



**Quoting an ACEC group:**

- **Step 1: Submit RFP through normal UnitedHealthcare Channel**
  - Request an ACEC Proposal from you UHC Account Executive
- **Step 2: Standard UHC FI plans must be rated prior to requesting ACEC plans**
- **Step 3: After receipt of standard UHC FI plans, we will work to have the ACEC proposal generated**

**Installation Requirements:**

- **Submit Installation material to ACEC Account Executive assigned to your region**
  - **Sr. Account Executive:**
    - Josh Fleming: [Joshua.Fleming@uhc.com](mailto:Joshua.Fleming@uhc.com)
  - **Account Executive:**
    - Daniel Martinez: [Daniel.A.Martinez@uhc.com](mailto:Daniel.A.Martinez@uhc.com)

**Paperwork and UHC Enrollment File Needed:**

- **Employer Application** – Illinois 100+ Employer Application
- **Prime Enrollment Spreadsheet**
  - *Required Columns: A, B, C, D, E, G, H, N, O, P, Q, V, W, AA, AB*
  - *If Applicable: X, Y, AG, AH, AJ, AK, AM, AP, AR, AS, AT, AV, AW, AX, AZ*
- **Copy of the Sold Quote**
- **Product Selection Form**
- **ACEC Participation Agreement**
- **Confirm the firm has joined or joining the ACEC Association**
- **Confirmation that Agent/Agency has an IL Non-Resident License**
  - Brokers are required to be licensed in Illinois to receive commission on ACEC Life/Health Trust business
- **Payment Options**
  - **Direct Bill – Requires a pdf copy of the binder check for installation**
    - Check made payable to UnitedHealthcare
    - Complete binder check cover sheet & mail to either address below
  - **Direct Debit** – No binder check required

**If using Regular Mail:**  
ACEC Life/Health Trust  
Dept. CH 14382  
Palatine, IL 60055

**If using overnight services:**  
ACEC Life/Health Trust  
Dept. CH 14382  
5505 N. Cumberland Ave Ste: 307  
Chicago, IL 60656-1471

**Please Note:**

- ACEC Life/Health Trust rates are contingent that the firm is an active dues paying member of ACEC
- The firm can select up to 5 plan designs (within 50% financial spread)
- CORE Plans are available to member firms with 90%+ of membership located in an approved CORE Zip code