



2021- New Business

Small Business Enrollment Timeframe

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			
1/1/2021	11/30/2020	12/1/2020	12/10/2020	12/11/2020	12/15/2020	12/18/2020
2/1/2021	12/31/2020	1/1/2021	1/10/2021	1/11/2021	1/15/2021	01/18/2021
3/1/2021	1/31/2021	2/1/2021	2/10/2021	2/11/2021	2/15/2021	02/18/2021
4/1/2021	2/28/2021	3/1/2021	3/10/2021	3/11/2021	3/15/2021	03/18/2021
5/1/2021	3/31/2021	4/1/2021	4/10/2021	4/11/2021	4/15/2021	04/18/2021
6/1/2021	4/30/2021	5/1/2021	5/10/2021	5/11/2021	5/15/2021	05/18/2021
7/1/2021	5/31/2021	6/1/2021	6/10/2021	6/11/2021	6/15/2021	06/18/2021
8/1/2021	6/30/2021	7/1/2021	7/10/2021	7/11/2021	7/15/2021	07/18/2021
9/1/2021	7/31/2021	8/1/2021	8/10/2021	8/11/2021	8/15/2021	08/18/2021
10/1/2021	8/31/2021	9/1/2021	9/10/2021	9/11/2021	9/15/2021	09/18/2021
11/1/2021	9/30/2021	10/1/2021	10/10/2021	10/11/2021	10/15/2021	10/18/2021
12/1/2021	10/31/2021	11/1/2021	11/10/2021	11/11/2021	11/15/2021	11/18/2021

*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.