

Aetna International Plans are effective on the 1st of the month. All paperwork is required for submission 30 days prior to the effective date.

To be completed by the plan sponsor:

➤ *Helpful hints*

- AI Group Application
 - Employer address should reflect United States location, unless company is headquartered in Canada. If headquartered in Canada, please list Canadian address.
 - Include total number of employees worldwide in Section A for Eligibility/Participation. A minimum of 51+ employees worldwide is required for eligibility.
- AI Joinder Agreement
 - The Signed at (City/State) should match the location listed on the group application.
 - Witness signature is also required.
- Electronic Publishing & Enrollment Agreement (e.Pub Agreement)
- Electronic Enrollment Spreadsheet
 - All enrolling members, including dependents, must be listed individually on their own separate line. Dependents should be listed directly under the employee.
 - Salary, Beneficiary, and EOI information are only required for groups purchasing a life policy
- Implementation Details Sheet
 - All questions must be answered/completed
- Billing Package Request Form- *only required if multiple billing packages are needed.*
- Group Medical Questionnaire
- Signed Rate Package
- Late Submission Request
 - Submissions are required 30 days prior to their effective date. This form is required for all submissions after this timeframe.
- 1st month's premium payment is required
 - Separate flyer is included with instructions for payment