# nexben

# ICHRA Implementation Checklist and Timeline

### Congratulations on selecting Nexben for your ICHRA solution!

For the best possible experience, allow a minimum of 30-45 days before the start of your benefits effective date to ensure the steps outlined below can be completed. **More detailed instructions for you and your employees are provided on the Resource Hub** (accessible by clicking "Resources" in the lefthand navigation panel of the platform).

Broker

- □ Enter group information on the platform.
- □ Invite group to register.

## Employer

A few easy steps and we are ready for employees to start selecting their health benefits.

Allow 2-3 banking days for your premium funding payment to process before enrollment can begin.

## Employees

#### Complete enrollment by the 15th of the month prior to the benefit start date.

Example: If benefits start on Jan. 1, complete enrollment no later than Dec. 15.

- $\hfill\square$  Register, creating a unique account to access Nexben's platform.
- □ Enter company details.
- □ Read and sign the Nexben ICHRA Services Agreement, Third-Party Sender Agreement and the Business Associate Agreement.
- □ Add company banking information.
- Gather and enter employee information using the online form or the census template provided for bulk upload.
- Define contribution strategy and enrollment dates.
- Pay your premium funding invoice as soon as it is received. Must be paid before your enrollment is opened to your employees. Allow 2-3 banking days for payment to process.
- □ Open your enrollment. Employees will receive an automated invitation to register and start their enrollment process.
  - □ Send out ICHRA Notice to employees (typically due 90 days before benefits start).
- □ Register, creating a unique account to access Nexben's platform.
- □ Verify personal information.
- □ View the employer's contribution and payment information.
- Shop for health benefits; direct link to enrollment advocates available.
  Use employer payment information to:
  - □ Secure coverage (first premium).
  - □ Set up second and recurring premium payments within 10 days of enrollment.

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