Enrollment Success Program

Prospect completes a Request For Proposal and provides a complete employee census including name, gender, date of birth, dependent status, and zip code (work and home). Salary and occupations are needed if disability or salary related life schedule is to be included. No marketing will begin until complete data is received by Silicon Benefits.

Within 2 days of receipt of Request For Proposal and complete census, Silicon Benefits will initiate a comprehensive market study on your behalf.

Within 14-21 days of, Silicon Benefits will present the most competitive proposals, including benefits and monthly costs, and make specific recommendations.

Within 2 business days of decision, Silicon Benefits will draft employee Important Insurance Notice, summary of benefits, and conduct employee enrollment meeting (if requested).

At least 30 days prior to the effective date ,client submits completed enrollment forms and employer paperwork with check to payable to carrier. Client must provide all missing information before paperwork is submitted. Incomplete paperwork will not be submitted to the insurance company., and stall case in underwriting.

Insurance company approves coverage and issues final rates & policy number, normally within 10-14 business days of insurance company's receipt of complete enrollment. Insurance company loads employee data into claims system to verify benefits.

Silicon Benefits will conduct a sweep of the account to resolve any issues and ensure the client is happy with our services. A Silicon Benefits Account Manager will create a custom employee election spreadsheet, obtain a copy of the most current billing statements, and personally audit the account for any discrepancies, during open enrollment

Client receives ID cards, normally within 7-10 business days of complete load of employee data. Client receives benefit booklets, normally within 10-15 business days of complete load of employee data.

6 months prior to renewal Silicon Benefits will initiate and conduct an electronic survey for the client, to be utilized as a six month report card, thus flushing out any mid plan year issues, prior to entering the 90 day benefit sprint to renewal.

Whithin 90 days Silicon Benefits will initiate a 90 day benefit sprint, by collecting data prior to the receipt of the renewal to stay ahead of the timelines. This sprint includes a renewal with alternatives to be presented at least 45 days prior to renewal, thus allowing at least 30 days to enroll or re-enroll employee elections.

Disclaimer: If in any case the above employer decided not, to enroll with Silicon Benefits, Inc. The above employer will be responsible for a separate fee for Communication Documents & On-Site Enrollment meeting.