

Louisiana State Employees & Retirees Application Submission Process

All forms needed to complete the application process are linked below

1. Choose either the Prepaid or Passive PPO Plan.
2. Print and fill out the corresponding plan application.
3. Print and fill out the SED-4 Payroll Deduction Authorization form.
4. Send a copy of all forms to your HR/Payroll Department.
5. Send a copy of all forms to Lisa Douglas, Fax 832-415-0131 Email to ldouglas@fcdental.com.
6. Effective dates are the first of each month.