




Dear Employer Representative,

The National IAM Benefit Trust Fund (the "Fund") thanks you for your continued patience as we wrap up the final phase of testing our new V3 Employer Self-Service portal ("ESS"). We appreciate your commitment to testing system functionality, specifically, your ability to send enrollment, eligibility, and billing files in preparation for our August 6th, transition to ESS.

Beginning in August 2024, all contributing employers must use the ESS portal to complete their enrollment and eligibility reporting. Once ESS goes live on August 6th, the Fund will no longer accept paper enrollments or email requests.

 **If you do not take part in or complete employer testing, you may not be able to timely submit your eligibility and billing files to the Fund when ESS goes live, and your employees will be at risk of losing their health and welfare coverage made available through the Fund.**

To help you prepare for a smooth transition to ESS, the Fund has compiled a reference list of critical dates, deadlines, and tasks to be completed over the next several weeks:

- **Ongoing:** Visit <https://www.iambtf.org/ESS-Resources> to access valuable tools and resources designed to help you navigate the new features of ESS and understand the programming and data quality standards needed to conduct business with the Fund using ESS.
- **Continued Employer Testing:** Contributing Employers may continue to test ESS through June 30, 2024.
- **Open Enrollment Processing Deadlines:**
 - ⊕ **For contributing employers with a July 2024 renewal period,** any enrollments, terminations, or coverage changes must be received **no later than July 15, 2024.**
 - ⊕ **For contributing employers with an August 2024 renewal period,** any enrollments, terminations, or coverage changes must be received **no later than July 15, 2024, otherwise all changes will need to be made through the ESS portal after August 6th, but no later than August 31st, 2024.**
- **July 15, 2024:** Last day to send enrollment, termination, or coverage changes to the Fund before the V3 blackout period.
- **July 19, 2024, to August 6, 2024: Administrative Blackout Period.**
 -  **No changes or updates can be made to employee benefits from July 19, 2024, at 5 p.m. EST, through August 6, 2024, at 9 a.m. EST.**

○ August 6, 2024: V3 ESS Goes Live!

- ⊕ Billing records from the previous Benefit Administration System (BAS) will not be brought into ESS. The last invoices generated by the previous BAS will be on July 15th for the coverage period of August 2024. All contributing employers will start with a zero balance in ESS, with the first invoices being produced on August 20th for the September 2024 coverage period. **Please be on the lookout for further communication regarding the resolution of outstanding balances from the previous BAS. After August 6, 2024, all contributing employers must use ESS to conduct business with the Fund.** This means:
- ⊕ At go-live, a new ESS registration email will be sent to the employer contact(s) on record.
- ⊕ All enrollments, terminations, or coverage changes must be sent to the Fund through ESS using either HIPAA or non-HIPAA 834 eligibility files. Please note: for new enrollments, an enrollment form must be completed and uploaded through ESS.
- ⊕ The Fund will no longer accept proof documents sent via email or postal mail. All proof documents must be uploaded directly into ESS. Benefit coverage will be pending until proof documents are sent and approved by the Fund.

We appreciate your patience and continued engagement during this transition.

If you are experiencing an ESS testing issue or have additional questions about the system, please schedule a video conference call with a V3 technical support representative by going to: <https://calendly.com/iambfo/v3support>. For other questions or support, please contact our Education Representatives at (800) 457-3481 or by email at fundrep@iambtf.org.



If you need to change or update any of your key contacts that are currently on file with the Fund please submit an [Employer Contact Change Form](#) to fundrep@iambtf.org. *Your key contacts must include anyone who manages enrollment, eligibility, or billing files with the fund.*

Respectfully,

National IAM Benefit Trust Fund