

IMPORTANT NOTICE ABOUT NEW ENROLLMENTS

To assure smooth processing of each Employee's Application, please check the following:

- ✓ The Employee Application for a new hire must be submitted within 31 days of the Eligible Date to avoid Late Applicant status penalties.
- ✓ The completed Employee Application is legible.
- ✓ The completeness and accuracy of birth dates, Social Security Number and the date of hire (full-time employment).
- ✓ The company's name and account number has been entered on the form.
- ✓ The correct effective date for the coverage is shown.
- ✓ All dependents, that are to be covered for are listed.
- ✓ A provider has been selected for each employee and/or family member covered by the DHMO plan.
- ✓ The employee has signed and dated the Employee Application.

Mail your Employee Applications to the following address:

**AIG Employee Choice Dental
Administrative Office
3030 South Bundy Drive
Los Angeles, CA 90066**

Remember if you do not see the new enrollee on your next Premium Statement, please call us immediately to be sure the application was received in the mail. Call (877) 296-3800 and press 3 for Customer Service.

It generally takes three weeks for us to review new applicants, enter them into our system, create a personal certificate and mail it to your office. We do not send approval letters unless a Late Applicant status applies. The employee's name on the Premium Statement, and the employee's personal certificate and ID card serve as notice of the addition.**

Whenever possible, please send your employee's Employee Application three to four weeks prior to the requested Effective Date. This will ensure that the employee receives a certificate and ID card near the Effective Date.

T h a n k y o u !

** DHMO ID cards are mailed to subscriber's residence.