

VBA/MBA Quick Reference

For all new VBA vision groups, please submit the following to Melissa Lesniewski at mlesniewski@mbausa.org.

- VBA Group Application Form
- VBA Supplemental Application
 - o In order to receive commissions, the Broker Section must be complete
- VBA Proposal Page (Benefit Grid)
 - o Be sure the Proposal Page matches the Plan Design you are electing.
- Enrollment Forms

Reminders:

- VBA Vision benefits are available to Manufacturer & Business Association members
 only. Membership will be verified upon receipt of Group Application. If group is not a
 member, you may send membership application (and required dues payment) with VBA
 enrollment forms.
- In order to receive the MBA Member Rate, paperwork must be submitted to Melissa at the MBA.
- All enrollment/change forms should be emailed to Melissa Lesniewski at mlesniewski@mbausa.org.
- Benefit Questions contact Carrie Kadunce at ckadunce@vbaplans.com