

# 2026 Blue Edge Business HRA/HSA New Group Enrollment Checklist



## Step 1: BEB HRA Application

- Complete and sign an NBM application for BEB HRA claims administration.



## Step 2: Confidentiality Agreement

- For the purposes of BCBSVT data feed access for HRA claim processing, complete and sign a confidentiality agreement.



## Step 3: Employee Census Spreadsheet

- Fill out the NBM Employee Census Spreadsheet required for HRA/HSA enrollment.



## Step 4: Distribute Employee Enrollment Packets

- HRA Election/Waiver form (Election/Waiver forms can be kept on file with employer)
- Authorization to Release Information (OPTIONAL)
- BCBSVT Employee Opt-Out of Data Feed Letter (OPTIONAL)



## Step 5: Submit

- Completed NBM forms and census spreadsheets should be submitted to Northeast Insurance Broker Services (NIBS), in conjunction with the BCBSVT enrollment packet.



Finalization of the HRA/HSA application is contingent upon the receipt of a signed Administrative Services Agreement, which will be provided to the client separately.

If you are a new HSA client or are moving existing HSA accounts to NBM, an additional quote and paperwork will apply.