



# Stay in the know

Aetna Funding Advantage  
Weekly Newsletter



## What's new for Small Group AFA (5-50\*)?

### Important News

#### New deadlines for February, March and April electronic submissions

Be sure to get your case submissions in on time! We have changed the sales notification/CIR and complete case submission dates for cases effective February 1, March 1 and April 1.

Be sure to reference the chart below for details.

Effective date	Sales notification/CIR	Complete case submission
February 1	January 22	January 29
March 1	February 22	February 27
April 1	March 23	March 27

Don't forget, complete case submission means:

- **S**igned proposal
- **S**pringboard template
- **A**HIA/FSR
- **P**rior carrier bill

- **E**cho sign docs:
  - Stop loss
  - Banking
  - Employer app
  - NY HCRA

As a reminder, complete case paper submissions are due by the 10th of the month prior to the group's requested effective date.

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## Reminders

**AFA Open Enrollment:** It's important to remember that AFA plans do not have a 30 day open enrollment period after the effective date of coverage. In addition, we do not accept retro-enrollments. All enrollments for AFA must be completed prior to completing broker shopping and submitting final enrollment. Below are some helpful checkpoints to make sure you don't forget anything:

- Add any new hires
  - Add any new dependents
  - Term employees that are no longer employed by the group
  - Make all necessary demographic changes to employee and dependent profiles
  - Select plans for every employee, including waivers and waiver reasons
  - Check box next to dependents to include with subscriber's plan selections
- Note: If dependents are not checked, they will not be covered

**AFA-related training information:** With a new year underway, we continue to have AFA training calls every week, on various topics, to help you better navigate AFA and answer any questions. Refer to the **the flyer** [here](#) for more details.

Training	Date and time	RSVP
<b>AFA &amp; Apple Watch®</b>	Fridays: 11:30 a.m. - 12:15 p.m. EST	<a href="#">Click here to register</a>
<b>Springboard Marketplace: AFA Renewal and Offer Acceptance Mini Sessions for Brokers</b>	30 minute mini sessions Tuesdays: 12:30 p.m. - 1 p.m. EST	<a href="#">Click here to register</a>
<b>Springboard Marketplace: Detailed AFA Renewal and Offer Acceptance Training for Brokers</b>	Wednesdays: 1 p.m. - 2 p.m. EST	<a href="#">Click here to register</a>

<b>Springboard Marketplace: general information broker trainings</b>	Thursdays: 1 p.m. - 2 p.m. EST	<a href="#">Click here to register</a>
<b>Springboard Marketplace: general information plan sponsor trainings</b>	Tuesdays: 2 p.m. - 3 p.m. EST	<a href="#">Click here to register</a>

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### Tip of the week

#### Helpful information to make ProducerWorld and Springboard usage easier

**Log in:** Before using Springboard, you must be a registered ProducerWorld user and have the appropriate permissions. For help with setting ProducerWorld permissions, check out our [instruction document](#).

Visit [springboardmarketplace.com](http://springboardmarketplace.com) and log in by entering your username and password. Your Springboard username is the same as your ProducerWorld username. If you are a first time user, click on the “First Time User” hyperlink. Just follow the prompts to register with your ProducerWorld username, last name and business zip code. Through this process you will create a secure password. You can use this information to log in to Springboard moving forward.

**Password:** To change your own password, click on the “Change Password” link in the upper right corner of your home screen. Type in the old password and what you would like the new password to be. If you don’t know your old password or are locked out of the system, call the Springboard team at 855-529-1535 to have your password reset.

\*5-100 in CO, 10-50 in CT/NV, 16-50 in DE and 26-50 in NC