

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.

- 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*).

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.

- 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.