



State of Louisiana
Office of Group Benefits

Designation of Eligibility/e-Enrollment Contact

Please read the following important information BEFORE completing this form:

1. The eligibility/e-Enrollment contact serves as OGB's official point of contact for the participating agency.
2. The Office of Group Benefits (OGB) requires each participating employer to designate an eligibility/e-Enrollment contact and submit the contact information for this coordinator to OGB, using the Designation of Eligibility/e-Enrollment Contact form (GB-78). The form is available on the Agency page of OGB's website (www.groupbenefits.org), by clicking on OGB Forms on the menu toolbar.
3. The eligibility/e-Enrollment contact is responsible for the health and life insurance e-enrollment and retiree "participation" approval.
4. The completed form must be signed by the designated Agency Benefits Coordinator (ABC), and mailed or faxed to:

Office of Group Benefits
Attention: Eligibility Department
P.O. Box 66678
Baton Rouge, LA 70896
Fax Number: (225) 342-9917

5. Any time the contact changes, the form must be updated and resubmitted to OGB with updated information.

Participating Employer Name

Participating Employer Number

Eligibility/e-Enrollment Contact Name

Job Title

Telephone Number

Fax Number

Email Address

Participating Employer Mailing Address

Tax Identification Number

Signature of OGB Agency Benefits Coordinator

Date Signed

Printed Name of OGB Agency Benefits Coordinator