

Your group has requested to enroll new eligible members using a Spreadsheet Enrollment excel file. In order to make this accommodation we need to set the following expectations:

- Spreadsheet enrollment can be accommodated if the Owner, HR Manager, Broker or Enrollment Support Designee do the following:
 - If there is **not** an electronic means to send the arbitration language to the enrolling subscriber, we will make the exception that the arbitration language can be **read** to the subscriber by the enrollment support designee. We require validation that the subscriber understands and agrees to accept the arbitration conditions and that this confirmation is documented and captured on our behalf.
 - If there **is** an electronic means, send the enclosed "Employee Arbitration Letter", to the subscriber and direct them to mail or email the signed copy back to the groups enrollment support designee.
- The employer or administration will be responsible to confirm that all enrolling subscribers are aware and have agreed to the arbitration conditions.
- By waiving the need for employee applications, we mandate that the employer or employer selected administrator will archive the attestation forms for an indefinite period.

If you agree to the conditions listed above and wish to move forward with spreadsheet enrollment, please attest by signing below.

Signature (Please sign below with blue or black ink)

Contract signer signature

Date (mm/dd/yyyy)

Print (Please print below with blue or black ink)

Full Name: _____

Title: _____

Company Name: _____