LifeMap Assurance Company™
P.O. Box 1271, MS E-3A
Portland, OR 97207-1271
(503) 721-7161 • (800) 794-5390

Voluntary Benefits
Employee Enrollment and Change Form

For residents of Oregon and Washington, the definition of a Spouse includes your legal husband or wife or your State Certified/Registered Domestic Partner. Please contact your employer for any additional eligibility requirements.

For residents of Idaho, Utah, Montana and Wyoming, the definition of a Spouse includes your legal husband or wife. Please contact your employer for any additional eligibility requirements.

Part 1: Please complete using dark ink.

Employer Name	**Group Number**
Lewis & Clark College	**OR300475**

☐ New Enrollment – Date of Hire/Rehire (mm/dd/yyyy) _____ ☐ Change of Existing Enrollment

Employee's Name (Last, First MI)	Date of Birth	☐ M ☐ F	Social Security Number

Occupation	Annual Salary

Home Address (Street, City, State and Zip)	Telephone Number
	( )

Spouse Name (If applying for coverage)	Date of Birth	☐ M ☐ F	Social Security Number

Within the past 2 years have you or your spouse used cigarettes or other tobacco products? Employee ☐ Y ☐ N Spouse ☐ Y ☐ N

If for any coverage (except AD&D and Accident Only) you select an amount OVER the Guarantee Issue Amount or are making application for any coverage AFTER your initial 31-day eligibility period, **please complete Part 2 of this form.**

Please indicate the total amount of voluntary coverage you wish to have for initial enrollment or when making changes to coverage.

Voluntary Life Insurance

Employee ☐ Yes ☐ No Spouse ☐ Yes ☐ No

Employee $ _____ Spouse $ _____

- Employees and spouses may select amounts in $10,000 increments from a minimum of $10,000 to a maximum of $300,000.
- Employee - Complete Part II on the back of this form IF you are an employee applying for more than $100,000 during your 31 day initial eligibility period OR for any amount of application made after the 31 day initial eligibility period including during any annual enrollment period.
- Spouse – Complete Part II for Spouse on the back of this form for all amounts of coverage applied for at any time.

The beneficiary designation made for the Basic Life Insurance will apply unless the Employee completes a separate beneficiary designation for Voluntary Life. Employee will be the beneficiary for any Spouse coverage.

Voluntary Dependent Life Insurance

☐ $5,000 Spouse and Child

- Do not complete Part II on the back of this application if you are applying during your initial 31 day eligibility period. If application is made AFTER your initial 31 day eligibility period including during any annual enrollment period, please complete Part II for Spouse and Child(ren) on the back of this application.

The employee is the beneficiary.

Voluntary AD&D Insurance

☐ Yes ☐ No (If yes, select one plan)

Principal Sum $_____ ☐Employee Only Plan ☐ Family Plan

- Select an amount in $25,000 increments to a maximum of $300,000.
- Part II on the back of this application is NOT required for this benefit.
- The beneficiary designation made for the Basic Life Insurance will apply unless the Employee completes a separate beneficiary designation for Voluntary AD&D.

For any Spouse or child coverage, the Employee will be the beneficiary.

Please continue application on the following page.

Long Term Disability (LTD) Insurance BUY-UP / Exempt Employees

☐ Yes ☐ No

- Buy-up increases the maximum monthly benefit to $12,000.
- If you are applying DURING your initial 31 day eligibility period OR during annual open enrollment, do NOT complete Part II on the back of this form.

If you are applying at any other time AFTER your initial 31 day eligibility period, please complete Part II on the back of this form.

Long Term Disability (LTD) Insurance BUY-UP / Non-Exempt Employees

☐ Yes ☐ No

- Buy-up reduces the elimination period to 90 days.
- If you are applying DURING your initial 31 day eligibility period OR during annual open enrollment, do NOT complete Part II on the back of this form.

If you are applying at any other time AFTER your initial 31 day eligibility period, please complete Part II on the back of this form

Note: The Accident Death and Dismemberment (AD&D), Critical Illness and Accident Only Insurance certificate provide limited benefits. Review your certificate carefully.

Your application for coverage is not complete if this page is not signed and returned.

I request to be insured and authorize payroll deductions to cover the cost of coverage. Information in this application is given to obtain insurance, and the statements and answers are represented, to the best of my (our) knowledge and belief, to be true and complete. I (we) understand that (a) the insurance applied for shall not take effect until the application is approved and I will be notified of the insurance Effective Date; and (b) all insurance is subject to the eligibility provisions of the Policy; and (c) I must be Actively at Work (as defined in the Group Policy) to be insured. If I am not Actively at Work on the date my (our) coverage would become effective, my (our) coverage will not begin until the day I return to work.

Authorization to Release Information: I authorize any licensed physician, medical practitioner, hospital, clinic, or other medical or medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me or my health to give the LifeMap Assurance Company or its reinsurers any such information (including information about drug or alcohol use or abuse, mental illness, HIV (AIDS virus) or other sexually transmitted diseases). This authorization is valid for 24 months from the date it is signed. I agree that a photocopy of this authorization shall be as valid as the original. I acknowledge that I have received a copy of the Privacy Notice.

Insurance Fraud Warning:

Unless specific state language is provided below, the following general fraud notice applies: Any person who knowingly provides false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company may be guilty of a crime. Penalties may include imprisonment, fines, and denial of insurance benefits.

For residents of Washington: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

If your answers on this application are incorrect or untrue, LifeMap Assurance Company has the right to deny benefits or rescind your coverage for up to two years from the date coverage becomes effective.

▶ _____ ▶ _____

Employee's Signature Date Signed

▶ _____ ▶ _____

Spouse's Signature (if applying for coverage) Date Signed

Please continue application on the following page.

Part 2: Evidence of Insurability.

Please complete Part 2 if applying for coverage in an amount over the Guarantee Issue Amount or when applying for coverage after your initial 31 day eligibility period.

Employee's Name (Last, First, MI)

Answer the following questions for yourself, your Spouse and your Dependent Child(ren) if applicable.

- If you are applying *only* for AD&D or Accident Only Insurance, it is not necessary to answer *any* of the following medical questions.
- Complete this portion for Dependent Children *only* when application is being made *after* your initial 31 day eligibility period.

Employee Height _____ Weight _____	Child Name (first/last) _____ Date of Birth_____ Gender ☐M ☐F Height _____ Weight _____	Child Name (first/last) _____ Date of Birth _____ Gender ☐M ☐F Height _____ Weight _____
Spouse Height _____ Weight _____		
If you have more than 4 eligible children, please complete another form for the remaining children and submit both forms together.	Child Name (first/last) _____ Date of Birth _____ Gender ☐M ☐F Height _____ Weight _____	Child Name (first/last) _____ Date of Birth _____ Gender ☐M ☐F Height _____ Weight _____

Please answer Yes or No to all questions for yourself, your Spouse and your Dependent Child(ren).

	Employee	Spouse	Child(ren)
1. Within the past 10 years has any person applying for coverage been treated for or diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Complex (ARC) or Human Immunodeficiency Virus (HIV)?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
2. Within the past 5 years has any person applying for coverage been diagnosed or treated for any of the following: a. a heart or circulatory disorder, stroke, transient ischemic attack (TIA); b. diabetes requiring treatment with insulin; c. kidney disease (except kidney stones); d. cancer or malignancy of any kind (other than basal cell or squamous cell carcinoma of the skin); e. liver disease (including Hepatitis B and C); f. major organ failure or transplant; g. a lung disease(other than mild asthma); h. Systemic Lupus Erythematosus; or i. a neurological disorder (except for a controlled seizure disorder without a seizure in the past 2 years)?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
3. Within the past 10 years has any person applying for coverage sought treatment or counseling for excessive use of alcohol or drugs, used any controlled substances, been told by a medical practitioner that you had (or still have) a problem with substance abuse, been convicted of operating a vehicle while intoxicated, or had their drivers license suspended or revoked?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
4. Are you pregnant?	☐ Y ☐ N	N/A	N/A
5. Has any person applying for coverage been advised or recommended by a physician to have surgery which has not yet been performed?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
6. Is any person applying for coverage currently disabled or does any person applying for coverage have a condition which prevents or limits activities?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N

Please continue completing form on the following page.

	Employee	Spouse	Child(ren)
7. Has any person applying for coverage been diagnosed with, been treated, received medical advice, or taken medication for any disease or disorder of the following: a. the circulatory system including the heart and blood vessels, such as heart murmur, heart palpitations, chest pain, circulatory problems, high blood pressure or high cholesterol; b. the blood, such as anemia, leukemia, non-insulin dependent diabetes or albumin or blood or sugar in the urine; c. the glandular system, including the thyroid; d. the urinary system including the kidneys and bladder; e. the respiratory system, including the chest and lungs, such as asthma; f. the digestive system, including the stomach, pancreas or intestines; g. the muscular or skeletal system, including the back, spine and connective tissue, such as arthritis, fibromyalgia or fibromyositis; h. chronic fatigue syndrome; i. the central nervous system, such as dizziness, headaches, seizures, epilepsy, paralysis, Parkinson's, Alzheimer's, multiple sclerosis, motor neuron disease or ALS; j. the reproductive system; k. the mental nervous system, such as depression, anxiety, or stress; l. the immune system; or m. cancer or malignancy of any kind (more than 5 years ago) including carcinoma in situ, any other form of malignant disease, and any benign tumors of any kind.	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
8. Within the past 5 years has any person applying for coverage consulted with or been attended by a doctor, psychiatrist, psychologist or medical practitioner for any health reason or condition not disclosed in the preceding questions?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
9. Is any person applying for coverage currently receiving any treatment by a medical practitioner or taking any medication?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
10. During the past 5 years, has any person applying for coverage been absent from work more than five consecutive working days because of an illness or injury (excluding pregnancy)?	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
11. Is your spouse currently pregnant? If yes, give expected delivery date:_____ and describe any complications below.	N/A	☐ Y ☐ N	N/A

Name and address of **your** personal physician:	Name and address of your **Spouse's** personal physician:
_____ _____ _____	_____ _____ _____
Date last seen and reason: _____	Date last seen and reason: _____

IMPORTANT

Provide details of all 'YES' answers given to medical questions in 7 through 10.

If additional space is required, attach a separate signed and dated sheet.

Question Number & Individual	Illness/Reason for Checkup or Physician's Treatment/Consultation	Dates From	Dates To	Full Name & Complete Address of Attending Physician or Other Practitioner
				_____ _____ _____
				_____ _____ _____

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PRIVACY NOTICE

(Retain with your insurance records)

We, at LifeMap Assurance Company (LifeMap), know you value your privacy. That is why we are committed to the confidentiality and security of your personal information. Because we endeavor to earn and keep your trust, we have long-standing privacy policies, robust training, and full-time staff dedicated to protecting privacy. We also maintain physical, administrative, and technical safeguards to protect your personal information from unauthorized access. Even if you are no longer a LifeMap member, we protect the confidentiality of your personal information as if you were.

Marketing
While other companies may sell or rent your contact information, LifeMap never sells or rents your personal information for marketing purposes. If you want LifeMap to share your personal information with a nonaffiliated third party so the third party can market to you, you must give us your express permission.

Your Personal Information
We collect personal information such as your name, contact information, health information, and financial information from you, your providers, and other insurers that provide coverage to you. We use this information to provide services to you and to conduct insurance transactions. You may receive a copy of your personal information by contacting us at the phone number or address below. We will not disclose your personal information unless we are permitted or required by law or you give your permission. As permitted or required by law, we may provide personal information to our affiliates and agents, reinsurers, insurance administrators, consultants, or regulatory and governmental authorities. We obligate entities receiving this information on our behalf to protect it in the same way that we protect it.

Changes to Our Practices
We may change our privacy practices in an effort to provide even better protection. If we change our privacy practices in a material way, we will notify current customers in writing.

Contact Us
If you have any questions about our privacy program, you may contact us at (800) 794-5390 or write to:

LifeMap Privacy Official
P.O. Box 1071, Mailstop E12B
Portland, OR 97207