

# Option 1

## How to...Procedures

### Quote Request

- Complete Vision Proposal Request Form. Form can be obtained by calling Select Networks at 800-797-6282 ext. 11 or by using our website at [www.eyepplan.com](http://www.eyepplan.com).
- Fax completed form to Select Networks at 515-237-8221, or e-mail to [sellingboe@eyepplan.com](mailto:sellingboe@eyepplan.com)
- Proposals will be e-mailed back to you within 24 hours.

### Enrollment

- Contact Select Networks to put together enrollment materials for the group. Enrollment materials consist of a personalized application, network providers for the state in which they are located, and a summary page.
- The group can payroll deduct a \$21 annual fee, or have employees send in a personal check.
- A discount master application will be included with the enrollment materials. This application must be completed before the group can be added to the Coast to Coast Discount Vision Plan.
- Select Networks would like to receive the following submission requirements 2 weeks prior to the effective date:
  1. Discount master application completed
  2. Enrollment forms for eligible members
  3. A check for the annual premium

\*If 2 weeks is not given, the cards will be delayed.

### Effective Date

All employees will receive an identification card and welcome letter directly to their home 2-3 weeks after Select Networks has received all the necessary paperwork.

### Customer Service

All questions regarding the vision plan are directed to Select Networks at 800-797-6282. We are excited to assist new agents and employees in any way that we can.

### Our Website at [www.eyepplan.com](http://www.eyepplan.com) provides:

1. A listing of Coast to Coast network providers
2. Additional information regarding our vision plans
3. Forms to be downloaded including:
  - master application
  - quote request
  - employee enrollment forms
  - notification of change
  - 20/20 Select claim form

# Option 2 & 3

## How to...Procedures

### Quote Request

- Complete quote request form. Form can be obtained by calling Select Networks at 800-797-6282 ext. 11 or by using our website at [www.eyepplan.com](http://www.eyepplan.com).
- Fax completed form to Select Networks at 515-237-8221, or e-mail to [sellingboe@eyeplan.com](mailto:sellingboe@eyeplan.com)
- Proposals will be e-mailed back to you within 24 hours.

### Enrollment

- Contact Select Networks to put together enrollment materials for the group. Enrollment materials consist of personalized enrollment forms, a one page summary listing specific benefits, and network providers for the state in which they are located.
- A master application will be included with the enrollment materials. This application must be completed before the group can be added to the program at the insurance company.
- Select Networks would like to receive the following submission requirements 2 weeks prior to the effective date:
  1. Master application completed
  2. Enrollment forms for eligible members
  3. First month premium payable to Fidelity Security Life Insurance Company
  4. Copy of sales proposal
  5. Those who have never been agents with Fidelity Security Life previously, must fill out agent appointment forms

\*If 2 weeks is not given, the cards will be delayed.

### Effective Date

- All employees will receive an identification card and welcome letter directly to their group 2-3 weeks after Select Networks has received all the necessary paperwork.
- The employer receives an administrative kit consisting of claim forms, cobra election forms, change forms, and first & second months bill.

### Customer Service

Fidelity Security Life Insurance employees will answer all eligibility and benefit questions. The phone number there is 800-821-7303. Contact Select Networks, at 800-797-6282, with all other questions.