



## It's time to renew your Mercy Flights Membership

Thank you for your continued support of Mercy Flights! Your efforts and commitment as group coordinators allow us to continue offering a community discount program to your group at significant savings.

We have recently upgraded our software which will provide added options for direct renewals via our website. Please contact us if you are interested in a direct renewal for your group. Additionally, we have also updated our terms, including a reduced waiting period for new members, and expanded household eligibility.

### Enclosed Paperwork

- **Roster:** A list of your current members you can use for your annual renewal.
- **How Membership Works:** detailed coverage enclosed.
- **Enrollment Forms:** Required for new members and members who need to make life changes such as dependent changes.
- **Change Forms:** Use this for simple changes like addresses. *Enrollment forms are not required for renewing members with no changes.*
- **Payment Vouchers:** Use these to record payments for your members.

### Renewal Steps

- **Announce** that it is time for renewal at your next group meeting or gathering.
- **Collect** enrollment forms and payment vouchers.
- **Complete** add/ change form.
- **Verify** that all members have completed the right forms and submitted payment for the correct amount. Do not send cash. Please do not staple any of the paperwork together.
- **Mail** all completed forms and reconciled payments to Mercy Flights by the due date. Or you can use the drop box at our office: 2020 Milligan Way, Medford, OR 97504

### Process

Once your group is paid and processed, we will mail your cards along with a roster and pro-rate form to onboard new members throughout the year.

### Grow Your Group

Tout this amazing benefit by hosting a presentation or live question and answer session with a representative from our membership team. We are happy to assist during your Open Enrollment period, large all-member gatherings, Wellness Fairs, or any event that increases awareness of and participation in our partnership.

