Client Sponsored Plan Renewal

1. Populate information on the table below and send to ThrivePass 30 days in advance of the plan renewal.
2. Visit https://client.thrivepass.com/support/login to submit a ticket
3. Copy and paste the CSP renewal template with SBCs attached
4. If a COBRA open enrollment is needed, ThrivePass will have the OE built within 10 business days.

CSP Renewal Template:

PEO Name	
Prism Instance if applicable	
Client ID	
Client Legal Name	
Plan year effective date *Please communicate 30 days in advance to allow ThrivePass 10 business days to enable the open enrollment	
Plans that are renewing at this time (plan descriptions)	
Indicate if any plan termination rules differ from end of month	
Are there any carrier contact updates?	
If yes, provide name and email address here	
Passive or active open enrollment for your COBRA members?	
Active population open enrollment period	
Our standard is to set up a 2 week OE period, if another timeframe is requested, please indicate that here	
Confirm Prism has been set up with these plans	Yes/No
SBC's are attached	Yes/No
Notes:	