

Large Group (50+) Online Enrollment

Instructions for Employers



ABOUT THE ONLINE APPLICATION

The application usually takes about 15 minutes to fill out. Your employees will need the following information to complete and submit the application successfully:

- Your group access number. (Contact your agent or WPS representative if you don't have one.)
- Social security numbers and health insurance information for themselves and each of their dependants. (Please note: Employees who prefer not to use social security numbers on the application will need to fill out a separate paper application. Contact your agent if you have any questions about which paper application to use.)

THE GROUP ENROLLMENT PROCESS

- 1) Employees can access the online application via the “Enrollment Tools” quicklink on the WPS Web site (www.wpsic.com).
- 2) Employees who are unable to finish the application in one sitting, can save a partially-completed version and return to it later. Remind them to write down their application number—they'll need it to access their saved application.
- 3) You will receive daily notifications as employees complete and submit applications. Be sure to carefully review each application before verifying.
- 4) Once your enrollment period has ended and you have verified all employee applications, send WPS a secure message letting us know everything is complete.
- 5) Your verified applications will be sent to WPS Underwriting for approval. Once the applications have been approved, we'll mail Member Guides and ID cards to your employees.



Need help? Contact Member Services Web Support toll-free at 1-888-915-5477 Monday - Friday, 7:30 AM-4:30 PM CST.

For more information, please contact your agent, or call WPS at 1-866-297-4977.



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