

Large Group (50+) Online Enrollment

Instructions for Employees



ABOUT THE ONLINE APPLICATION

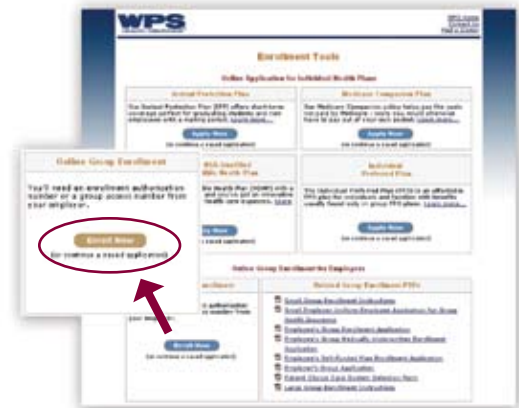
The application usually takes about 15 minutes to fill out. You will need the following information to complete and submit the application successfully:

- Your group access number (your employer will provide this).
- Social security numbers and health insurance information for yourself and each of your dependants.

COMPLETING THE ONLINE APPLICATION

- 1) Go to the WPS Web site (www.wpsic.com) and click on the “Enrollment Tools” quicklink.
- 2) On the bottom of the “Enrollment Tools” page, under “Online Group Enrollment,” select “Enroll Now.”
- 3) On the “Employee Application for Group Health Insurance” page, go to the “Start a New Application” box and enter your group access number. Click “Continue.”
- 4) Fill out the application.
- 5) Write down your application number and keep it in a safe place. You’ll need it if you are required to make corrections or if you want to save an unfinished application and complete it later.
- 6) Review and approve your application in PDF format before submitting.
- 7) To submit, click on the “I agree” checkbox and then select “submit application.”

Once your application has been submitted, your employer will verify your application information. Once the application is approved, we’ll mail you a WPS Member Guide and ID card.



Need help? Contact Member Services Web Support toll-free at 1-888-915-5477 Monday - Friday, 7:30 AM-4:30 PM CST.

For more information, please contact your agent, or call WPS at 1-866-297-4977.



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