BetterSource Benefits **Renewal Timeline**

DAY 110 - 91	1	Determine Goals with the City Manager for the upcoming year. Reviewing data to suggest areas for optimization
DAY 90 - 65	2	Gather Census and go to market for client. Gather Market quotes and formalize data
DAY 64 - 55	3	Renewal decision meeting - Make decisions on plans, funding levels, and open enrollment
DAY 54 - 50	4	Communicate necessary changes to carriers and finalize paperwork
DAY 49- 45	5	Build out Ben Admin Platform and gather carrier templates for carrier enrollments
DAY 44 - 40	6	Kick off open enrollment with employee meetings
DAY 39 - 33	7	Last week to enroll, 1on1's, state 'hard' deadline
DAY 32 - 30	8	Enrollment data is processed and submitted to carriers
DAY 29 - 15	9	Carriers internally process enrollment (7 days) and start generating ID cards (7 days)
DAY 14 - 2	10	Carriers mail ID cards & start generating bills
EFFECTIVE DATE	✓	Renewed group plan with cards in hand and all systems updated