

HSC Voluntary Life and AD&D Insurance Post PIE or Increase Coverage Enrollment Process for HR Gen

1. Employee notify HR of a need to enter the new or increased voluntary life insurance
2. HR Gen provides the following to employee:
 - [The Statement of Health Application \(SOH\)](#)
 - [Authorization for Release of PHI to employee](#)
 - [Enrollment Form \(Group Life and AD&D Insurance Form that also has the Beneficiary Fields\)](#)
 - Rate Chart
 - Rate Calculator
3. HR Gen forwards the SOH and authorization for release of PHI to Mickey Zeif for review and forwarding to Assurant for approval.

Send forms to: Keith McNeil of Arrow Benefits - KeithM@arrowbenefitsgroup.com



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4. Once employee's SOH is approved, Assurant will notify the Employee and Mickey Zeif. The employee will return the updated Enrollment Form with newly selected voluntary coverage selection to the HR Gen or Mickey Zeif and Mickey will then update employee's coverage in OLPPS. Employee's premium will be deducted from his/her paycheck each month.
5. Mickey Zeif will notify employee that he/she has been enrolled with the increased "voluntary" coverage