

# 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

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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