark fully complies with the privacy protections of the Health Insurance Portability and Accountability Act (HIPAA) Privacy regulations. To view Starmark's Privacy Notice and complete privacy policy, visit the Privacy section of the website at [www.starmarkinc.com](http://www.starmarkinc.com).
- **Statement mailed to your home.** Once your employer accepts the Starmark offer, a copy of your Employee Eligibility Statement will be mailed directly to your home address.

Express Connect®

Paperless Medical Underwriting and Enrollment

Express Connect availability may vary by state. Contact your Starmark distribution partner for more information.

 **Starmark®**  
Small business is our only business.

Quick. Convenient. Secure.

# Health Plan Enrollment Made Easy

**EXPRESS CONNECT: ONLINE ENROLLMENT GUIDE FOR EMPLOYEES**  
Express Connect® streamlines your health plan enrollment process.  
You simply go online to enroll. It's that easy.



## What You Need to Do

1. **Before enrolling**, gather medical and prescription information that is pertinent to you, your spouse and dependent(s).
2. **Read this guide.** You will be prompted to indicate whether you have read and understand the notices and agreements on pages 3 and 4 of this guide before you can proceed with the online enrollment process.
3. **Go online to enroll.** Begin the enrollment process by going online when it's convenient for you, whether it's on the job or at home.
4. **Complete the process.** Review the information you submit for accuracy, and print the enrollment form for your records.

## What You Can Expect

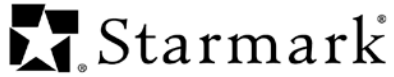
- **Easy Navigation.** Once you register with a user name and password, you can easily navigate the enrollment screens by clicking "Next" or "Back."
- **Confidentiality.** Information you submit online is secure and protected for your privacy. Starmark fully complies with the privacy protections of the Health Insurance Portability and Accountability Act (HIPAA) Privacy regulations. To view Starmark's Privacy Notice and complete privacy policy, visit the Privacy section of the website at [www.starmarkinc.com](http://www.starmarkinc.com).
- **Support.** If you have any questions during enrollment, you can call a toll-free number to speak with a customer service representative or e-mail [starmarkexpressconnect@starmarkinc.com](mailto:starmarkexpressconnect@starmarkinc.com).

Express Connect®

Paperless Medical Underwriting and Enrollment

Express Connect availability may vary by state. Contact your Starmark distribution partner for more information.

 **Starmark®**  
Small business is our only business.



## Census Form



Group name:	Enrollment Option: <i>(Select one)</i>	Online	
Effective date:		Telephone	
Total number of employees:	Coverage requested: <i>(Select all that apply)</i>	Medical	Dental
Total number of eligible employees:		LTD	STD
State(s):	Life coverage:	\$	

<b>Coverage codes:</b>
EE - Employee only
ES - Employee and Spouse
EC - Employee and Child(ren)
FF - Full family
LO - Life only
W - Waiving all coverage

**Note: Employees eligible within 60 days of the group's effective date must complete the enrollment process.**

Last	First	Date of birth (mm/dd/yyyy)	Gender	Marital status	Is spouse age 65 or older?	Number of children	Coverage requested code	COBRA	Date of hire (mm/dd/yyyy)	Business location

Fully insured plans are administered by Starmark and insured by Trustmark Life Insurance Company.  
Self-funded plans are administered by Starmark, and stop-loss insurance is provided by Trustmark Life Insurance Company, Lake Forest, IL.