



Welcome to Broker's Paradise™

RBG Tip Sheet Carrier Updates 7.5.2016

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Small Business Paperless Update

- **Q4 Early Rate Release** - In an effort to help you get a head start, BSC released their fourth quarter 2016 small business medical rates for small business plans early and are now available for quoting.
- **October 2016 Renewals** - Visit the [Renewal Center](#) where you can download packets, access the small business online renewal tool, and view the updated renewal calendar. (October Renewals available online soon!)
- **Q4 Mandatory Online Renewal Changes vs allowable Paper/Fax/Email/Mail Changes** - *Group renewals submitted to BSC via fax/email/mail may be rejected for processing, if rejected, the Broker of Record will be notified via email.* Renewal changes, such as adding/deleting/changing employer plan selection(s) must be completed via the Producer Connection Renewal Center. Once the final employer plan selection has been completed/updated in the BSC system, member level changes can be completed via either the Producer Connection Renewal Center or Employer Connection Plus. Only select transactions will be allowed by fax/email/mail during Q4. View the attached [Producer Connection Online Renewals FAQ](#) or visit the renewal center for a list of allowable Q4 fax/email/mail transactions.
- **Tutorials on how to renew your group through Producer Connection** - the quickest most efficient way to renew any group is through the Producer Connection Renewal Center. Review the Quick Start Guide for step-by-step instructions:
 - [Quickstart Guide for Small Group Online Renewal](#)
- **Help Your Clients Manage Their Group Online** - Employers add/cancel/change coverage for new and existing members. As their broker of record, update the groups renewal plan selection online, once processed by BSC, notify the employer they can now access their renewal plan(s) and log in to Employer Connection to process employee renewal changes. Review the Quick Start Guide for step-by-step instructions:
 - [Quickstart Guide for Employer Connection Plus](#)

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