

# CIGNA ENROLLMENT FORM COVER SHEET



**DO NOT COPY**

Customer Name: \_\_\_\_\_ Number of Pages (including cover sheet): \_\_\_\_\_  
Customer's Medicare Number: \_\_\_\_\_ Included (please check all applicable):  
Agent Name: \_\_\_\_\_  Application  Power of Attorney (POA)  
Agent ID Number: \_\_\_\_\_  Scope of Appointment (SOA)  
 SOA Confirmation Number (AVL#): \_\_\_\_\_

**Faxing Instructions** (If you need additional cover sheets, visit: [www.cignahealthspringproducers.com](http://www.cignahealthspringproducers.com)):

All applications must be faxed to Cigna. All faxed applications must have this Cigna sales cover sheet as the first page.

- > Fax your applications within the first 24 – 48 hours to prevent delays.
- > When faxing several applications at one time, please include a cover sheet as the first page of each application.
- > If you send in three applications at once, make sure you include three cover sheets, one on top of each application.

**To prevent applications from being placed in the Request for Information (RFI) process, double-check your application before faxing and confirm you have completed and included the following:**

- Application has been signed and dated correctly by both the customer and the agent
- Eligibility has been confirmed and correct plan is selected
- Medicare number is correct on the application
- First name, middle initial/name, last name (should be the same as on Medicare card)
- Physical address and county (cannot be a P.O. Box number)
- Mailing address (if different from physical address)
- Scope of Appt. AVL# in the area provided above
- How did you obtain the application?
  - Home visit
  - Seminar
  - Office walk-in
  - Other: \_\_\_\_\_

**Please use the appropriate fax number listed below to fax the application:**

- > Alabama (includes Alabama, Florida Panhandle and Mississippi): **1-877-818-8162**
- > Arizona: **1-855-531-9754**
- > Arkansas: **1-877-818-9299**
- > Atlanta: **1-855-826-3789**
- > Colorado: **1-833-227-0905**
- > Illinois: **1-877-818-9225**
- > Kansas City: **1-844-372-4803**
- > MAPA (includes Maryland, Pennsylvania, Delaware and DC): **1-855-246-5870**
- > New Jersey: **1-833-569-6639**
- > North Carolina: **1-855-826-3790**
- > Central Florida (includes: Daytona Beach, Orlando and Tampa): **1-855-430-3495**
- > South Carolina: **1-855-826-3791**
- > Tennessee (includes North Georgia): **1-877-818-9299**
- > Texas: **1-877-818-8163**



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