



## Checklist for enrolling a new Group client

- Signed & dated Group service agreement**  
If the group is over 5,000 members please contact My Wellchoice+ for pricing.
- Completed Client setup worksheet**  
Make sure to fill out the correct pricing and head count information.
- Have the Group assign a “Wellness Champion”**
- Check for the first month’s memberships fees**  
Make check payable to: **My Wellchoice+**
- Completed Client tracking form**  
It must include the First & Last name of **each adult** member and the last 4 digits of the SSN#. Email addresses are not required at time of sale.  
  
For groups of over **50** members please email form to:  
[amy.leavitt@mywellchoiceplus.com](mailto:amy.leavitt@mywellchoiceplus.com)
- Inform the Client** that the start date will be the first of the next month if all material is submitted by the 15<sup>th</sup> of the month. If submitted after the 15<sup>th</sup> of the month the start date will be the first of the following month.
- If material is being sent on the 15<sup>th</sup> of the month, please fax** copies of material to (208)377-1585 to save the start date and then send original copies to My Wellchoice+.

All material should be sent to: My Wellchoice+, 9494 Fairview Ave. suite C, Boise, Idaho 83704 (Except Client tracking forms of over 50 members, these should be emailed to Amy Leavitt at [amy.leavitt@mywellchoiceplus.com](mailto:amy.leavitt@mywellchoiceplus.com))