

## Plan Year Changes!

# Congratulations! You are kicked off and ready to start implementation!

First, we need a few pieces of info from you to get our implementation started on the right foot. Please send your Implementation Managers:

1. **Benefits Design Changes** (for all benefits) - please feel free to send these as:
  - a. Bullet pointed list noting the changes
  - b. SBCs or similar “official” plan docs
  - c. Benefits Guides
  - d. Any format that clearly highlights the change(s)
2. **Vendor Changes** - vendor info (particularly contact info) lives in ALEX. Please send us changes to:
  - a. Vendor/program names
  - b. Vendor websites
  - c. Vendor phone numbers
  - d. Instructions on reaching out/contacting vendors
3. **Updated Rates/Premiums**
4. **Other changes that may impact ALEX** - a few examples are:
  - a. Eligibility changes - for both Open/Annual Enrollment and New Hires
  - b. Changes in Enrollment Dates
  - c. Adding a “Grace Period” for either Enrollment, or something like FSA Claims Deadlines
  - d. Changes to the Enrollment Platform/URL, or instructions for how to enroll
  - e. Changes to other deadlines - wellness activities, tobacco cessation forms, etc.

**P.S.** Please send us this information as soon as it’s finalized and available! We’re fine with this being in a quick list or email, no need to make it pretty!