NueSynergy
CUSTOMER FOCUSED & TECHNOLOGY DRIVEN

1. Enroll in your plan through your employer's benefit administration system during open enrollment or after a qualifying event.
   - Verifying your eligibility.
   - If eligible, elect SpouseSaver.

2. Once enrolled, NueSynergy will receive your SpouseSaver notification and establish the incentive account.

3. The primary participant will be issued a NueSynergy smart debit card and a SpouseSaver welcome kit will be sent by email.

4. The welcome email will include important next steps, like instructions and links to three setup forms that must be completed in order to fully establish the incentive account. *Please note: A confirmation email will be sent upon successful completion of each form.*
   - **Form 1**
     Complete general information, such as enrollee, alternate group plan level, payroll deduction, plan details, attestation, and dependent information(if applicable). Upload alternate group plan documentation – Plan Design within Open Enrollment Information or Summary of Benefits and Coverage (SBC), etc. – so NueSynergy can verify the plan details.
   - **Form 2**
     To complete SpouseSaver enrollment, your spouse is required to provide:
     1. Premium payment verification from employer –a paystub showing the premium contribution amount, pre-tax or post-tax, and frequency (other information may be blacked out).