



# Quick. Convenient. Secure. Adding Employees is Easy

Express Connect® makes it easy to add employees to your health plan. They simply go online to enroll. It's that easy.

## What You Need to Do

1. Provide your new employees with the *Express Connect: Online Enrollment Guide for Employees*.

### To download the guide:

- Login at [www.starmarkinc.com](http://www.starmarkinc.com).
  - Select Administration > Administration Kit.
  - Under Enrollment > Member Resources, click on the link to open the *Online Enrollment Guide for Employees*.
  - Save the PDF file to your computer and email it to your employees, or print the enrollment guide for your employees to review before enrolling.
2. Provide your new employees with your Group Number, as this information is necessary to begin the enrollment process.
  3. If you offer ancillary coverage or more than one health plan, discuss these options with your new employees before they enroll.

## Enrolling for Coverage

After your new employees read the enrollment guide, they can login to a secure website at [www.starmarkinc.com/starmark/express](http://www.starmarkinc.com/starmark/express) to enroll.

## Completing the Process

Employees should view or print a copy of their enrollment form upon finalizing their enrollment online, as a copy will not be mailed to them.

You will receive confirmation of your new employees' enrollment from Starmark® when you receive the Plan Document (within 7 to 10 business days) to distribute to your new employees.

Express Connect®

Paperless Medical Underwriting and Enrollment

Plan design availability and/or coverage may vary by state.

Self-funded plans are administered by Starmark, and stop-loss insurance coverage is provided by Trustmark Life Insurance Company.



PERSONAL. FLEXIBLE. TRUSTED.

Starmark® administers self-funded health benefit plans, offering extensive plan design choices, exceptional personal service and nationwide provider access.

Starmark – The leader in self-funding for small groups.

400 Field Drive • Lake Forest, IL • [www.starmarkinc.com](http://www.starmarkinc.com)

