



## Fax Routing Instructions

1. Fax Number – 1-888-567-5685
2. Indicate West or Central, New or Change
3. Order of Documents:
  - a. Fax Routing slip with Small Group Business Application checked
  - b. Small Group Business Application
  - c. Fax Routing slip with Enrollment Application checked
  - d. Enrollment Application
  - e. Fax Routing slip with Supporting Documentation checked
  - f. Supporting Documentation
4. If Common Ownership, indicate the number of Companies.
5. Fax is fed directly into Highmark's electronic application routing system.
6. *Please ensure you receive a Fax Confirmation report.*