



Small Group 51-100 New Business Checklist

Fully Insured Plans *

1. **Submit sales notice form to smallgroupsold@aetna.com and your sales rep**

We will begin our review process once we receive all items listed below:

2. **Email the following to our sales coordinator team (smallgroupsold@aetna.com)**

- Signed proposal with selected plans circled, signed and dated by employer
- One Census (51-100 Fully Insured)

3. **Complete the following through Adobe Sign:**

- Billing Collection Agreement for Broker Compensation
- Employer Application
- SGPlus Banking Consent Form (the most efficient way to pay the premium, other options are available.)

*Excludes self-funded Aetna Funding Advantage plans

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