



PRODUCER ONBOARDING GUIDE

2024/2025 PLAN YEAR



Table of Contents

03 WTIA OVERVIEW

04 WTIA UNIQUE APPROACH

05 OUR HEALTHCARE PARTNERS

06 QUOTING THE WTIA PROGRAM

07 WTIA NEW BUSINESS GUIDELINES

08 BENEFIT PRODUCTS

WTIA AHP MEDICAL BUNDLE

- NAVIA: HSA/FSA
- CLEO

ANCILLARY HEALTH INSURANCE PRODUCTS

WTIA 401(K) PROGRAM

16 APPENDIX

WTIA MEMBER BENEFITS

WTIA PARTICIPATION FEES

WHERE TO FIND ADDITIONAL INFORMATION

CONTACT LIST

WTIA Overview

Mission

We work to build a strong, sustainable technology sector in a thriving community.

WTIA Impact



900+

member companies
and partners



100+

events
produced



\$26M

From the federal government
to expand tech apprenticeship
program across the country



17,000

lives covered by
WTIA Benefits Programs

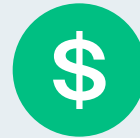
The WTIA Unique Approach

WTIA develops solutions in-house to help our members solve problems they cannot on their own.

We create coalitions in order to:



Build programs that help employers develop, recruit, and retain diverse tech talent



Deliver high value, affordable financial services to SMB companies



Advocate for public policies that support our mission



Create forums for industry, education, and government to partner effectively

Our Commitment To You

The values of diversity, equity, and inclusion are foundational to our work. Our values are anchored in respect, empathy, and cultural humility. We lead, support, and learn from our partners to create an innovative vision toward a just and equitable technology sector where all people from diverse backgrounds thrive—not simply survive.

Our Healthcare Partners

WTIA assists producers in securing quality appointments with our carriers. Organizations must be appointed before you can represent our benefit program.



Medical and EAP

uhc.com



Dental

deltadentalwa.com



Life/AD&D/STD/LTD

metlife.com



Vision

vsp.com



HSA/FSA

naviabenefits.com



Family Support App

hicleo.com

Quoting the WTIA Program

Two ways to quote

1. Wired Quote
2. Email

Required Information for New Quotes*°

Company Information

- > Company legal entity name
- > Headquarter address
- > NAICS Code

Current Plan Information

- > Current carrier
- > Current benefits
- > Current & renewal rates
- > Claims experience if applicable

Census Information

- > Employee & dependent first name and last name
- > Employee & dependent date of birth
- > Employee & dependent home zip code
- > Indicate active employee vs. COBRA
- > Include enrollment in medical & dental if known

*Additional information may be required.

°An employer must have 2 enrolled employees to be eligible (spouses only are not eligible). If the group falls below 2 employees, it will not be eligible for coverage on renewal. The Trust reserves the right to require an employer to seek different coverage if the group falls below 2 employees.



Contact us! health@watech.org

Service team 100% focused on the WTIA Benefits Program.

Quotes provided in 24-48 hours.

**Don't miss an opportunity to quote
ALL your tech and professional service
employer groups!**

WTIA New Business Guidelines

Who We Serve

The WTIA can quote the tech and professional service industries including but not limited to software development, gaming, tech centered manufacturing, bioscience, nanotechnology, environmental services, financial services, marketing, educational services, aerospace, marine, research and development, and much more!

What We Ask of You

Send us your RFP request either via Wlred Quote or email to health@watech.org and let our internal staff determine if the company is right for our program; worst case scenario you will get a “decline to quote” email if it doesn’t fit. We review what the company primarily does/makes and determine eligibility based off that. Let us do the work!

Basic Group Requirements

- > Groups qualify one of two ways:
 - The group is headquartered in WA with a WA physical address and at least 1 employee enrolling in WA
 - The group has a WA physical address and the majority of employees enrolling live/work in WA.
- > We can quote 2+ employees – 1 must be a W-2 paid employee and they cannot be spouses
- > Group must be willing to contribute at least 50% of the employee only premium
- > Group must have 75% participation (not including valid waivers)
- > Group must elect at minimum 1 medical plan and the mandatory \$25K of basic life/AD&D

Producer Commission

- > Medical, Dental, & Vision - 5%
- > Life - 10%
- > Disability - 15%



WTIA AHP Medical Bundle

UnitedHealthcare (UHC) Medical Plan

- > 25 plan options
- > UHC's largest network - Choice Plus
- > Choose from PPO or HSA
- > Triple option available (10+ enrolled employees)

Employee Programs

- > UHC Rewards Program
- > UHC Vital Medication Program
- > Real Appeal - weight management
- > 24/7 Virtual Visits
- > Cleo
- > One Pass Select

Administrative Efficiency

- > Consolidated billing
- > EFT/Online payments
- > COBRA administration
- > Online platform to manage employees
- > FSA/HSA banking through Navia

Metlife Insurance

- > \$25,000 of Basic Life/AD&D
- > Buy-up options available



**Our unique medical plans are designed
for tech & professional service employers.**



Navia – HSA & FSA Solutions

WTIA partners with Navia Benefit Solutions (Navia) for FSA and HSA administration.

What does this mean for participating employers?

- > Access to a dedicated Navia customer service team
- > A technology platform that securely uploads data and provides eligibility reporting
- > The ability to offer a daycare FSA that allows participants to contribute up to \$5,000 per year in pre-tax dollars

What does this mean for participating employees?

- > No monthly service fees
- > Carryover provision for FSA participants included
- > Access to a technology platform and mobile app to record and track covered medical expenses
- > [Get More Information on Navia Here](#)

Remind your clients to enroll now!

UnitedHealthcare (UHC) – Added Programs

The WTIA in partnership with UHC is offering the following program to all members and dependents enrolled on a UHC medical plan. For more information click on the link that will take you to the appropriate flyer for the program.

UHC Rewards Program

Members can complete different activities of their choosing to earn up to \$1,000 annually or buy-down the cost of an Apple watch:

- > Biometric screenings
- > Track 14 nights of sleep
- > Walk 5,000 steps
- > Being active 15 minutes a day or more, etc.

Members can get started by downloading the UHC app or going to myuhc.com and registering.

UHC Vital Medication Program

Members automatically get \$0 cost for certain medications on all WTIA health plans. This includes:

- > Insulin
- > Epinephrine
- > Glucagon
- > Albuterol
- > Naloxone

Members can visit myuhc.com/rx to learn more and see if their brand qualifies.

24/7 Virtual Visits

Members enrolled on the health plan have access to 24/7 virtual visits through myuhc.com or the UHC mobile app where providers can treat and diagnose common conditions like flu, sinus infections, UTI, and allergies.

Members enrolled on a PPO Plan pay \$0 and HDHP members will pay deductible then visits are covered at 100%.

Real Appeal Program

Real Appeal on Rally Coach is a proven weight management program designed to help members get healthier and stay healthier.

This program is available to members and enrolled family members as part of the health plan.

Members can learn more and enroll at: enroll.realappeal.com



On Pass Select Program

This program is designed to help make it easier for members to prioritize health and wellness through a lower-cost, extensive nationwide gym network.

Members have the freedom to choose different membership options at different prices that best fit their needs and lifestyle.

Employee Assistance Program (EAP)

The EAP program is embedded in all WTIA medical plans and available to all employees and dependents enrolled on the health plan.

Members & Managers qualify for:

- > Personalized support
- > Resources
- > No-cost referrals

EAP has 24/7 access and can help with:

- > Managing stress
- > Anxiety
- > Relationships
- > Legal/financial concerns
- > And much more



Members and managers can call 1-888-887-4114 or visit myuhc.com for more information.

cleo

It takes a village. Consider Cleo yours. Meet your no-cost, all-inclusive family support system.

Cleo provides personalized guidance for every family, for every moment, for every question. Connecting the dots through trusted one-on-one support and expert-backed content, Cleo is helping families across the globe balance parenting, health, and work by meeting families exactly where they are in their journey, all through our easy-to-access, intuitive mobile app. Cleo is free for employees and employer groups that opt into the program and enroll on the health plan.



How can Cleo support employees

1:1 PERSONAL SUPPORT FROM A CLEO GUIDE

From the moment employees sign up, they're paired with their dedicated Cleo Guide. Guides are there to answer all questions — big and small — and provide support to employees at every step of their journey. Employees can communicate via message, phone, or video when it's convenient for them, and invite a partner to get answers to their questions as a family.

RESOURCES FOR ALL OF THE PARENTING NEEDS

Cleo's extensive digital library, personalized tips, parenting classes, and more provide employees access to what they need when they need it. Employees can get answers to their questions, find resources, or learn more about topics like positive parenting, sleep, self-care, family dynamics, adult care, child development, menopause and much more.

A NETWORK OF SPECIALISTS AND EXPERTS

Cleo provides free unlimited access to 60+ types of parenting professionals from doulas and lactation consultants to nutrition coaches and mental health specialists. Employees can get personal support, consultations, and customized action plans customized for their family's unique path.

Supporting your family from self-care, to family planning, through caring for an adult loved one

Starting, growing, and taking care of a family is a nonstop adventure. Cleo offers 1:1 guidance and support, resources and tips, virtual workshops and expert sessions, access to a network of specialists and experts, and more - all 100% paid for through your employer as part of your employee benefits. Cleo supports families from family planning and mental health support to figuring out childcare for your family, navigating raising teens, exploring options for senior care, and beyond.

For Anyone & Everyone

- > Stress management and self-care
- > Emotional wellness support
- > Career coaching
- > Understanding a diagnosis
- > Balancing career & personal responsibilities
- > Long-term and advanced care planning (health, financial, legal)
- > Insurance and additional benefits eligibility
- > Community support groups
- > Navigating life transitions including grief, relocation, menopause, and much more

From Expecting to Baby's 1st Birthday

- > Emotional support & mental health screening
- > Pregnancy & prenatal health
- > Miscarriage & loss
- > Guidance towards high quality providers
- > Postpartum support
- > Newborn & infant parenting
- > Lactation & sleep training
- > Careers & return to work
- > Developmental milestones
- > Prenatal and newborn parent support groups
- > Birth prep and new parent virtual classes

For Parents with Kids Ages 13-18

- > Communication and relationship building with your teen
- > Mental health for you and your child
- > Teen development and behavior
- > Screen time and digital media
- > Nutrition and positive body image
- > Discipline & setting boundaries
- > Social relationships, peer pressure and bullying
- > Sexual development
- > College and future planning

Family Planning & Fertility

- > Family planning
- > Egg freezing
- > Adoption & fostering
- > Surrogacy
- > Miscarriage & loss
- > Infertility support groups
- > Emotional support & mental health screening
- > Clinical intervention guidance
- > Fertility qualifications and benefit navigation program
- > Support through IVF, IUI, & more

For Parents with Kids Ages 1-12

- > Emotional support & mental health screening
- > Childcare navigation
- > Developmental milestones and screening
- > Clinical support and guidance for specific conditions (e.g. ADHD & autism spectrum disorder)
- > Best practices for screen time and social media usage
- > Discipline & behavior
- > Educational playtime activities
- > Learning styles and academic support
- > Family dynamics
- > Positive discipline workshops and virtual classes

For Caregivers of Adult Loved Ones

- > Navigating care options, senior housing and safety in the home.
- > Emotional wellness and mental health support
- > Long-term and advanced care planning (health, financial, legal)
- > Caregiving from a distance
- > Insurance, VA benefits, and additional employer benefits you may have access to
- > Understanding diagnoses such as Alzheimer's Disease, Cancer, Chronic Kidney Disease, depression, heart failure and stroke, Parkinson's Disease, falls and hip fractures, and more

Ancillary Health Insurance Products

VSP Vision Care

- > Five plan options
- > LightCare available on four plans giving flexibility to use the eyeglass benefit to purchase non-prescription sunglasses or blue light filtering glasses
- > Negotiated product discounts like glasses, sunglasses, contacts, and LASIK

Delta Dental of WA

- > Five group plan options
- > Voluntary Dental \$1500 plan - 100% employee paid
- > Nationwide Network - Dental PPO
- > Orthodontia rider available for 10+ enrolled employees

MetLife Life & Disability

- > Life & AD&D: \$25-\$250k
- > Employee Voluntary Life up to \$500k
- > Employee Guarantee Issue \$100K
- > Spouse & Child Voluntary Life coverage available
- > Long-Term Disability (LTD) or Short-Term Disability (STD)
- > Four LTD options available with a 90- and 180-day elimination period
- > Four STD options available with a 13- and 26-week duration period



Ancillary products give you flexibility to create a unique bundle that is right for your client.

WTIA 401(k) Program

This program:

- > is a national program primarily serving tech, but open to all industries
- > is a pooled employer plan similar to the health programs we offer
- > was built by the WTIA
- > is member governed
- > includes participant education
- > has a diverse best-in-class fund performance
- > includes no set up fees
- > pays for audit, bond, and insurance



We pay a referral bonus
Contact us!
401k@watech.org



Help your clients save for their future.

Appendix

17	WTIA MEMBER BENEFITS
18	WTIA PARTICIPATION FEES
19	WHERE TO FIND ADDITIONAL INFORMATION
20-23	CONTACT LIST

WTIA Member Benefits



Access to WTIA Programs & Discounts

As a WTIA member you have preferred access to programs like our health insurance offerings and to discounts provided by partner organizations.



Thought Leadership from WTIA Subject Matter Experts

We have in-house experts on topics like public policy in Washington state, blockchain, employment benefits, workforce development, DEI, and more. Members receive regular content from WTIA experts.



Access to the WTIA Community

You'll join a community of 1,000 other member companies that have a wide range of expertise, which we regularly convene through our peer and affinity groups.



WTIA Events

You and your employees will receive free or discounted admission to the 50+ events WTIA organizes each year. Some events are for members only, while others are invite only.

WTIA Participation Fee*

Employer Size	Annual Fee
Under 25	\$600
25-49	\$1,800
50+	\$3,000

** The WTIA Health Program requires a participation fee to enroll. WTIA Basic Membership is free for all technology employers and includes access to the WTIA community, news, select programs, and events.*

The WTIA participation fee will be added to the first month's premium invoice billed by Vimly Benefit Solutions as a separate one-time line item.

Find out more here: washingtontechnology.org/membership.org

Where to Find Additional Information

Visit washingtontechnology.org/services/medical/for-producers/ for the following information:

WTIA Benefits Program Information

- > [Benefits Program Employer Overview](#)
- > [Plan Descriptions](#)
- > [Cleo](#)
- > [Group Administrative Guide](#)
- > [Navia HSA/FSA information](#)

New Group Setup Paperwork — WTIA AHP

- > [WTIA Group Master Application](#)
- > [WTIA Employee Enrollment Form](#)
- > [SIMON Access Request Form](#)
- > [EFT Authorization Form](#)
- > [Census Enrollment](#)

WTIA Plan Information

- > [UHC Medical Plans](#)
- > [Delta Dental](#)
- > [VSP Vision Plans](#)
- > [MetLife Life/AD&D and Disability Plans](#)

UHC Member Programs

- > [UHC Rewards Programs](#)
- > [UHC Vital Medication Program](#)
- > [Real Appeal Program](#)
- > [24/7 Virtual Visits](#)
- > [One Pass Select](#)
- > [UHC Employee Assistance Program \(EAP\)](#)

Contact List

Company	Questions About...	Company Contact Info
WTIA Partnerships	> Becoming a WTIA member > Membership benefits and services (DEI, Public Policy, & Events) > Sponsorship opportunities	Washington Technology Industry Association (WTIA) 1871 NW Gilman Blvd Ste. 2D, Issaquah, WA 98027 206-448-3033 info@watech.org
WTIA Benefits Program	> How a producer can obtain a quote for medical, dental, vision, life/AD&D, and EAP > Quote status and additional benefit info questions	Medical/Vision/Dental/Life/AD&D/EAP WTIA Benefits Program 1871 NW Gilman Blvd Ste. 2D, Issaquah, WA 98027 425-377-4884 New quotes/General inquiries health@watech.org

Company	Questions About...	Company Contact Info
WTIA 401(k) Program	> 401(k) plan information and quote	401(k) Plan WTIA Benefits Program 1871 NW Gilman Blvd Ste. 2D, Issaquah, WA 98027 206-707-0387 401k@watech.org
UnitedHealthcare (UHC)	Medical program and benefit information > Claim information > Find a doctor > UHC Member Program Information > UHC EAP information	WTIA Dedicated Toll Free Number: 844-287-3116 Mailing Address for Medical Claim: UnitedHealthcare, PO BOX 30555, Salt Lake City, UT 84130 Mailing Address for Pharmacy Claim: OptumRx Claims Department, PO BOX 650540, Dallas, TX 75265-0540 Physical Address: UnitedHealthcare, 600 Stewart St, Seattle, WA 98101 Prior Authorization: Provider Line: 877.842.3210 In Network providers are contractually obligated to submit the prior authorization on the member's behalf via the provider portal or by calling the provider line. For OON, the member is responsible and would start by calling Member Services using the number shown on the Member ID card Appeal Address: UnitedHealthcare Appeals, PO BOX 31393, Salt Lake City, UT 84131 Finding out of State Providers: Member portal (myuhc.com) or by calling the number shown on the Member ID card UnitedHealthCare EAP: Member portal (myuhc.com) or by calling 1-888-887-4114

Company	Questions About...	Company Contact Info
Delta Dental of WA	> Dental benefits > Dental claim information > In-network dental providers	Member Customer Service: 1-800-554-1907 (7am - 5pm PT) Patient Text: 833-604-1246 Customer Service & Claims: PO BOX 75983 Seattle, WA 98175 Website: www.deltadentalwa.com
Navia Benefit Solutions	> HSA/FSA information & set up	New Group Sales sales@naviabenefits.com Existing Employer Group Questions 1-866-831-6138 employerservices@naviabenefits.com Individual Employee Questions 1-800-669-3539 naviabenefits.com customerservice@naviabenefits.com Implementation Link https://nps.naviabenefits.com/login
VSP (vision carrier)	> Find a vision provider > Vision claim and benefit information	VSP 1-800-877-7195 www.vsp.com

Company	Questions About...	Company Contact Info
Metlife (life, supplemental life and AD&D, short-term disability and long-term disability)	> Death, dismemberment, and disability claims and coverage > Portability	Metlife 1-800-ASK-4-MET (1-800-275-4638) www.metlife.com Life Claims PO Box 6100 Scranton, PA 18505-6100 PH: 1-877-275-6387 Fax: 1-570-558-8645 Portability 1-866-492-6983 MetLife Disability Claims PO Box 14590 Lexington, KY 40511-4590 Fax: 1-800-230-9531
Vimly Benefit Solutions	> Enrollment including adding/deleting employees > Eligibility > Information changes > COBRA > Billing and payment > Producer commissions	Vimly Benefit Solutions PH: 425-771-7359 Fax: 425-771-1226 wtia@vimly.com Mailing address: P.O. Box 6 Mukilteo, WA 98275 Physical address: 12121 Harbour Reach Drive, Suite 105 Mukilteo, WA 98275 COBRA Department PH: 206-859-2600 Fax: 206-859-2623 COBRA@vimly.com
Cleo	> App Support > Trouble Enrolling > General Questions	Website: https://hicleo.com Email: support@hicleo.com

CONTACT US



New Business Inquiries

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425.377.4884

Existing Client Questions & Renewal Inquiries

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734.478.3158