

## Life Insurance Billing Administration Options

	Self-Administered	List Bill
<b>Record Keeper*</b>	Employer will be the record keeper of the insured's life coverage amounts	Securian will be the record keeper of the insured's life coverage amounts
<b>Bill Process</b>	Employer will be responsible for sending Securian a remittance document on a monthly basis. Employer can use Securian's template or their own (with Securian's approval). No reminder will be sent on a monthly basis.	Securian will provide the Employer with a list bill on a monthly basis. Notification will be sent to the Employer when the bill is ready to review.
<b>Bill Format</b>	<p><b>One page remittance document that reports the following:</b></p> <ul style="list-style-type: none"> <li>• Number of lives participating in each line of coverage</li> <li>• Total volume of coverage for each line of coverage</li> <li>• Calculated premium by line of coverage</li> </ul>	<p><b>Monthly created list bill that shows the following:</b></p> <ul style="list-style-type: none"> <li>• Coverage amounts for each participating insured</li> <li>• Premium amounts for each participating insured</li> </ul>
<b>Payment Methods</b>	<ul style="list-style-type: none"> <li>• ACH, or;</li> <li>• Paper check</li> </ul>	<ul style="list-style-type: none"> <li>• ACH, or;</li> <li>• Paper check</li> </ul>
<b>Enrollment Process</b>	<ul style="list-style-type: none"> <li>• Only elections that need underwriting will be sent to Securian for processing.</li> <li>• No need for file feed set up</li> </ul>	<ul style="list-style-type: none"> <li>• All elections and changes (name, salary, address, coverage – guaranteed and underwriting) must be sent to Securian for processing</li> </ul>
<b>Beneficiary Storage</b>	<ul style="list-style-type: none"> <li>• Employer Stores Beneficiary</li> </ul>	<p><b>Employer can choose where designations are stored:</b></p> <ul style="list-style-type: none"> <li>• <b>Employer Stores Beneficiary:</b> Securian will reach out to Employer to confirm beneficiary on file at the time of a claim.</li> <li>• <b>Securian Stores Beneficiary:</b> Securian will use beneficiary designation on file.</li> </ul>
<b>Claims Process</b>	<ul style="list-style-type: none"> <li>• Securian will reach out to Employer to validate coverage amounts on record at the time of a claim.</li> </ul>	<ul style="list-style-type: none"> <li>• Claims will be based upon coverage amounts on file with Securian at the time of a claim.</li> </ul>

**\*Note:** Securian strongly urges Employers who utilize an enrollment platform to have their enrollment platform be the one Record Keeper (Self-Administered Option). Please see page 2 for more information.

When clients utilize an enrollment system for capturing and storing employee's coverage amounts, the best practice is for the client to be self-billed. When self-billed, an EDI file does not need to be sent to the carrier on a scheduled basis, potentially saving the client the cost of having this set up with their enrollment vendor!

All that is required as a self-billed client is to remit a monthly report to the carrier, with premium payment, that includes the total number of lives, premium, and volume for each line of coverage. Then, on an annual basis, a full census is requested. Your enrollment vendor should be able to assist in setting up reports for the monthly remittance and census layout.

Currently, Securian is not set up to support EDI files for carrier list billed clients. The reasons for this are as follows:

- There should not be two systems storing the same information. This can lead to issues and delays at the time of a claim as the system of truth will be the carrier's system.
- When changes are made in the client's enrollment system, those update immediately. Once an EDI file is sent to Securian, it's received and then sent to the processing team to manually update the carrier's system. The processing team needs 7-10 days to process enrollment information. This can cause a delay and not allow the monthly bill to always match what the client's enrollment system says, which causes frustration for the client and doesn't provide a positive billing experience.

Because of these issues, Securian does not actively support EDI files for carrier list billed clients and the best billing experience for the client would be self-billed. Our team can work with the HR/Payroll team, as well as their enrollment vendor, to help them understand the self-bill process and to help them understand the reports that are needed on a monthly basis.