

# Enrollment Instructions Checklist

**All of the following must be received by Employers Dental before a case can be processed:**

- 1. A completed and signed Employer Application.
- 2. A Premium Deposit Check equal to one month's premium made payable to First Ameritas Life Insurance Corp. of New York.
- 3. Completed Enrollment/Refusal information for all employees, dependents and COBRA participants. Or census enrollment is also available.
- 4. Completed Commission Agreement.  
This one-time agreement will be kept on file and will apply to all your EDT cases submitted.
- 5. For takeover plans, EDT requires a copy of the certificate booklet outlining coverages and the most **recent** bill listing employees covered. Proof of prior coverage is the responsibility of the Employer (Group) subject to underwriting guidelines.

**Note: Additional requirements for cases with 2-9 lives.**

- 6. A copy of the Employer's last State Quarterly Wage and Contribution Report listing employees.

**All case materials must be received prior to the requested effective date.**

## Mail sold case materials to:

**Employers Dental**  
Attn: New Business  
One Enterprise Drive, Suite 210  
Shelton, Connecticut 06484

## Additional EDT Contact Information

- Sales Support x1
- Policyholder Service x3
- Premium/Billing x2
- Commissions and Licensing x38

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