



NEW BUSINESS SUBMISSION CHECKLIST

Required Documentation:

- Employer Application
- Census Tool *for member enrollment available through SALES*
- Waiver Form(s) *If applicable*
- EFT Initial Payment Form w/ voided check or copy of Initial Premium Check
- Signed Quote NYS 45

Submission Deadlines:

EPO/PPO New business will have an effective date of either the 1st or 15th of the month. All documentation must be submitted on the following dates:

- 23rd of the month prior for the 1st of month effective date
- 8th of the month for 15th of the month effective date

***Online submissions may be completed in entirety through the online portal via **SALES Quoting Tool**
<https://brokerportal.anthem.com/ehb/web/bkr/acc/login.htm?wlp-brand=empire> (click Go to SALES)

New Business Checks / Paper Submissions:

Empire Blue Cross Blue Shield E&B
Dept - Mail Drop 4L
11 Corporate Woods Blvd.
Albany, NY 12211

Or, email to: smallnewbusinesslocal@empireblue.com

Additional Resources:

- Summaries of Benefits <https://plan-summaries.anthem.com/sobdps/>
- Marketing Info <http://www.youdemandmore.com/brokertoolkit>
- SBC Link <https://sbc.anthem.com/dps/>

