

# 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.

**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 close of policy selection. If employees have Medicare finish 8 weeks before.**

Complete the ICHRA Employer Application, including confirmation of contribution strategy

Read and sign the Third-Party Sender ACH Agreement and Nexben Service Agreement

Update the Nexben formatted Census, adding employee email addresses

Upload final Census to the Nexben platform

### #2: Nexben Team

**Finish 3–4 weeks before the close of policy selection.**

Review completed documentation for completeness

Initiate bank account verification process

Build Employer Group portal

Schedule and hold implementation call (new groups only)

### #3: Employer Group

**Finish at least 2 weeks before the close of policy selection.**

Develop an employee communication plan – resources available on the Learn tab on the Nexben portal

Open enrollment and invite employees

#### At close of policy selection

Close enrollment (employees may no longer change policy selection)

Pay premiums via Nexben portal

(see chart on back for due dates)

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### 2022 Special Enrollment Period Due Dates

Effective Date	4/1	5/1	6/1	7/1	8/1	9/1	10/1	11/1	12/1
Last day for Proposals	2/10	3/10	4/10	5/10	6/9	7/7	8/10	9/8	10/10
Application and Agreements Due to Nexben	2/11	3/11	4/11	5/11	6/10	7/8	8/11	9/9	10/11
Policy Selection Closed and Premium Payments Due by Noon CST	2/28	3/31	4/29	5/31	6/30	7/29	8/31	9/30	10/31