

## AEP is Ending and Your Hard Work is Paying Off! Follow These Tips for Submitting Enrollment Apps by December 7.



**We want to thank you for your hard work during AEP! Following these tips will ensure all of your applications are processed smoothly, especially those submitted on December 7, 2021.**

- **ALL applications must be submitted no later than 11:59 PM on December 7.**
- **Remember to include a date on the enrollment application.** Any applications received by Empire after December 7 without a date will be assigned the date they were received by the enrollment team. Forgetting to include a date can invalidate apps received after AEP ends. Reminder: Any applications you receive on December 7 must be submitted to Empire and dated December 7, 2021.
- **If you work with an agency, make sure your dated applications are received by the agency no later than 11:59 PM on December 7, 2021.** Some agencies will send applications to Empire on your behalf, but you need to make sure your agency is in possession of your accurate, dated applications by the December 7, 2021 deadline in order for them to be processed.
- **Use mProducer to ensure accurate application submission.** Especially at this point during AEP, the best and fastest way to make sure your applications are submitted accurately and on time is to submit them electronically through mProducer. Click here to go to [mProducer](#).

**We appreciate everything you've done to help your clients choose an Empire Medicare Advantage plan!**

**Need more information or have questions?  
Contact your Regional Sales Managers.**

Services provided by Empire HealthChoice HMO, Inc. licensee of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield plans.