

Northwest Employers MARKETPLACE

Offered by Evergreen Security Trust

Renewal Documents Checklist

Renew with:	Form(s) required:
Mapped plans Same rate structure No admin changes	None – email confirmation only
Plan changes (with or without admin changes)	Regence Renewal GMA for medical plan changes; NWEM GMA for ancillary plan changes Signed Medical Rate Sheet
If also changing to multiple plans options or multiple networks	Employee Choice form (or a list of employee plan elections)
Admin changes* only	Regence Renewal & Maintenance Change request form
Change to Employee-Only contract	Regence GMA Signed Rate Sheet
*Admin Changes include but are not limited to:	Probationary period COBRA status Hours of Eligibility Employee Classes Employer Contribution Group contact Group address

Please send paperwork to nwemrenewals@dimarinc.com by the 15th of the month prior to renewal date. Please continue to send all enrollment changes to the third party administrator, Vimly Benefit Solutions Inc., at nwem@vimly.com

DiMartino Associates

1325 Fourth Avenue, Suite 1705 | Seattle, WA 98101
Tel: 206.623.2430 | Fax: 206.812.7551 | Email: NWEM@dimarinc.com