

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:

- Visit [www.starmarkinc.com](http://www.starmarkinc.com).
  - Login to the Employer section.
  - Select Administration Tools, then Adding New Employees.
  - Click on the link to open the file.
  - Download the PDF file to your computer and e-mail 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

*Express Connect is not available for add-ons in Arizona.*

Starmark's sole focus is providing a flexible healthcare benefits portfolio and unparalleled personal service to small businesses. By offering HSA-compatible health plans and nationwide network access, plus cutting-edge resources such as seamless HRA administration, easy and innovative paperless employee enrollment and valuable online healthcare decision support tools, Starmark continues to be a distinguished leader in small group healthcare benefits.

 **Starmark**®  
Small business is our only business.

Plan availability and/or coverage may vary by state. Fully insured plans are administered by Starmark and insured by Trustmark Life Insurance Company. Self-funded plans are administered by Starmark, and stop-loss insurance is provided by Trustmark Life Insurance Company.

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