



**2018 Account Installation Calendar
For Standard Benefits ONLY**

Group Effective Date	New Groups Broker/Admin Due Date	Renewing Groups Broker/Admin Due Date
January 1, 2018	Mon, December 11, 2017	Mon, December 18, 2017
February 1, 2018	Fri, January 12, 2018	Wed, January 17, 2018
March 1, 2018	Tues, February 13, 2018	Fri, February 16, 2018
April 1, 2018	Tues, March 13, 2018	Fri, March 16, 2018
May 1, 2018	Fri, April 13, 2018	Tues, April 17, 2018
June 1, 2018	Fri, May 11, 2018	Thurs, May 17, 2018
July 1, 2018	Tues, June 12, 2018	Mon, June 18, 2018
August 1, 2018	Thurs, July 12, 2018	Tues, July 17, 2018
September 1, 2018	Mon, August 13, 2018	Fri, August 17, 2018
October 1, 2018	Thurs, September 13, 2018	Mon, September 17, 2018
November 1, 2018	Fri, October 12, 2018	Wed, October 17, 2018
December 1, 2018	Mon, November 12, 2018	Fri, November 16, 2018
January 1, 2019	Tues, December 11, 2018	Mon, December 17, 2018

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 the effective date to Sales at Carefirst, for new and renewing accounts. Sales will forward to AI the 18th of the 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+ must have SOCS approval and submitted 60 days prior to the effective date.