

# Checklist for New Groups

## Application Checklist for New Groups

When enrolling in a new group, there are several key areas essential in providing a smooth implementation. In order to better serve our brokers and clients, we have developed a checklist to aid in the process of enrolling and setting up new groups.

- Application for Group Contract completed in its entirety and signed by the person authorized to contract for the group.
  
- Individual enrollment form completed and signed by each employee enrolling in the dental plan; enrollment may also be submitted by electronic file. For more information on acceptable electronic file formats, please contact [Sales@DeltaDentalOK.org](mailto:Sales@DeltaDentalOK.org).

Please mail new group submissions to:

**Delta Dental of Oklahoma**

**Attention: Sales**

**P.O. Box 54709**

**Oklahoma City, Oklahoma 73154-1709**

or send an email to:

[Sales@DeltaDentalOK.org](mailto:Sales@DeltaDentalOK.org)