



EDI Request Form

INSTRUCTIONS		
<p>Employee Navigator REQUIRES the following items from the carrier to accompany the completed form in one email to support@employeenavigator.com or it will be rejected:</p> <ul style="list-style-type: none"> o Carrier Companion Guide o File Delivery Info o Technical Contact o Account Structure 		
BASIC INFORMATION		
Licensee:	Broker Contact:	Broker PH/Email:
Carrier Contact Name:	Carrier Contact Info (PH/Email)	Target date:
List Carrier & Plan Types		
<p>With the Enhanced Plus License, Employee Navigator provides the following base level services for SS EDI:</p>		
<ul style="list-style-type: none"> ✓ Carrier Configuration ✓ The tool to schedule and automatically transmit weekly files to the carrier ✓ Limited to HIPAA 834 format for Medical, Dental and Vision plans ✓ One 1:1 EDI Training session ✓ Robust EDI Forum on our Support Site ✓ EDI Technical support for file structure related issues @ support@employeenavigator.com 		
SS EDI PRICING BELOW		
<p>\$750 for new carrier configuration; \$0.45 PEPM; \$45 monthly minimum</p> <ul style="list-style-type: none"> o Employee Navigator completes carrier-level configuration o Licensee provides plan set-up, plan and file renewal and HR support o Licensee completes configuration of group structure, file testing with carrier, and schedules go-live date 		

- Licensee reviews error report and corrects inaccurate data in EN directly ○
Preconfigured carriers can be re-used at no additional charge

CARRIER CONFIGURATION CHANGE FEES

Employee Navigator charges the following base fees for file configuration/changes to an existing or approved carrier configuration. Please note that not all change requests will be approved.

- **Starting at \$350 per change per file.**

Additional EDI 1:1 Sessions with Employee Navigator EDI Specialist

Employee Navigator offers one agency training with your agency's premier user and any other users who may be using the EDI engine.

During the Session, you will

- Review the Export Engine and Fields necessary to configure your file
- Learn the process for Testing with your Carrier
- Understand how to put your File in Production
- Understand how to send files to your Carrier
- Review Open Enrollment processes

If you would like another EDI 1:1 Training session to configure one file for one client you may purchase that for an additional \$350 per hour.

Which Service Are You Selecting

- New Carrier Configuration (\$750)**
- EDI Configuration Changes (\$350)**
- EDI 1:1 Session (\$350)**

Signature:

Date: