

NORTH RANCH BENEFITS TRUST VOLUNTARY VSP PLANS ENROLLMENT INSTRUCTIONS

- This plan has a Focal Renewal January 1 of every year.
- Open Enrollment Period is on the groups effective date anniversary every year or once in a 12 month period upon written request.
- ONE or more employees are required to be enrolled at all times.
- These VSP plans are only available to groups headquartered in one of the following States: CA, CO, GA, IA, IL, IN, KS, MI, MN, MO, NC, NJ, NV, OH, OK, SC, TN, TX, and WV. Their employees can live in any of the 50 States.
- **New group enrollments should be submitted to Warner Pacific for processing before the end of the month prior to requested effective date.** First of the month effective dates available only.
- Complete the Employer Application form and select ONE plan design for the entire employer group; Or if offering multiple plans, each employee must select a plan design on their application form.
- Print an employee application for each employee to enroll. Dependent children may remain on this plan to age 26. If the enrolling employee does not elect to cover their dependents, then dependents may not enroll later unless there is a qualifying event or at Open Enrollment.
- **The first month's premium is required via check or bank draft (ACH)**
 - A \$15 monthly administration fee applies to each enrolled group.
 - If paying by Bank Draft complete an ACH form.
 - If paying by check, make Check payable to HealthSmart Benefit Solutions, Inc.

VOLUNTARY VSP IMPORTANT CONTACT INFORMATION

- **North Ranch Benefits Trust is marketed by Warner Pacific Insurance Services:**

Submit all completed New Business forms to Warner Pacific for processing:

Warner Pacific Insurance Services, Inc. – New Business
32110 Agoura Road
Westlake Village, CA 91361-4026
Phone: (800) 801-2300 Fax: (818) 484-2975
Email: CAnewbusiness@warnerpacific.com

- **North Ranch Benefits Trust is administrated HealthSmart Benefits Solutions, Inc.:**

Once the group is approved, Group Administrators should forward all new hire applications or qualifying event forms to HealthSmart directly for processing. HealthSmart handles all billing and eligibility questions:

<p><u>Future new hire enrollment/change forms should be sent to:</u> HealthSmart Benefit Solutions, Inc. Fax: (818) 351-8184 nrbt@healthsmart.com</p>	<p><u>Future payments by Check should be directed to:</u> HealthSmart Benefit Solutions, Inc. P.O. Box 17768, Denver, CO 80217-0768 Phone: (800) 786-6525</p>
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- **The Carrier is Vision Service Plan (VSP):**

Employees should contact VSP directly for assistance with benefits, claims, locating a provider or questions about their website. Please allow 2 weeks to be loaded in to their system.

Vision Service Plan (VSP)
P.O. Box 997100, Sacramento, CA 95899-7100
Customer Service Phone: (800) 877-7195
www.vsp.com