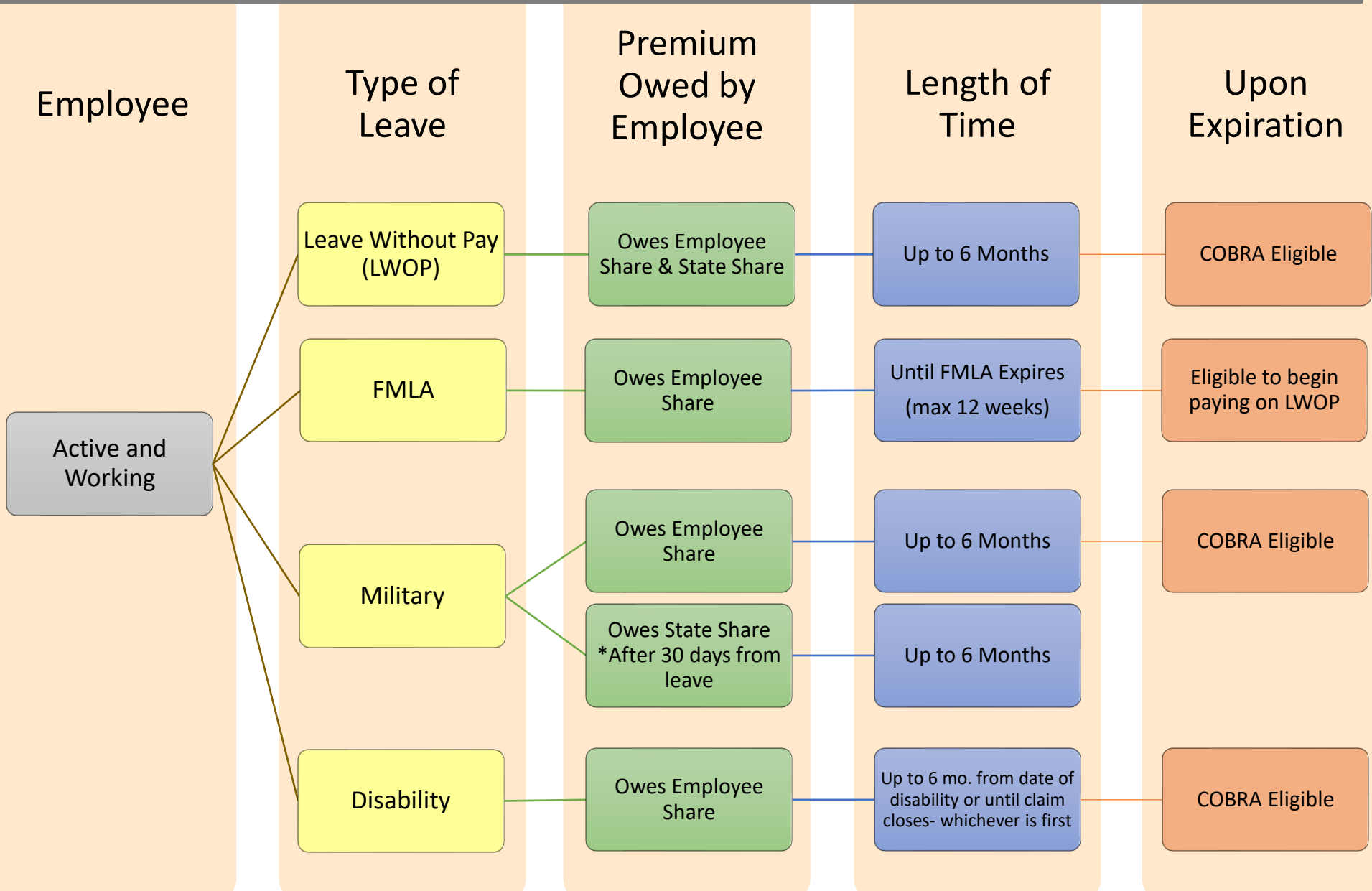


This is a simplified representation of the Self-Pay Process for employees on various types of leave.  
 For specific questions call Group Insurance at 208-332-1860 or email at [ogi@adm.idaho.gov](mailto:ogi@adm.idaho.gov)



For all leave options, the agency is responsible for contacting the employee each month to communicate the amount of premiums owed and the date it is due. The employee writes a check or money order payable to OGI, sends/delivers the check to you, then you verify the amount is correct, complete the self-pay form, and send the form and the check to OGI.