



2022- New Business

Small Business Enrollment Time-frame

Effective Date	Last Day for Employer to confirm Plans	Employee Open Enrollment (10 days for employee to complete enrollment)		Binder Invoice Created	Binder Invoice Due	*Recurring payment will happen on
		Start	End			
1/1/2022	11/30/2021	12/1/2021	12/10/2021	12/11/2021	12/15/2021	12/18/2021
2/1/2022	12/31/2021	1/1/2022	1/10/2022	1/11/2022	1/15/2022	01/18/2022
3/1/2022	1/31/2022	2/1/2022	2/10/2022	2/11/2022	2/15/2022	02/18/2022
4/1/2022	2/28/2022	3/1/2022	3/10/2022	3/11/2022	3/15/2022	03/18/2022
5/1/2022	3/31/2022	4/1/2022	4/10/2022	4/11/2022	4/15/2022	04/18/2022
6/1/2022	4/30/2022	5/1/2022	5/10/2022	5/11/2022	5/15/2022	05/18/2022
7/1/2022	5/31/2022	6/1/2022	6/10/2022	6/11/2022	6/15/2022	06/18/2022
8/1/2022	6/30/2022	7/1/2022	7/10/2022	7/11/2022	7/15/2022	07/18/2022
9/1/2022	7/31/2022	8/1/2022	8/10/2022	8/11/2022	8/15/2022	08/18/2022
10/1/2022	8/31/2022	9/1/2022	9/10/2022	9/11/2022	9/15/2022	09/18/2022
11/1/2022	9/30/2022	10/1/2022	10/10/2022	10/11/2022	10/15/2022	10/18/2022
12/1/2022	10/31/2022	11/1/2022	11/10/2022	11/11/2022	11/15/2022	11/18/2022

*Accounts that have not set up recurring payment option will need to manually process payment in the employer portal by the 15th of the month.