



STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF GROUP BENEFITS



DESIGNATION OF Eligibility/eEnrollment Contact

Please read the following important information BEFORE completing this form:

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

Office of group Benefits
Attention: Invoicing Section Manager
P.O. Box 66678
Baton Rouge, LA 70896
Fax Number: (225) 342-9917
Email: OFSS-OGB.Invoicing@la.gov

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

Participating Agency Name		Participating Agency Number	
Eligibility/eEnrollment Contact Name		Job Title	
Mailing Address		Physical Address	
Telephone Number	Fax Number	Eligibility/eEnrollment Contact Email Address	
Tax Identification Number			
Signature of Agency Benefits Coordinator			Date Signed
Printed Name of Agency Benefits Coordinator			