

MDA should notify the employee of their option to continue coverage at their time of termination / resignation.

The employee is responsible for completing required information and submitting it to with any premium payments which may apply to be processed.

Item	Description	File
Portability Application	Please find the portability application	
Portability vs. Conversion Chart	The chart outlines the benefits available when porting or converting coverage.	
LINA - Portability Rate Chart	The following provides the LINA portability rates as outlined in your policy.	
Portability mailing address – LINA & CLICNY	If the employee has questions regarding porting or converting their coverage, they can contact the following: 800.423.1282 Monday through Friday, 8:00 AM to 4:30 PM CST	AmWINS Group Benefits Inc. P.O. Box 152501 Irving, TX 75015-2501
Conversion Application		
Conversion <u>Life</u> mailing address – LINA & CGLIC	If the employee has questions regarding converting their coverage, they can contact the following: 800.423.1282 Monday through Friday, 8:00 AM to 4:30 PM CST	AmWINS Group Benefits, Inc. P.O. Box 152501 Irving, TX 75015-2501
Conversion Accident - LINA & CLICNY & LTD	If the employee has questions regarding converting their coverage, they can contact the following: 800.441.1832 Monday through Friday, 8:00 AM to 4:00 PM EST	Life Insurance Company of North America P.O. Box 786020 Philadelphia, PA 19178-6020