


# Go green. Go digital.

## Introducing Blue Shield's Enrollment Spreadsheet

### Enrolling new small business groups just got easier

Streamline group enrollment for your new small business clients with our Enrollment Spreadsheet. Use the spreadsheet to collect member-level enrollment information for Blue Shield of California medical and specialty plans.

#### Easy access

- The Enrollment Spreadsheet is available for download on [Broker Connect](#) 
- New group enrollments submitted to Blue Shield through [EaseCentral](#) automatically generate a completed spreadsheet for efficient processing. An EaseCentral subscription is **not** required.
- Contact your [Blue Shield sales representative](#) for information.

#### How it works

- Enter information from the Employee Enrollment and Refusals of Coverage forms into the Enrollment Spreadsheet.
- The spreadsheet guides you through necessary fields for underwriting and installation, reducing the likelihood of pends.
- Submit the spreadsheet along with supporting documents via secure email to your Blue Shield sales representative.

#### Helpful hints

The Enrollment Spreadsheet is designed to be intuitive and easy to complete, featuring tabs to help guide the process when needed.

For successful submissions using the Enrollment Spreadsheet:

- Do not use special characters in any fields (#, &, /, etc.).
- Do not cut and paste within the spreadsheet.
- A Social Security number is required for all members.
  - If a Social Security number is not available, submit a paper Employee Enrollment form in addition to the Enrollment Spreadsheet for that individual.
- Include all eligible employees, whether they are electing or refusing coverage.
- The Enrollment Spreadsheet may only be used for initial new group submissions.
- Ensure that you have the current version of the Enrollment Spreadsheet by visiting Broker Connection or asking your Blue Shield sales representative.

**Please reach out to your sales representative for questions about the Enrollment Spreadsheet and EaseCentral.**