

# Rapid Application

Convenient, paperless enrollment for group health plan participants is just a phone call away with Rapid Application from IAC!

*Streamlined telephonic enrollment  
Eliminates the majority of your paperwork  
Faster processing – shorter issue time*

## AGENT INSTRUCTIONS

### STEP 1

Gather and submit the following:

- Sold proposal
- Census (*full name of all enrolling and waiving participants*)
- Employer Application
- Plan Selection Form
- Quarterly Tax and Wage Statement
- Prior Carrier Bill (*clearly mark the start date of prior coverage for each enrolling participant*)
- Business check for first month's premium

### STEP 2

Provide Rapid Application instructions to your group client—one copy for each employee who is enrolling or waiving coverage. **When an employer group elects to enroll using Rapid Application, all employees are required to complete the telephonic enrollment process.** Employees will be contacted within two business days after IAC Underwriting has received the case. Once contacted, they will have two business days to complete the telephonic enrollment process.\*

### STEP 3

Communicate with your client to ensure he or she understands the process and has decided on plan options before enrollment begins. If participants have questions about coverage options, they will be referred back to you.

An underwriting decision occurs within 48 hours after the Rapid Application process has been completed for all employees. Now that's fast and convenient!

If you have questions on Rapid Application, contact **IAC Underwriting at (800) 276-2707.**

\*Agents will be notified if there are employees who have not completed the telephonic enrollment process within two business days; please prompt these employees to call the toll-free enrollment number on the third business day. After the third day, those employees will be required to submit a paper application.

