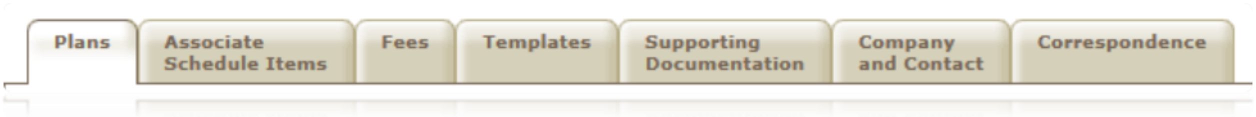
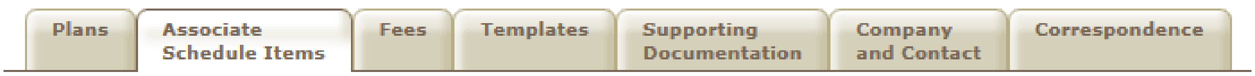
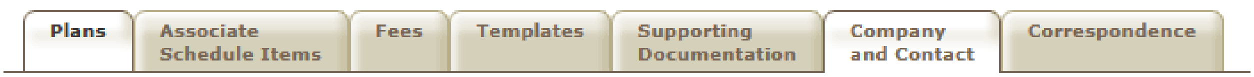
Binder Filing Helpful Hints



- Fields such as the Plan Name, Metal Level, and Availability are updated automatically based on the Plan and Benefits template. If the fields are incorrect on the Plan and Benefits template, they will display incorrectly on the Plans tab.
- Once a binder is submitted, the number of plans on the binder is locked into place. Additions and deletions are not allowed or supported. If a change is necessary, a new binder filing will need to be completed and the previous binder filing withdrawn.



- Each plan will have a number of associated documents, including policies, certificates (if applicable), rates, applications, benefit summaries, etc.
- Once a document is associated with a plan it will be automatically updated each time you make changes in SERFF.



- Binder contact information may not be changed after submission. Please check all contact information for accuracy.
- The phone number provided should be a direct line to the filer or a company contact familiar with the binder contents and process.
- Beginning this year please include two filing contacts. Contact information for both individuals should be included in the cover letter.
- In the event contact information changes please attach a new cover letter on the binder and contact your analyst.

- Last year Objection Letters and Binder Notes appeared out of order.