

New business case submission checklist

New Jersey Groups of 51 – 100 eligible employees

Important note: To ensure accurate and timely installation, please submit the following documentation. Installation will only begin once the submission is complete.

Step 1:

Complete/review employer application

- New Jersey Employer Application
- Initial premium check
 - Submit a “copy” of the initial premium check payable to Aetna Inc. or complete the ACH/EFT form. Once coverage is approved, you will be advised where to mail the initial premium check.
- Copy of current/prior medical carrier’s latest bill with employee roster and premium summary page
- Addendum to New Business Input documents (TAE form)
- Group Medical Questionnaire

Step 2:

Complete/Review Employee/Enrollment change form

- Enrollment Form for each employee
- Complete the Individual Waiver section of the EE application for each employee waiving coverage

Broker Name _____ Agency Name _____

For questions on this submission, please contact _____

Phone () _____ Fax () _____

E-mail Address _____

See all the web-based tools and resources available to support you and the clients your service within Producer World at Aetna.com. Simply access <https://www.aetna.com/producers/> and sign in using your username/password to begin accessing our Online Quoting and Renewal Center, Plan Designs, Product Availability and Enrollment Materials.

If you or your firm is new to Aetna, please apply on line to get appoint via the following link: <https://pangea.geninfo.com/Aetna/Apply>. You may also review our producer agreement online and/or download a copy for you file.

For any questions related to Licensing and Appointments, you may contact us via email at LAUU@aetna.com or call our toll free number **1-866-511-2863**.

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company (Aetna).

This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change.

Step 3:

Complete/review broker information

- Agent/broker must be licensed in New Jersey and appointed by Aetna
- Copy of initial quote/signed rate page and census
- Renewal Rates and Plans

Effective dates may be the first or fifteenth of the month only.

| Effective Date | Submission Deadline |
|-------------------|-------------------------|
| 1st of the month | 25th of the prior month |
| 15th of the month | 10th of the month |

Send all information to:

Secure File Transport (FTP): <https://st3.aetna.com/>

If you do not have access to the FTP server, please contact your Aetna Sales Executive for access, visit us at Producer World or e-mail us at NE51-100SoldBusiness@Aetna.com.

For assistance with your new case submissions, contact your Aetna Sales Executive.