

## MMIA Employee Benefits (EB) Quick Reference Guide

### ➤ Meet your EB Team

- Chris Beskid, Interim Program Manager, [cbeskid@mmia.net](mailto:cbeskid@mmia.net)
- Nikki Willoughby, Enrollment & Eligibility Specialist, [nwilloughby@mmia.net](mailto:nwilloughby@mmia.net)
- Member Services
  - Alex Smietanka, [asmietanka@mmia.net](mailto:asmietanka@mmia.net)
  - Priscilla Ellis, [pellis@mmia.net](mailto:pellis@mmia.net)

### ➤ Check out our website, [www.mmiaeb.net](http://www.mmiaeb.net)

- Enrollment and Change forms, [mmiaeb.net/forms](http://mmiaeb.net/forms)
- Wellness Page, [mmiaeb.net/wellness](http://mmiaeb.net/wellness)
- Employer Resources, [mmiaeb.net/employers](http://mmiaeb.net/employers)
  - *Admin Handbook*, answers enrollment, eligibility, invoicing questions and more

### ➤ Open Enrollment: May 15 – June 15

- This is the one time of the year that employees and retirees can make changes to their plans and enrollment levels, add or drop dependents, etc. without requiring a qualifying event.

### ➤ Enrollment/Eligibility

- Forms: benefit enrollment, termination, change and other enrollment-related forms look at [mmiaeb.net/forms](http://mmiaeb.net/forms)
- Password to open secured .pdf documents related to enrollments, changes and terminations: **mmia2021\***
- 31-day deadline for enrollment changes that constitute special enrollment period
- Refer to Admin Handbook (see above) for in-depth instructions

### ➤ Billing/Invoices

- Billing cycle
  - Sent out mid-month, charges in advance for the following month
    - ▶ For example, invoices processed in mid-February will be for the March billing period
- Discrepancies
  - This form should be used when the amount paid is different than the amount billed.
  - This online form helps maintain an audit trail for both parties in case of questions in the future. The email with the monthly invoice contains an attachment with a link to the discrepancy form. For instructions on accessing the secured email with the EB invoice, please request them from the EB team.
- Invoice due date
  - Invoices are completed on the 15th of each month (or business day following if the 15th falls on a weekend or holiday).
  - Payments for the monthly invoice are due on the 1st of each month (for example the March invoice is processed on February 15 with payment due on March 1).
- Electronic payment options
  - If you wish to pay via ACH rather than mailing a check, please reach out to Nikki for instructions.