

Employer/Farmer Online Renewal Instructions

The annual open enrollment period begins on November 1, 2018 and ends on December 19, 2018. During this time, you must log in and make your election or waive coverage. Coverage begins January 1, 2019 for any elections or changes you make. This is an annual election and cannot be changed during the calendar year without a qualifying event. If you do not log in and complete your 2019 elections, your coverage will be terminated as of January 1, 2019.

Enrollment Checklist (before you get started, be sure you have the items below):

- ✓ Personal demographic information for any new dependents you intend to enroll or request a rate, including Social Security numbers.

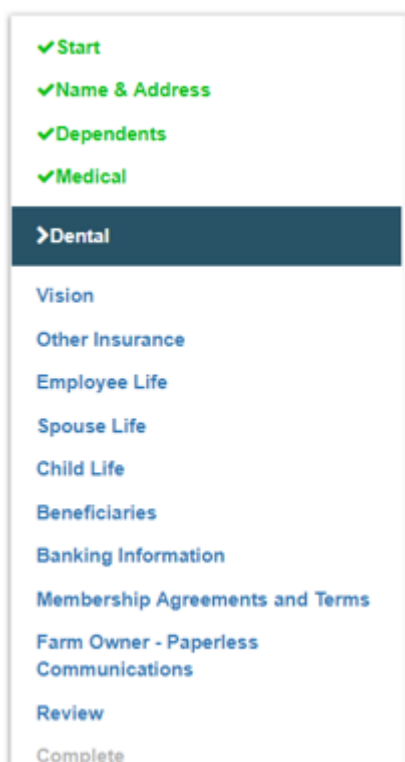
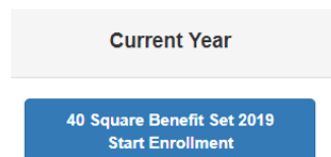
Login:

- 1) Go to www.40Square.coop and click "Renew Now" to begin.
- 2) See Below:

<p>You Registered/Enrolled Last Year for 1/1/2018 Enter your Username or Email and password you created when enrolling online last year when coverage began on 1/1/2018. If you do not have that information, use the "Forgot..." prompts to obtain this information.</p>	<p>Your Enrollment was effective after 2/1/2018 Click "Sign Up Existing Member" and follow the prompts to enter the information of the primary account holder/employee. You will need a group number which is: 4018001</p>
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Start 2019 Renewal/Enrollment:

Select "40 Square Benefit Set 2019 Start Enrollment".



Complete all steps!

Each step will turn **Green** upon successful completion. The blue bar will indicate the step you are currently working on. **Blue** also indicates a step you have not yet started.

New for 2019

Paperless Communications step! We encourage you to consider electronic distribution of Health Plan and Co-op documents to assist in keeping administration costs down.

Billing Address/Email – If you would like your monthly invoice sent to a different mailing or email address other than the farm/business, you can now note this. **Reminder** – You will not need to complete a medical survey for those currently enrolled. The co-op stock payment is only paid in the first 12 months of coverage, thus coming to an end for many.

Finish all steps through completion.

Questions? Call us at 844-205-9579 or email at info@40Square.coop.