

2012 ACCOUNT INSTALLATION CALENDAR

For Standard Benefits ONLY

Group Effective Date	New Groups Broker/Admin. Due Date	Renewing Groups Broker/Admin. Due Date
January 1, 2012	Thursday, December 15, 2011	Tuesday, December 13, 2011
February 1, 2012	Tuesday, January 17, 2012	Friday, January 13, 2012
March 1, 2012	Wednesday, February 15, 2012	Tuesday, February 14, 2012
April 1, 2012	Wednesday, March 14, 2012	Tuesday, March 13, 2012
May 1, 2012	Friday, April 13, 2012	Thursday, April 12, 2012
June 1, 2012	Tuesday, May 15, 2012	Monday, May 14, 2012
July 1, 2012	Wednesday, June 13, 2012	Tuesday, June 12, 2012
August 1, 2012	Friday, July 13, 2012	Thursday, July 12, 2012
September 1, 2012	Tuesday, August 14, 2012	Monday, August 13, 2012
October 1, 2012	Thursday, September 13, 2012	Tuesday, September 11, 2012
November 1, 2012	Monday, October 15, 2012	Friday, October 12, 2012
December 1, 2012	Wednesday, November 14, 2012	Tuesday, November 13, 2012
January 1, 2013	Friday, December 14, 2012	Wednesday, December 12, 2012

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 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 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 and pre-screened work is due on or before the 8th of the month. CDH products must be in by the above cut off dates. NO EXCEPTIONS. No extensions, all should plan to submit before and/or on the submission schedule. Customized (Non-Standard) benefits must have SOCS approval and submitted 30 days prior to the effective date. NASCO based accounts must follow the established process whether 90, 60 or 30 day leads. Initial paperwork for Senate Bill 6 subsidy must be sent to Sales by the 8th of the month with the final signed proposal and binder check due by the contractual cut-off date for the month.