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## References

Vault Material Library for Level-Funded Materials: <https://allthingsvault.com/level-funded-rater-materials>

Level-funded SBCs: <https://allthingsvault.com/level-funded-sbc>

For help with the rater or to have a group underwritten, contact [quotes@allthingsvault.com](mailto:quotes@allthingsvault.com)

## Filling out the AST Rater for Preliminary Rates

1. Open the Vault – AST Risk Rater directly out of the email from AST
  - a. Click “Enable Editing” at the top of the spreadsheet
  - b. Group-Plan Inputs tab
    - i. Group Info
      1. Group Name
      2. Effective Date
      3. Group Duration Year (1)
      4. SIC code
      5. 5-Digit Zip Code
    - ii. Admin and Agent Comp
      1. Writing Agent
        - a. Select Commission Basis
          - i. PEPM or Percent of Total Costs
        - b. Enter desired amount
      2. General Agent
        - a. Select Commission Basis
          - i. PEPM or Percent of Total Costs
        - b. Enter desired amount
    - iii. Underwriting Inputs
      1. Quote Number
      2. Agent Name
      3. Number of Plans to be Sold
        - i. For a group that wants a dual choice plan, they have to have 10 enrolled employees. For a group that wants a triple choice plan, they have to have 25 enrolled employees. There needs to be an adequate split of employees within the different plans.
        - ii. Class vs choice
          1. Dual-Choice is if the employees get to select which plan they enroll in. Dual-Class is if we are separating employees by class (Union vs. Non-Union; Management vs. Non-Management).
    - iv. Plan Selections
      1. Plan Name
        - a. Plan the group is wanting to see
        - b. Quote up to 5 plans at a time
      2. Network
        - a. Find the list of networks available in each state here: <https://allthingsvault.com/ratermaterials>
      3. Rx Option
        - a. The Step Therapy option means the member has to try using the generic version of the drug before using the specialty (more expensive) version of the drug

- c. Enrollment Input tab
  - i. From the census, only include enrolling employees.
    - 1. Employee Name (Last Name, First Name)
    - 2. DOB (MM/DD/YYYY)
      - a. If DOB not available, can you the age column instead
    - 3. Gender (M or F)
    - 4. Coverage (EE, ES, EC, EF)
    - 5. Zip Code Override
      - a. For employees that have a zip code that is different than the first 3 numbers of the company zip code
        - i. Enter first three digits
- d. After all data is entered, check the Rate Output tab based on the number of employees
  - i. Composite rates are for groups with 6+ employees enrolling
  - ii. Age-Rated rates are for group with 2-9 employees enrolling
  - iii. All numbers should be filled out with no errors.
- e. Once done, go to "File" at the top left of the excel document and click "Save As"
- f. If more than 5 plans/network combinations are being quoted:**
  - i. Open rater that is already created
  - ii. Click "File" at the top left
  - iii. Click "Save a Copy"

## Frequent Problems with the Rater

1. On the rater census, if there is a space between two employees listed, the rate output tab will not include the entire census. All enrolling employees must be together on the census starting in the first row.
2. When copying information from a census to the rater census, be sure to paste the values to avoid problems with formatting in the rater.
3. If the SIC code is not listed in the drop-down, we are not able to quote that industry.
  - a. For example, law firms and municipalities cannot be quoted.
4. If there is an error on the rate output tab, I would first check the network list to see if it is available in that state.
  - a. When in doubt, check if the RBP network option works. RBP should be available in every state that we are able to quote.
  - b. If you are still not getting rates, check the heat map to see if this is a state you are able to quote with the number of employees enrolling that you have put into the census.
5. If you do not select which commission basis for the comp, then the commission will not be included in the rates on the rate output tab.
6. If the number of employees you put into the census does not match the number of employees on the rate output tab, check the DOB for any incorrect dates or years. If the date is not formatted correctly or has a year way earlier or later than someone could be, then the rates will not work.
7. If there are less than 6 employees, be sure to use the age-rated output page. Otherwise, the rates will not be correct.

*\*\*Any questions with rater problems can be sent to [quotes@allthingsvault.com](mailto:quotes@allthingsvault.com). Please provide a copy of the rater you are working on. Depending on the problem, we may schedule a time to discuss.*

## Sending a group to Vault for Underwriting

1. The group must have health applications in order to be underwritten
  - a. Find the list of accepted health applications here: <https://allthingsvault.com/level-funded-rater-materials>
2. Use the email template below to send to [quotes@allthingsvault.com](mailto:quotes@allthingsvault.com)
  - a. Required Materials:
    - i. Rater with final enrollment and plan options
    - ii. Census with all eligible employees included
    - iii. Health Applications (for employees enrolling)
    - iv. Waivers (for employees waiving)
    - v. Current Plan Design (if available)
    - vi. Current/Renewal Rates (if available)
    - vii. Transmittal (found here: <https://allthingsvault.com/level-funded-rater-materials>)
    - viii. Most Recent State Quarterly Wage and Tax report that is itemized to show part time, termed, waiving with coverage and waiving without coverage
  - b. If needed, Vault can set up a shared folder for the documents to be sent over securely.

*Hello,*

*I'm looking to have the attached group underwritten.*

*(Company Name)*

*(Company Address)*

*Effective Date: (MM/DD/YYYY)*

*SIC Code: (####)*

*Plans: (List plans and networks in rater)*

*Thanks!*

## Finalizing a Group with Vault

1. Vault will have the group underwritten within 7-10 business days.
  - a. If the group is declined to quote (DTQ), Vault will send back a response saying that the group is DTQ and why.
  - b. For some groups, Vault will offer to run the quote excluding specialty Rx or excluding all Rx.
  - c. If the group was missing any information in their submission, Vault send an email with a list of what is required for final rates.
    - i. Could include: ERISA forms, recertification forms, waivers, etc
    - ii. They may also need to answer any questions underwriting asks
2. Once everything is provided, Vault will send a final proposal for the group to sign.
  - a. The group will need to confirm plan and network they will be enrolling in along with effective date.
  - b. The group should also confirm that the census is correct
3. Once the final proposal is signed and returned, it will need to be sent to Vault.
4. Vault will send the stop loss contracts to the writing agent via DocuSign within approximately 3 business days.
  - a. Once the writing agent portion is signed, the DocuSign will go to the group to sign.
  - b. The general agent will be sent a copy of the stop loss documents but will not have to sign.