

Indiana ChamberCare Health Alliance (CHA)

Here's how to enroll new groups

It's simple to get your new cases started on our broker portal. When you go to brokerportal.anthem.com, you can submit your CHA group information through front-office automation. To find the forms you need, go to the Producer Toolbox and look for the *All Resources and Forms* section.

1 UPLOAD THESE FORMS:

- **Participation agreement**
This form is an agreement between the group and the trust and outlines the group's responsibility as a participating employer.
- **Product dues acknowledgement**
Participation in the trust requires the payment of dues to the chamber as well as membership fees. These fees are billed annually and paid separately from dues.
- **Employer plan document**
This document establishes the group's plan and gives the trust the power needed to administer the program on the group's behalf.
- **Proof of membership**
Include evidence of membership in the Indiana Chamber or Indy Chamber.
- **Tax and wage document**
- **Electronic funds transfer (EFT)**
EFT is required for CHA plans; checks are not accepted.
- **Act Wise questionnaire**
This document is required when using Anthem's banking partner for the Act Wise consumer-driven health plan.

2 COMPLETE THE ONLINE CENSUS MEMBER ENROLLMENT TOOL

This tool is customized for each group in the *Member Enrollment* section of the online enrollment website. Paper enrollment applications are not accepted for CHA plans.

3 THESE REQUIRED DOCUMENTS ARE AUTOPOPULATED AND UPLOADED FOR YOU:

- Employer application
- Quote proposal with stipulations

NEED MORE HELP?

Visit yourtimematters.com/IN for step-by-step instructions, or contact broker technical support at 1-888-268-4361 or software.support@anthem.com.