



## Enrollment Checklist - MetLife

To install a group with MetLife, please complete the necessary enrollment forms shown here:

\_\_\_ [Application for Group Insurance](#)

\_\_\_ [Specialty Market New Group Submission Form](#)

\_\_\_ [Enrollment and Change Application](#)

\_\_\_ [Enrollment Spreadsheet](#) Do not need enrollment forms if census enrolling. See second tab for dependent enrollment.

\_\_\_ [Statement of Responsibility](#)

\_\_\_ Give to Employer two forms: [Intermediary & Producer Compensation Notice](#) and [Privacy Notice](#)

\_\_\_ Submit proposal with circle, signed and dated sold plan.

\_\_\_ Only if group is 100+, send check for the first month's premium payable to **MetLife**.

\_\_\_ Send (email or upload) completed enrollment materials. Mail premium check to:

**Connexion Insurance Solutions**  
**Attn: Ancillary Benefits Team**  
**6707 220<sup>th</sup> St SW (MS 320)**  
**Mountlake Terrace, WA 98043**

### Want to send electronically?

Please email to [AncillaryRFP@ConnexionInsurance.com](mailto:AncillaryRFP@ConnexionInsurance.com) or call the Connexion Small Group team at 800-228-5798 to discuss secure options.