

New Business Installation for California Small Business 1-100

Installation process

Normal processing: SAMx 2-3 business days – Manual Submission 5-7 business days

Submission:	SAMx or Send to westsub@uhc.com
Core Documents:	Ensure the required documents (pg. 2) are included in the submission.
Review/Install:	You will be notified of any missing information and/or additional information needed to complete the final review, usually within 48 business hours. Case installation will communicate and coordinate to obtain missing information to complete the review and approval process. Case installed immediately after final review.
Welcome Letter:	Case installation issues welcome letter confirming effective date and group number.

Required Documents

- Completed Employer Application signed by both group and broker (dated within 90 days of effective date)
- Product and Benefit Selection Form
- UHC Enrollment Spreadsheet for all eligible members. Employer must retain signed copies of Employee Applications on file. Primary Care Physician (PCP) names or PCP ID numbers are required for HMO enrollments and PPO Select Plus plans.
- Completed and signed Employee Applications/Waivers for all eligible employees (dated within 6 months of effective date) Primary Care Physician (PCP) names or PCP ID numbers are required for HMO enrollments and PPO Select Plus plans.
- Copy of most recent quarterly DE9 and DE 9C with all employees listed (including all pages) for employers with 1-3 employees
- Please note: Proof of ownership documents required if eligible owners do not appear on DE9C.

- Completed and signed CA Participation Certification Form for employers with 3 or more enrolled employees
- UnitedHealthcare quote

Binder Payment Options

- **Binder check** payable to UnitedHealthcare, copy with submission, overnight original to address below. SAMx groups of 1-3 lives must complete the Direct Debit form. No exceptions.
- Where to send original binder check (overnight):
UnitedHealthcare of California
Wells Fargo Bank E2001-049
Lockbox 843118
3440 Flair Drive
El Monte, CA 91731
- **California Direct Debit form.** Scheduled Direct Debit allows payment electronically through an automatic monthly debit from a designated checking account on the due date of your invoice.