



## 2012 Agent Renewal Checklist

Required:

Date Completed:

BCBS Election Form	
ICMI Election Form	
Renew on Portal by 3/12/12	

Optional:

Date Completed:

ICMI Delta Employer Application	
Delta HIPAA Addendum	
Combined VSP & Delta Enrollment form - new	
Flex Design Worksheet	
ICMI TPA Employer Agreement	
EAM Subscription Agreement – new groups only	

Required:

Date Completed:

Employee Enrollments & Changes to appropriate carrier	
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Notes: