

2018_ACCOUNT INSTALLATION CALENDAR

For Standard Benefits ONLY - FACETS

NEW for 2018 - For groups 1-50 the schedule for renewing groups is the 17th of each month and for new groups the 20th of each month.

Group Effective Date	New Groups Broker/Admin Due Date	New Groups Due Date to Mark Sold in Broker Express	Renewing Groups Broker/Admin Due Date	Renewing Groups Due Date to Mark Sold in Broker Express
January 1, 2018	December 15, 2017 Friday	December 20, 2017 Wednesday	December 13, 2017 Wednesday	December 18, 2017 Monday
February 1, 2018	January 16, 2018 Tuesday	January 19, 2018 Friday	January 12, 2018 Friday	January 17, 2018 Wednesday
March 1, 2018	February 15, 2018 Thursday	February 20, 2018 Tuesday	February 13, 2018 Tuesday	February 16, 2018 Friday
April 1, 2018	March 15, 2018 Thursday	March 20, 2018 Tuesday	March 13, 2018 Tuesday	March 16, 2018 Friday
May 1, 2018	April 17, 2018 Tuesday	April 20, 2018 Friday	April 12, 2018 Thursday	April 17, 2018 Tuesday
June 1, 2018	May 16, 2018 Wednesday	May 21, 2018 Monday	May 14, 2018 Monday	May 17, 2018 Thursday
July 1, 2018	June 15, 2018 Friday	June 20, 2018 Wednesday	June 13, 2018 Wednesday	June 18, 2018 Monday
August 1, 2018	July 17, 2017 Tuesday	July 20, 2018 Friday	July 12, 2018 Thursday	July 17, 2018 Tuesday
September 1, 2018	August 15, 2018 Wednesday	August 20, 2018 Monday	August 14, 2018 Tuesday	August 17, 2018 Friday
October 1, 2018	September 17, 2018 Monday	September 20, 2018 Thursday	September 12, 2018 Wednesday	September 17, 2018 Monday
November 1, 2018	October 16, 2018 Tuesday	October 19, 2018 Friday	October 12, 2018 Friday	October 17, 2018 Wednesday
December 1, 2018	November 15, 2018 Thursday	November 20, 2018 Tuesday	November 13, 2018 Tuesday	November 16, 2018 Friday
January 1, 2019	December 17, 2018 Monday	December 20, 2018 Thursday	December 12, 2018 Wednesday	December 17, 2018 Monday

The 50 to 100 group size account with standard benefits must adhere to the schedule above, for new and renewing accounts. The 101+ size account with standard benefits must submit paperwork, on or before the 15th of the month prior to effective date to Sales at CareFirst, for new and renewing accounts. Sales will forward to AI the 18th of

month prior to the effective date for Facets. If the effective date of the account is the 15th of the month, the paperwork is due from the Broker on or before the 5th of the month.

CDH products must be in by the above cutoff dates. NO EXCEPTIONS.

No extensions, everyone should plan to submit before and/or on the submission schedule. Customized (Non-Standard) benefits, 200+ size accounts and accounts making Tax ID changes must have SOCS approval and submitted a minimum of 60 days prior to the effective date.