

ACEC Life/Health Trust
Administered by UnitedHealthcare
Quoting & Installation Checklist
2-50 size firms
Quoting an ACEC group:



2-50 size ACEC Quotes are run on UnitedeServices

- o Agents can run their own proposals on [UnitedeServices](#)
 - Input Franchise Code 6550000 to load ACEC plans
- o Agents can submit the RFP to their UHC quoting mailbox
 - Request an ACEC Proposal in the body of email

Installation Requirements:

Submit Installation material to ACEC Regional Account Executive assigned to your region. (CC: Your UHC AE)

- o **Regional Account Executives:**
 - **Josh Fleming:** Joshua.Fleming@uhc.com
 - Markets: AL, AR, FL, GA, IL, IN, KY, LA, MI, MS, NC, OH, SC, TN, WV, WI: AZ, CA, CO, ID, IA, MO, MT, NE, NJ, NV, NM, ND, OK, OR, SD, TX, UT, WY
- o **Employer Application** - Illinois 100+ Employer Application
- o **Prime Enrollment Spreadsheet**
 - Required Columns: A, B, C, D, E, G, H, N, O, P, Q, V, W, AA, AB
 - If Applicable: X, Y, AG, AH, AJ, AK, AM, AP, AR, AS, AT, AV, AW, AX, AZ
- o **Sold Quote & Product Selection Form**
- o **ACEC Participation Agreement**
- o **Confirm the firm has joined the ACEC Association**
- o **Confirmation that Agent/Agency has an IL Non-Resident License**
 - The ACEC Life/Health Trust is situated in the state of Illinois. Brokers are required to be licensed in Illinois to receive commission on ACEC Life/Health Trust business.
- o **Payment Options**
 - **Direct Bill** – Requires a pdf copy of the binder check for installation
 - Check payable to Unitedhealthcare or the ACEC Life/Health Trust
 - Binder check can be mailed to either address below
 - **Direct Debit** – No binder check required

If using Regular Mail:
ACEC Life/Health Trust
Dept. CH 14382
Palatine, IL 60055

Overnight Mailing Address:
ACEC Life/Health Trust
Dept. CH 14382
5505 N. Cumberland Ave Ste: 307
Chicago, IL 60656-1471

Please Note:

- ACEC Life/Health Trust rates are contingent that the firm is an active dues paying member of ACEC
- The rates generated in UnitedeServices are firm, unless there is a +/- 10% change in membership or if the demographics change by more than 10%, which would cause us to re-rate the group based on the final census.
- The firm can select up to 2 plan designs (within 50% financial spread)
- CORE Plans are available to member firms with 90%+ of membership located in an approved CORE Zip code