

OPTIONAL INSURANCE PLANS

How to Enroll for Plans 2, 3E, 3P and 3PI



There are two methods for enrolling in Mutual of Omaha's optional insurance plans: **Online** or **Paper**. Regardless of the method selected, the same information is required to complete the enrollment form. (**Note:** Council approval still is required prior to remitting the completed form to Mutual of Omaha.)

To access the enrollment forms, go to: www.mutualofomaha.com/gsus and select "Plan Descriptions and Enrollment Forms." From there, you'll see a section entitled "Enrollment Forms," where you'll select either "Online Enrollment Forms" or the enrollment form for "Plan 2, Plan 3P, etc.," which can be printed and completed by hand.

Once you've selected "Online Enrollment":

1. Choose the Plan of coverage you wish to purchase (e.g., Plan 2, Plan 3P, etc.)
2. Enter your Council's three-digit code, and tab to the next field; your Council's name and address will populate automatically.
3. Enter your e-mail address, then tab.
4. Enter the name of the person submitting the enrollment form, then tab.
5. Enter the information as requested for each scheduled event. As you tab through the form fields, 2, 3, 4 and 5 will calculate automatically.
6. Once you've entered all of the event information, indicate your payment preference: a) pay now or b) be billed for payment at month-end.
7. Check the box to indicate your official signature and enter your job title as requested.
8. If you wish to retain a copy of the enrollment form for your records, print one prior to hitting the "Submit" button.
9. Select "Submit" to send your form to Mutual of Omaha Insurance Company.
10. You will receive an e-mail confirming that your submission was received by Mutual of Omaha.

To remit a paper copy of an enrollment form:

1. Print a copy of the Optional Insurance Plan enrollment form you need (i.e., Plan 2, 3P, 3E or 3PI).
2. Complete the Council name and address section.
3. Enter the Council's code and the leader's name or name of the person remitting the form.
4. Enter all information for the scheduled event(s); remember that the beginning and ending date must both be counted when calculating the number of days.
5. Obtain the signature of a Council official.
6. Photocopy the completed form and retain it for your records.
7. Send the original completed enrollment form and the premium check to Mutual of Omaha Insurance Company at the address on the form.
8. You will receive a confirmation copy of the enrollment form indicating that your event is covered.