

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.