

Portability and Conversion

Help employees keep their OneAmerica® group insurance when their coverage status changes.

When an employee experiences a change that impacts their coverage, provide them the group policy number and benefit information along with a copy of the employee portability and conversion info sheet (G-31138). You may choose to provide a printed copy, or if possible, post it online in a location they can access for at least 31 days after their coverage ends.

All of the tools and resources employees need to apply for portability or conversion are located at oneamerica.com/keepmybenefits.

Deadline reminder

Be sure to communicate to employees the deadline for application. They must submit all required information and forms to OneAmerica within 31 days of termination of their group benefits .

If an employee needs additional information about



For more information, contact your OneAmerica account manager.