

## **Operational Instructions for Submitting Marketing Materials**

Plans must upload their letters and scripts into the appropriate HPMS marketing module under the following HPMS categories and codes:

Both Model Letters should be submitted under code

2039 SSA Plan Premium Payment Notices

Plans choosing to utilize the models “without modification” may submit their pieces as File & Use, otherwise non-model versions will be subject to a 45 day review period.

Scripts should be submitted under code

6004 SSA Plan Premium Payment Script

Plans may either use the Q & A and script provided by CMS, or create their own. In either instance the scripts may be submitted as File & Use.