

Portability and Conversion Process



If your employees' group coverage ends or reduces, they may be eligible to port or convert their group life insurance. Those options allow them to continue coverage without the need for medical underwriting.

Please Note

It is your responsibility as the employer to provide information pertaining to your employees' port and convert options. We do not contact your employees following termination/reduction in coverage.

Portability and Conversion Coverage Continuation forms are available online.

There is a section for employer responses within each of the applications. Please provide your employees with the application forms upon notification of coverage termination/reduction. We suggest you pre-populate the employer section in the applications to help streamline the exit process.

Full eligibility requirements are detailed within the Summary of Coverage documents. Employees are required to have the completed paperwork and initial payment to us within 60 days of coverage ending or reducing.

How to Access Forms

Follow these steps to locate the appropriate portability and conversion forms:

1. Visit MutualofOmaha.com.
2. Click on the support link in the upper right corner of the page.
3. Click Get a Form.
4. Select "A Plan Administrator" and the appropriate state from the drop-down menu.

** Note for Self-Administered Groups: You will need to provide us a copy of the signed enrollment form in order for us to know for which coverage the employee is eligible.*

If you have any questions regarding the portability or conversion process, please contact Mutual of Omaha for assistance.



Underwritten by
United of Omaha Life Insurance Company
Companion Life Insurance Company
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