

Election of Portability Coverage Instructions & Application

If your coverage includes a Portability provision, you may continue your disability coverage for up to 12 months if your employment ends.

Please refer to your certificate of coverage for details regarding coverage amount, limitations and your eligibility to port.

You may not add or increase any amounts of coverage once you are eligible for or elect portability.

In order to continue your coverage, you must apply in writing and pay the first premium to us within 31 days after the date your employment ends.

INSTRUCTIONS: To continue your disability coverage, you must do the following:

- Mail the original of completed application to: **Administrative Services
300 Southborough Drive, Ste. 200
South Portland, ME 04106-6914**
- or fax to AS at **1-(877) 820-5311**
- Keep a copy for your records
- Upon approval, you will receive a bill from AS. Monthly bills will be mailed to your home mailing address.

If you have any questions when completing this form, please call Toll-Free 1-(800) 877-2701.

