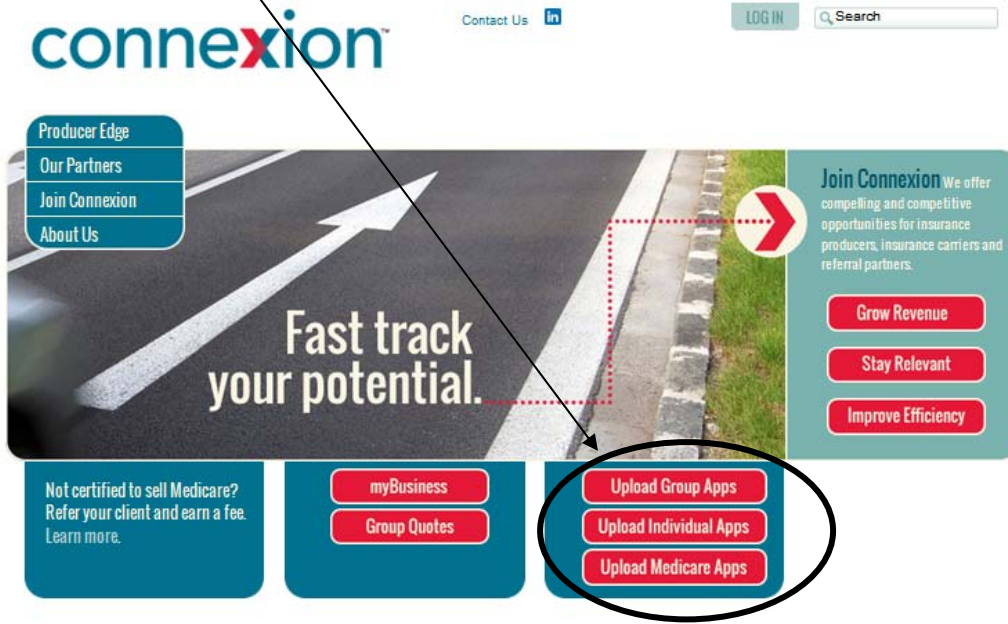


How to upload documents and applications using the Upload secure site.

Choose the upload area:



Log In using your UIS# and the password you created.

The image shows the Connexion login page. At the top left is the Connexion logo and 'INSURANCE SOLUTIONS'. To the right is a red asterisk and the text '\* = Required'. Below the logo are two input fields: 'User Name \*' and 'Password \*'. Below the password field is a checkbox labeled 'Remember User Name'. Below the checkbox is a red 'LOGIN' button. At the bottom, there is a link: 'Having trouble logging in? [Click Here](#)'.

The first page to display is the enrollment page.

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## Individual Health Plan Application and Document Submission Service

Enrollment from LORI HEYNE

This service is a secure method for submitting enrollment forms and documentation to Connexion. Please follow the instructions below to ensure completion of your submission process.

Step 1: Scan and save the application and/or other documents onto your computer.  
Step 2: Fill out the required fields below  
Step 3: Click on the appropriate "Select" buttons and locate the scanned files on your computer in the pop-up file manager  
Step 4: Select the desired files (double-click or control-and-click on the desired files) in the applicable optional boxes below  
Step 5: Click on the Send Documents button  
Step 6: Once the documents are completely uploaded you will receive an email confirmation

\* = Required field

Subscriber First Name: \*

Last Name: \*

Effective Date:  mm/dd/yyyy

Carrier: \*

- LifeWise Health Plan of Washington
- Premera Blue Cross (WA)
- Group Health
- LifeWise Health Plan of Oregon
- Premera Blue Cross (AK)
- Willamette Dental
- Dental Health Services
- Washington National

Individual Enrollment Application:    
(Optional – if only sending in other documents)

Miscellaneous documentation:    
(Agent of Record, Adoption, etc.) (Optional – if only sending in an application)

Payment does not need to accompany the application.  
[Contact us](#) for submitting enrollments for other carriers or call 1-800-228-5798.

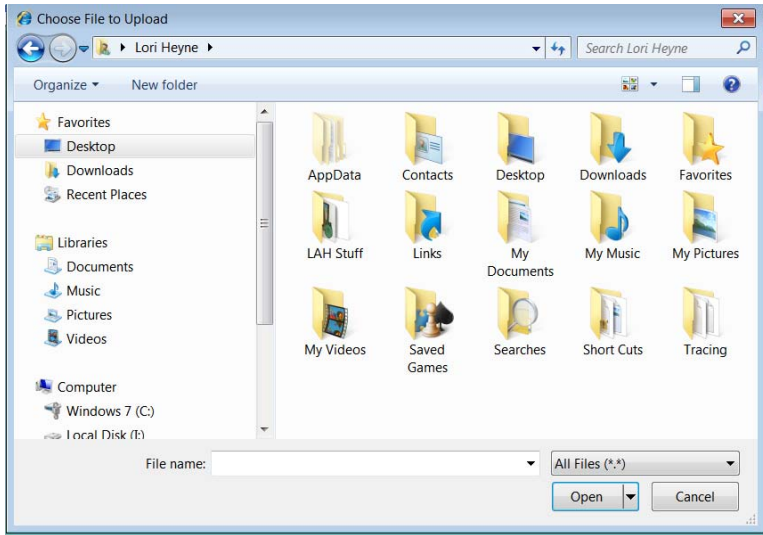
1. Enter the subscriber/clients information and the effective date of the application, if not uploading an application you may leave blank.
2. Enter the Carrier, if carrier isn't listed or document pertains to several carriers, i.e., you are uploading your Exchange client list for the individual product team to track down, then choose any carrier you would like.
3. Upload application or documentation.
  - a. Choose "select" from the area you want to upload

Dental Health Services  
 Washington National

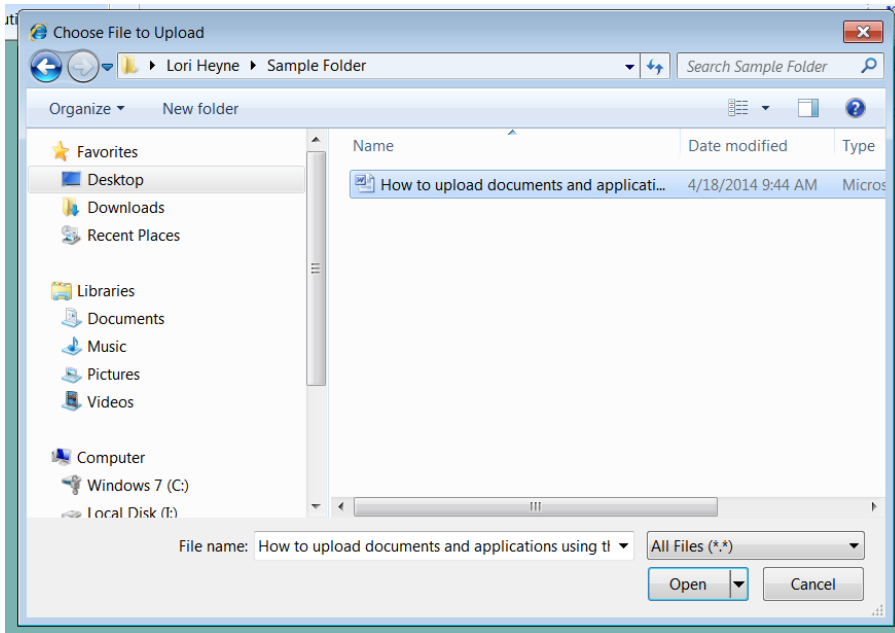
Individual Enrollment Application:    
(Optional – if only sending in other documents)

Miscellaneous documentation:    
(Agent of Record, Adoption, etc.) (Optional – if only sending in an application)

b. Choose the folder where you saved your document



c. Select document and choose open



This will return you to the enrollment page.

4. Click send documents.

\* = Required field

Subscriber First Name: \*

Last Name: \*

Effective Date:  mm/dd/yyyy

Carrier: \*  LifeWise Health Plan of Washington  
 Premera Blue Cross (WA)  
 Group Health  
 LifeWise Health Plan of Oregon  
 Premera Blue Cross (AK)  
 Willamette Dental  
 Dental Health Services  
 Washington National

Individual Enrollment Application:    
(Optional – if only sending in other documents)

Miscellaneous documentation:    
(Agent of Record, Adoption, etc.) (Optional – if only sending in an application)

You will receive a confirmation that your submission was successful.

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## Individual Health Plan Application and Document Submission Service

Enrollment from LORI HEYNE

Thank you for successfully completing the application submission process with Connexion

Click on the Connexion logo to return to the Connexion Home Page.

You will also receive an email confirming your submission.

The screenshot shows an email client window titled "Individual Application/Misc Upload Confirmation - Message (HTML)". The interface includes a menu bar with "File", "Message", and "Adobe PDF". Below the menu bar is a toolbar with various actions such as "Delete", "Reply", "Forward", "Move", "Track", "Set Regarding", "View in CRM", "Tags", "Editing", and "Zoom". The email header information is as follows:

From:  Connexion Web Site <Connexion@seaintsol.com> Sent: Fri 4/18/2014 9:46 AM  
To:  Individual Support  
Cc:  Lori Heyne  
Subject: Individual Application/Misc Upload Confirmation

The main body of the email contains the following text:

The following Individual application/misc file has been uploaded by LORI HEYNE (4948).

**Individual Name:** Lori Heyne  
**Effective Date:**  
**Carrier:** LifeWise-WA

Thank you for your application.