

ENROLLMENT PROCEDURES

Company _____ Meeting Date _____

In an effort to minimize any disruptions to your business and maximize the positive impact for your company, Aflac will handle the complete administrative, communication, and enrollment process.

Enrollment Details

Fill out PAA form.

Date for Employee Briefing _____

- Option A: Group meeting in a designated area Time _____
- Option B: Aflac representative(s) will visit each dept Time _____

Follow-up Enrollment Date _____

Employees will have the option of enrolling on the day of the presentation or within 2-3 days following.

Effective Date of the New Benefits _____

Payroll Stuffer (date to be delivered) _____

During enrollment, ALL employees will meet with Aflac to either enroll or waive the benefits.

Enrollment Follow-up

Payroll deductions will be supplied on _____

The report will indicate employee deductions to begin with the first pay after the effective date (see above) of the new benefits.

First Invoice Reconciliation _____

Upon receipt of your first invoice, it is beneficial to make a follow-up visit to review the first invoice to ensure it is accurate and also explain how to make changes to the invoice if needed. These can include removing employees that have left or are on leave.

Next Service Call _____

Service calls can include, but are not limited to: enroll new employees, answer questions, assist with claims, and promote wellness benefits. We work for you to handle the administration of the program.

To fully maximize the enrollment process and measure the success of the program implementation, it is very important to educate your employees about the Aflac benefits that are now available. The opportunity to come in and service your employees is also a very important piece of the Aflac program and essential in order for us to fully handle the administrative duties for your company and employees.