

ICHRA Enrollment Checklist

We've created a checklist that you can use to ensure all documents are submitted for a successful enrollment! Please submit all required forms to:

ICHRA.Enrollment@paisc.com

New Group Tasks and Forms:

Administrative Services Agreement

Electronic Funds Transfer Authorization Form

Employee Census Spreadsheet (or) ICHRA Employee Enrollment Sheet (one for each individual)

Payroll Express Master Agreement (if applicable)

All Forms Signed and Completed (by employer and employees)

Please Note: if there is missing information, this could result in a change to the requested effective date. Anything containing protected health information (PHI) should be sent through secure means only.

Still have questions? If you have any questions about information that's needed to process your enrollment, you can:



Contact Your Agent



Email ICHRA.Enrollment@paisc.com