

# New Hire Enrollment To-Do List

Don't delay! Enroll before your eligibility date to ensure coverage is in place and ID cards are sent timely.



Complete the paper forms in your packet

OR

Complete the fillable PDFs on our benefit website

- Go to [www.badenbenefits.com](http://www.badenbenefits.com)
- Click on New Hire & scroll down to Forms
- Click on each form, download to your computer, complete electronically

**Complete the Payroll Deduction Authorization Form.**

You must complete this form, *even if you are declining coverage.*

**Complete the Regence Enrollment Form** if you want to enroll in one of the medical plans.

**Complete the Delta Dental Enrollment Form** if you want to enroll in one the dental plan.

**Complete the Navia Enrollment Form** if you want to enroll in a health care or dependent care FSA.

**Complete the Reliance Standard Beneficiary Designation Form.**

You must complete this form to assign a beneficiary for your company-paid life insurance.

**Complete the Reliance Standard Life Insurance Enrollment Form** if you want to purchase additional life insurance for yourself and your spouse.

*You will need to complete the Health Questions section of the form if you elect coverage over the guarantee issue amount (more than \$100,000 for employees and \$10,000 for spouses). Your coverage will be limited to the guarantee issue amount until Reliance Standard approves your application.*

*If you don't enroll now – when you are first eligible – you will need to answer health questions for any future coverage amount and your entire coverage will be subject to Reliance Standard approval.*

**Due within 30 days of your eligibility date\***

**Return forms to Casey Shindler.**

Turn in paper forms or email electronic forms to [caseys@badensports.com](mailto:caseys@badensports.com).

**\*Payroll contributions for benefits begin on your eligibility date.**