

Quick Reference Guide | Automated Funding Conversion for Brokers

Automated Funding Conversion Process for Brokers

Automated Funding Conversion (AFC) is an enhanced process designed to take routine tasks off everyone's plate. This process allows brokers to easily work with quotes that are converted from Fully Insured to Level Funded. Follow the steps in this guide to complete conversion tasks.

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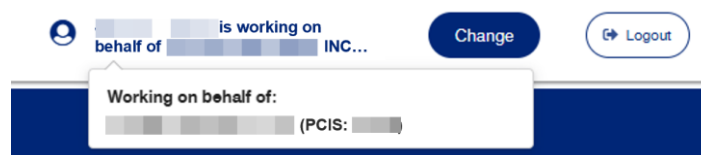
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1 Get Quote

- You'll receive an email from your Renewal Account Executive (RAE) with an initial Fully Underwritten Level Funded medical quote based on your Fully Insured renewal group.
- After evaluating to determine if you want to further explore Level Funded plans for your group, let your Renewal Account Executive know they should Convert the group and move it into the SAMx One New Business Dashboard so that you can add LF medical alternates and Specialty lines, finalize the census and complete conversion paperwork digitally.
- Once the RAE has sent the group to the SAMx One New Business Dashboard, they will email you to let you know your quote is now available. The email will include the Fully Insured vs Level Funded comparison guide.
- Log in to UHCeServices. (If you need help getting access and logging, click [here](#).)
- You cannot successfully sign if you are not logged in on behalf of yourself or on behalf of the broker assigned to the case you are working on.



- Launch SAMx One to view the Quote in the SAMx One New Business Dashboard.

Select Case

- On the **New Business Dashboard** in SAMx One, search for the AFC case by name in the search box.
- Click the **Company Name** link to open the conversion quote or click the three dots to the left of the name and select **View Case**.

United Healthcare

New Business | Renewals

NEW UHC Partner Portal is available! [Learn More](#)

Retain Dashboard Settings

Import Quote | New Case

Edit Filters (1) | Table Settings | Download

Results per page: 25 | 1 of 19

Showing 1 - 25 of 465 results

Actions	Company Name	Case ID	Effective Date	Location	Funding Type	Selected Products	Eligible Employees	Case Progress	New Business Case Type	Member Group ID	Case Create
			02/01/2026		LF	M.D	6	Employer Final Rate Confirmation In Process	Automated Funding Conversion (AFC)		01/12/2026
			06/01/2026		LF	M	5	Employer Final Rate Confirmation In Process	Automated Funding Conversion (AFC)		03/13/2026
			04/01/2026		LF	M.D.V	4	Employer Final Rate Confirmation In Process	Automated Funding Conversion (AFC)		03/13/2026

Group Overview

Selecting the case brings you to the **Group Overview** page. Green checks indicate that a section is complete. Red requires attention. Most fields in each section are prepopulated. Review each section for completeness.

Click each link to review a section, but first, scroll to the bottom of the **Group Overview** page to check email addresses.

New Business | Renewals

Quoting
Employer Final Rate Confirmation In Process

Your final rates are released!
Your rates have been released.
You can now review your plans and move to enrollment.
Please click the Checkout button to finalize your group plan selections and confirm rates to proceed to Enrollment.
If you would like to shop for additional plans, please click the Browse Plans link.

Progress Tracker

✓ 1. Group Context	Review Group Context	✓ 2. Group Details	Review Group Details
✓ 3. Owner Information	Review Owner Information	✓ 4. Census Information	Review Census Information
✓ 5. Browse Plans	Review Browse Plans	! 6. Application Documents	Review Application Documents

Checkout

2 Check Email Distribution

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At the bottom of the **Group Overview** page, check your email distribution list to make sure your staff and contacts at the group are correct.

NOTE: All fields must be filled out. For instance, if you enter an email address on one line, complete the other required lines as well to avoid errors when trying to submit.

Producer	General Agent
[Contact Name]	[Contact Name]
[Contact Name]	[Contact Name]
[Contact Name]	[Contact Name]

[View All 3 Contacts >](#)

3 Verify Group Information

Group Context

- From the **Group Overview** page, click **Group Context**. Most of the information in **Group Context** is locked at this stage because it is pulled over from the Fully Insured renewal record.
- You can select to add other specialty products to quote here if applicable.
- Use the left panel to go the next step or click the **Group Details** button in the lower right corner.

Group Context

Basic Information

Group Name * [Field]

Zip Code * [Field]

Effective Date * 04/01/2026

Total Eligible Employees * 2

Counting Methodology (FTE) * 2

SIC Code * [Field]

Choose Products

☒ Medical
 ☐ Dental
 ☐ Vision
 ☐ Life
 ☐ Short Term Disability (STD)
 ☐ Long Term Disability (LTD)

Medical Funding Type

☒ Level Funded

Salary

☐ Quote with Salaries
 ☒ Keep Salary Optional

Left Sidebar:

- Group Context ✓
- Group Details ✓
- Owner Information ✓
- Census ✓
- Plan Shopping
- Checkout

[Save & Exit](#)

[Group Details](#)

3 Verify Group Information

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Group Details

You can change: **Fee Agreement, Fee Agreement Amount, ISL (Stop Loss), SIC code, Coordination of Benefits (Plan Primary vs Medicare Primary), Medical Tracking Year, Domestic Partner Coverage.** Affiliations codes cannot be removed but up to four codes can be added..

United Healthcare

New Business Renewals

Back to Group Overview

Group Details

Please provide any additional information if possible. All fields marked with asterisk(*) are required.

Participation

Total Applying Employees * 4 Total Waiving Employees

Additional Group Information

Tax ID * DBA (Doing Business As) Affiliation Code 71530

Is this group related to a Cannabis Industry?
☐ Yes ☒ No

Contacts

Primary Contact

First Name Last Name Email Phone Number *

Save & Exit

Group Context Owner Information

United Healthcare

New Business Renewals

Is this group currently enrolled in a dental plan? *

☒ Yes ☐ No

Requested Coverage - Level Funded

Rate Guarantee * ☒ 12 Months ☐ Calendar ☐ Plan

Medical Tracking Year * ☐ Calendar ☒ Plan

Coordination of Benefits * ☒ Medicare Primary ☐ Plan Primary

Domestic Partner Coverage * ☒ Yes ☐ No

Fee Agreement * ☒ PEPM ☐ None

Fee Agreement Amount * \$ 31.00

Stop Loss Limit * \$15000

Ongoing Payment Method * ☐ Direct Bill ☒ Electronic Funds Transfer

EFT Information - Ongoing Payment

When electing ongoing method of Electronic Funds Transfer (EFT), please visit to provide bank account details.
<https://www.uhcinsurances.com>

Group Context Owner Information

3 Verify Group Information

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Group Changes

Changes that require sending a case back to underwriting are automatically detected by SAMx One. Review the changes and either click **Continue** to submit changes or **Revert Changes** to keep original.

The screenshot shows the 'Group Details' page in the United Healthcare system. A yellow warning box on the left states 'Group Changes Detected' and 'You are currently editing a quote which may require a submission back to underwriting'. A red box highlights a 'Review' button. A modal window titled 'Group Changes' is open, explaining that changes must be submitted to underwriting and offering 'Cancel', 'Revert Changes', and 'Continue' options. The 'Owner Information' button at the bottom right is also highlighted with a red box.

Group Census

- You can add or remove members and dependents as well as change coverage.
- You cannot upload a census, but you can download the census to review for accuracy.
- When finished, click the **Plan Shopping** button to add or remove plans.

The screenshot shows the 'Enter a group census' page. A table lists four employees with columns for Status, First Name, Last Name, DOB, Age, Gender, and Employee Status. Callouts highlight key actions: 'Add Employees' points to the 'Add Employees' button; 'Change Coverage' points to the edit icon in the 'Employee Status' column; and 'Add/Remove Dependents' points to the 'View Employee Details', 'Add Dependent', and 'Remove Employee' options in the 'Actions' column. The 'Plan Shopping' button is visible at the bottom right.

4 Shop Plans and Additional Lines of Coverage

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Shop Plans

- Level Funded alternate plans that closely match the Fully Insured plans are pre-selected, but the shopping page lists all plans.
- Shop for Level Funded alternates on medical lines of coverage.
- Choose plans from a new line of coverage in new Specialty lines.
- Existing Specialty lines will show and must remain selected for the Specialty to stay with the medical plan during conversion.
- Deselecting All Plans will remove existing option as well as shopped options. **Do not Deselect All Plans on existing lines of coverage.**
- You can **Generate Proposals** and **Preview** selected plans.
- Click **Checkout** when you are satisfied with the Plan Selections.

The screenshot displays the United Healthcare 'Shop Plans' interface. The page title is 'Shop Plans' with a subtitle 'Review pre-selected renewing plan options or make plan changes.' The interface includes a left sidebar with navigation links like 'Back to Group Overview', 'Quoting', 'Group Context', 'Group Details', 'Owner Information', 'Census', 'Plan Shopping', and 'Checkout'. The main content area shows a 'Search Plans' section with a search bar and filters for 'Funding Type' (Level Funded) and 'Portfolio' (UnitedHealthcare & Surest). Below this, there are buttons for 'Select All Plans', 'Deselect All Plans', 'Filter Plans', and 'Sort By'. A 'Generate Proposal' button is located at the top right. A red box highlights the 'Generate Proposal' and 'Preview 3 Selected Plans' buttons. Another red box highlights the 'Medical', 'Dental', and 'Vision' specialty line buttons. A third red box highlights the 'Filter Plans' button. A fourth red box highlights the 'Checkout' button at the bottom right. A blue callout box points to the 'Select other Specialty Lines' text. A 'surest' banner is visible at the bottom of the main content area.

4 Shop Plans and Additional Lines of Coverage

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Once you've clicked **Checkout**, place a check next to the appropriate medical and specialty plans if selecting others.

- If needed, click **Edit Contribution** to adjust employer contributions.
- Click **Move to Enrollment**, if highlighted, in the lower right corner.
- If additional steps or documents are required, you'll receive alert messages at the top of the screen.

Checkout

Please review the medical and specialty plans you have selected. Prior to moving forward, ensure the plans selected are correct.

[Generate Proposal](#) [Edit Contribution](#)

Contribution Info
The allowed Employer Contribution amount for Voluntary Dental plans is between 0-49%.
The allowed Employer Contribution amount for Voluntary Vision plans is between 0-49%.

Step 1: Select Medical Plans

Minimum Contribution Requirement
Level Funded requires a minimum employer contribution of 50% towards medical for employees. Final employer contributions will be captured in enrollment.

Level Funded

surest A health plan to help you win business. [Watch the video.](#)

[View Less Level Funded Plans](#)

Plan	Employee Cost	Employer Cost	Monthly Premium	Actions
☐ PROformance PPO PROP2000106021B	\$1,682.26	\$1,682.26	\$3,364.52	View more details
☒ PROformance PPO PROP5000108021B Base Plan	\$1,608.76	\$1,608.76	\$3,217.52	View more details

[Generate Proposal](#) [Move to Enrollment](#)

Contribution

Medical LF Dental Vision
10% EE 0% DEP APPLIES ON DEP APPLIES ON DEP

Estimated PEPM \$ 0.00 Employer Contribution Type ☒ Percentage ☐ Dollar

Employee Contribution Dependent Contribution

AZ minimum of 50%

Estimated Employer Cost for Selected Plans

Employee	Household Premium (EE + Deps)	Est. EE Cost	Est. ER Cost
PROP5000108021B			
	\$491.04 (EE Only: \$491.04 + Dep(s): \$0.00)	\$245.52	\$245.52
	\$491.04 (EE Only: \$491.04 + Dep(s): \$0.00)	\$245.52	\$245.52
	\$491.04 (EE Only: \$491.04 + Dep(s): \$0.00)	\$245.52	\$245.52
	\$1,620.40 (EE Only: \$491.04 + Dep(s): \$1,129.36)	\$1,374.88	\$245.52
Total:	\$3,093.52	\$2,111.44	\$982.08
PROP2000106021B			
	\$514.37 (EE Only: \$514.37 + Dep(s): \$0.00)	\$257.18	\$257.19
	\$514.37 (EE Only: \$514.37 + Dep(s): \$0.00)	\$257.18	\$257.19
	\$514.37 (EE Only: \$514.37 + Dep(s): \$0.00)	\$257.18	\$257.19
	\$1,697.41 (EE Only: \$514.37 + Dep(s): \$1,183.04)	\$1,440.22	\$257.19

[Generate PDF](#) [Apply & Close](#)

You'll return to **Group Overview** to complete application documents.

5 Start uhcDOCS Process

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Click the **Go to uhcDOCS** from the **Group Overview** page to begin the digital paperwork collection process.

The screenshot shows the United Healthcare Group Overview page. At the top, there's a navigation bar with 'New Business' and 'Renewals' tabs. Below this, a 'Quoting' section indicates 'Employer Final Rate Confirmation In Process'. A green notification box states: 'Your final rates are released! Your rates have been released. You can now review your plans and move to enrollment. Please click the Checkout button to finalize your group plan selections and confirm rates to proceed to Enrollment. If you would like to shop for additional plans, please click the Browse Plans link.' Below the notification is a 'Progress Tracker' table:

Progress Tracker	
1. Group Context Review Group Context	2. Group Details Review Group Details
3. Owner Information Review Owner Information	4. Census Information Review Census Information
5. Browse Plans Review Browse Plans	6. Application Documents Review Application Documents

Below the progress tracker is a 'Checkout' button. At the bottom, the 'Application Documents' section is titled 'uhcDOCS Progress' with the text 'For additional information please open uhcDOCS.' A red box highlights the 'Go to uhcDOCS' button in the bottom right corner.

It is important to complete Plan Selection, Employee Plan Selection (census elections), and Rate Review (for HSA plans) before digitally signing Application Documents in uhcDOCS (next). **Changing Plan Selection or census elections after signatures have been collected will result in needing fresh digital signatures on required installation paperwork.**

6 Actions and Progress

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- Complete the actions on the **Actions and Progress Page**. Select **Manage Contacts** first.
- Manage Contacts** will require you to add Role/Tile for the Plan Administrator to advance to the next screen. When both Manage Contacts screens are completed, click **Save** and then use the **Back** button in the upper left corner to move back to Actions and Progress Page.

The screenshot shows the 'Actions and Progress Page' with a 'Group Name' field. Under the 'Actions' section, the 'Manage Contacts' button is highlighted with a red rectangular box. A 'TechTip' sidebar on the left explains that filling out contacts first allows sharing forms with other signees, with an option to 'Don't show tips again'.

- Edit Group Information** is the next button to click. This will open Group Information Sections where you digitally complete the required forms for installation.

This screenshot shows the 'Actions and Progress Page' with the 'Edit Group Information' button highlighted by a red box. Other buttons visible are 'Manage Contacts' and 'Share Forms'.

The screenshot displays the 'Group Information Sections' page. A green progress bar at the top indicates 100% completion. Below the bar, a list of sections is shown, each with a green checkmark indicating completion: Plan Sponsor Information, Current Medical Carrier & TPA Information, Plan Details and Policies, Plan Sponsor Eligibility & Leave of Absence, Billing Information, and NY Pool Questions.

- Use the **Save and Continue to Next Section** button to move through the screens. When finished, green check marks will show.

This screenshot is identical to the previous one, showing the 'Group Information Sections' page with a 100% progress bar and a list of completed sections, each marked with a green checkmark.

The screenshot shows the bottom of the 'Group Information Sections' page. It features a 'Save' button and a 'Save and Continue to Next Section >' button, with the latter highlighted by a red box.

- Once the green checks appear, the **Actions and Progress Page** will add new tabs.
- **Share Forms** allows you to invite the Plan Administrator to Review and Sign forms.

Actions and Progress Page

Group Name:

Case Id: 1013357

Actions

Manage Contacts

+

Edit Group Information

+

Share Forms

+

Review and Sign

+

The BCA must be signed by the Plan Administrator. The broker can sign on behalf of the Plan Administrator for all documents except for the BCA.

- **Invitation and Review Request:** Sends an access link to person who will complete/review information and sign. Most often used by GA or broker to ask Plan Administrator for a signature on Plan Sponsor Application or Billing Information (BCA).
- **Complete on Behalf and Sign on Behalf:** Allows forms to be completed/reviewed and signed documents on behalf of someone else.
- **Review and Sign** (located just below Share Forms) is where you (the broker or GA) will click to sign the forms. You can sign all forms (except the Plan Admin BCA) on behalf of the group as long as you have access to the quote.

[< Back](#)

Forms Permissions

Select a filter to provoke an action: ✕ Invitation Review Request Complete on Behalf Sign on Behalf

☒	Edit	First Name	Last Name	Role	Email *	Signature Request Status	Last Updated
☒				Employer Admin		Not Sent	1/21/2025

Send Invitation

- **Click the Back button once you are done with Share Forms**

[< Back](#)

Forms Permissions

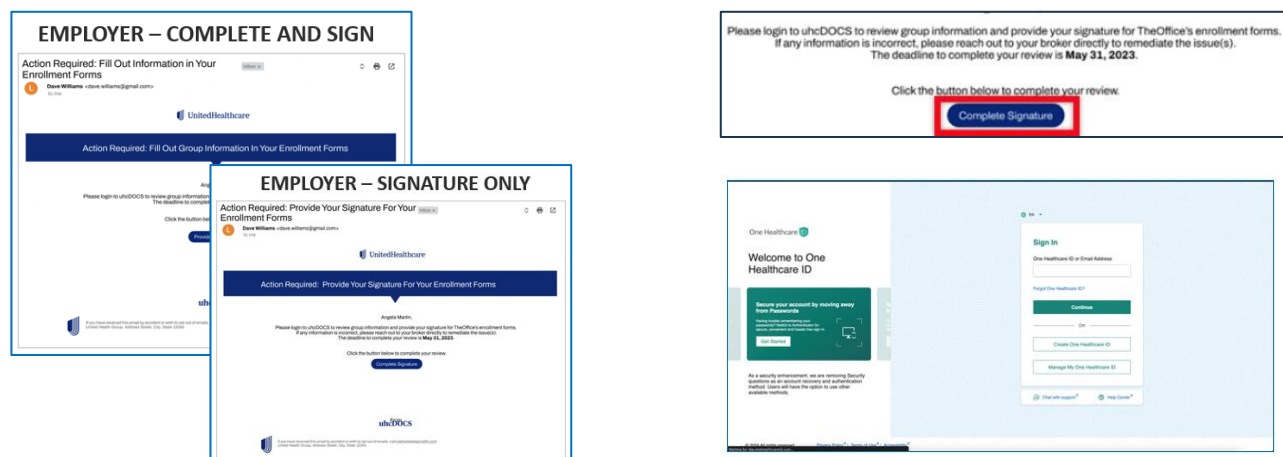
Select a filter to provide an action: Invitation Review Request Complete on Behalf Sign on Behalf

☐	Edit	First Name	Last Name	Role	Email *	Signature Request Status	Last Updated
☐				Employer Admin		Completed	3/28/2024

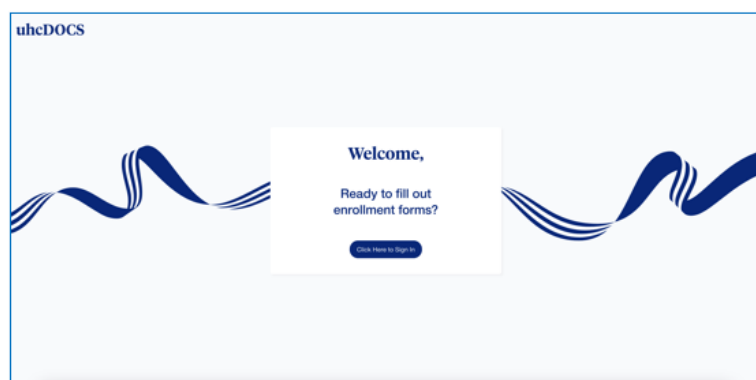
8 Employer Experience

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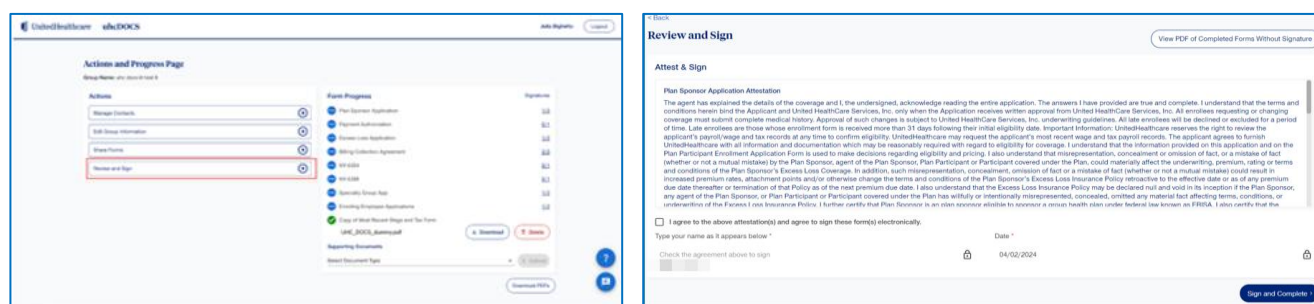
- Here's an example of the invitation the Plan Administrator will receive to complete/review/sign the forms. Once the recipient clicks the **Provide Information** button or the **Complete Signature** button, they are sent to the One Health ID log in page for security.



- The Welcome page button will take them to the signature page.



- The Employer can now complete and sign or simply sign the documents. Follow the instructions to complete the forms.



9 Review and Sign

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- Click **Review and Sign** on the **Actions and Progress Page** to begin signing required installation documents digitally.

Actions and Progress Page

Group Name: [Color Swatches]
Case Id: [Color Swatches]

Actions

- Manage Contacts
- Edit Group Information
- Share Forms
- Review and Sign** (highlighted with a red box and a blue callout box: "Forms can now be reviewed and signed")

- Each form can be reviewed and signed by clicking on the box next to the name and then clicking **Ready to Sign** at the bottom right.
- To sign forms, check the box next to the forms that need a signature then click **Ready to Sign** in the lower right-hand corner
- There is an option to **Download All Forms without signature** in the upper right corner for your own records.

Review Group Forms

Form Selection

Please select all forms you would like to provide a signature for:

- ☒ Plan Sponsor Application
- ☒ Excess Loss Application
- ☒ Billing Collection Agreement

Software and Hardware Requirements

In order to complete the online enrollment process and sign forms electronically, you'll need:

- A device that can connect to the Internet - some devices can be a desktop computer, laptop, tablet, or mobile phone
- A web browser - this can include Chrome, Firefox and Safari
- Software that enables you to receive and view Portable Document Format (PDF) files - you can use Adobe Acrobat Reader (available for free download here)

You will have the option to obtain a copy of the application after you've signed in the next step - look for the **View PDF of Completed Forms with/without Signature** buttons. You can also **View PDF of Completed Forms with Signature** on the landing page at any point after completion. You will also have the option to track any status updates via the **Form Signatures** on the homepage or the **Share Forms** action.

Form Overview

- Plan Sponsor Application
- Payment Authorization
- Excess Loss Application
- Billing Collection Agreement
- NY-4399
- NY-4264

Download All Forms without signature

Ready to Sign

Please note, **paper forms cannot be completed and then uploaded inside this tool**. All information must be submitted digitally including all signatures.

9 Review and Sign, continued

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- For the signature to be valid, click the “I agree...” box to attest, then type the name EXACTLY as it appears below the signature line, and then click **Sign and Complete**.
- The signer only needs to attest and sign once and that will populate into all the other forms.

NOTE: If you receive an error when signing, (1) ensure you're logged in as yourself and (2) that you signed using your name exactly as it appears below the line.

- Once all forms are signed by both the broker and Plan Admin, the Actions and Progress Page will show all green checkmarks.
- The broker will need to click **Submit Forms** for the blue **Unlock Actions** link to appear. Then they will click **Return to Quote** at the bottom right side of the screen to return to SAMx One to complete the process.
- Return to Quote** will take you back to SAMx One to Review the Rates and Submit for final installation

If group changes are made after signatures have been obtained, **new signatures will be required.**

10 Make Employee Plan Selections

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- From the **Group Overview** page, confirm **Progress Tracker** shows all green checks and uhcDOCs at 100%.
- Click **Checkout**.

The screenshot shows the United Healthcare interface. At the top, there's a navigation bar with 'New Business' and 'Renewals'. Below it, the 'Progress Tracker' section displays a grid of steps: 1. Group Context, 2. Group Details, 3. Owner Information, 4. Census Information, 5. Browse Plans, and 6. Application Documents. All steps are marked with green checkmarks. A 'Checkout' button is highlighted with a red box. Below the progress tracker, the 'Application Documents' section shows 'uhcDOCS Progress' with a progress bar at 100% and a 'Go to uhcDOCS' button.

- Confirm plan selection and click **Move to Enrollment**.
- Check that you confirm the plans and rates for enrollment and then click **Continue**.

The screenshot shows the 'Checkout' page. At the top, there are buttons for 'Generate Proposal' and 'Edit Contribution'. Below, 'Step 1: Select Medical Plans' is displayed. A 'Minimum Contribution Requirement' banner states that Level Funded requires a minimum employer contribution of 50% towards medical. The 'Level Funded' dropdown is selected. A table lists two plans: 'PROformance PPO' and 'Charter EPO'. A modal window titled 'Move to enrollment' is open, asking for confirmation of plans and rates. The 'Continue' button in the modal is highlighted with a red box. At the bottom, 'Step 2: Confirm Email Distribution' is shown, with a 'Move to Enrollment' button highlighted with a red box.

10 Make Employee Plan Selections

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- On the **Census Enrollment** page, click the pencil icon to update any plans for each employee or to waive coverage.
- Select the magnifying glass to search for a PCP or check **Randomize PCP**.
- When finished, click **Employer Attestation**.

The screenshot shows the 'Plan Elections' interface. At the top, there are tabs for 'Randomize PCP' and 'Select PCP'. Below this is a table with four rows of employee medical plans. The first row is for 'Medical: PROP300010I8021B' with a pencil icon (A) and 'No PCP Required' (B). The second row is for 'Medical: CharE6000100LX21B' with a 'Randomize PCP' checkbox (C) and a magnifying glass icon (A). The third and fourth rows are for 'Medical: No Plan Selected' with pencil icons (A). To the right, the 'Choose Plans' panel shows 'Available Medical Plans' with two options: 'PROP300010I8021B' (UnitedHealthcare Choice Plus) with an employer cost of \$7,587.89/mo, and 'CharE6000100LX21B' (UnitedHealthcare Charter) with an employer cost of \$5,418.77/mo. At the bottom right, there is an 'Employer Attestation' button (C).

The screenshot shows the 'Select Provider' page. It has a search bar with 'Within 10 Miles of' and 'Edit Location'. Below the search bar, there are input fields for 'Provider Name', 'Organization Name', and 'Provider ID, NPI, or TIN'. A 'Search' button is at the bottom. The page is labeled with a blue circle 'B'.

The screenshot shows the 'Select Provider' page with 'Matching Providers'. It lists two providers: 'OE' and 'HH'. Both are 'Primary Care' and '0.00 miles' away. They both have 'Accepting New Patients' and 'In-Network' status. There are 'Choose Provider' buttons for each. The page is labeled with a blue circle 'B'.

- The **Employer and Employee Attestations** must be signed. These attestations state that the signer is attesting that the information provided on behalf of the employer and employees is correct. You will need to attest for both the employer and employee.
- Click **Group Overview** after signing Employee Attestation.

- On the **Group Overview** screen, green check marks show when attestations are completed.
- Click **Submit for Install** and **Submit** to confirm.

- When complete, you'll see the Group number and have the option to view Member IDs.
- The welcome email/letter should be received within 24-48 hours. If it hasn't be received, check with your RAE.