

# Northwest Employers MARKETPLACE

Offered by Evergreen Security Trust

## Renewal Documents Checklist

| Renew with:   | Form(s) required:  |
|---|--|
| Mapped plans<br>Same rate structure<br>No admin changes         | None – email confirmation only   |
| Plan changes (with or without admin changes)                    | Regence Renewal GMA for medical plan changes; NWEM GMA for ancillary plan changes<br>Signed Medical Rate Sheet                             |
| If also changing to multiple plans options or multiple networks | Employee Choice form (or a list of employee plan elections)  |
| Admin changes* only   | Regence Renewal & Maintenance Change request form  |
| Change to Employee-Only contract                                | Regence GMA<br>Signed Rate Sheet   |
| *Admin Changes include but are not limited to:                  | Probationary period<br>COBRA status<br>Hours of Eligibility<br>Employee Classes<br>Employer Contribution<br>Group contact<br>Group address |

Please send paperwork to [nwemrenewals@dimarinc.com](mailto:nwemrenewals@dimarinc.com) by the 15th of the month prior to renewal date. Please continue to send all enrollment changes to the third party administrator, Vimly Benefit Solutions Inc., at [nwem@vimly.com](mailto:nwem@vimly.com)

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