

ICHRA Implementation Timeline

for Special Enrollment Periods

Congratulations on selecting Nexben for your ICHRA-solution! To provide the best possible experience, please follow the steps outlined below. Keep in mind *all items below must be completed by the 5th of the month prior to the desired Plan Effective Date.*

All items in Step 1 must be completed before moving to Step 2. All items in Step 2 must be completed before moving to Step 3.

1 Broker & Employer Group

Finish 4-6 weeks before the 5th of the month prior, if employees have Medicare finish 8 weeks before.

Complete the Nexben Employer Application, including confirmation of contribution strategy

Fill out the Nexben formatted Census, adding employee email addresses

Read and sign the Third-Party Sender ACH Agreement and Business Associate Agreement, to be completed via DocuSign

Send Employer Application and Census to Nexben

2 Nexben Team

Finish 3-4 weeks before the 5th of the month prior.

Review completed documentation for completeness

Build Employer Group portal

Initiate bank account verification process

Schedule and hold implementation call (new groups only)

3 Employer Group

Finish 2 weeks before the 5th of the month prior.

Validate micro-debits to complete bank account verification

Develop and execute employee communication plan – Nexben collateral available at <https://www.nexben.com/resources/> and on the Learn tab on the Nexben portal.

Open enrollment and invite employees to enroll

Close enrollment (2-3 days before premium payment)

Pay premiums via Nexben portal by 2pm CT on 5th of the month prior to effective date