

Annual Enrollment Period Suggested Timeline

Plan Communication Data (PCD) Form Submission Period ¹																					
Request for Server to Server Access to Centers for Medicare & Medicaid Services (CMS) for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID Form Submission Period																					
Medicare Advantage Prescription Drug (MAPD) Welcome Packets sent to new plans																					
Plans using T1 Connect: Direct start their infrastructure build (further information in the Data Exchange Preparation Procedures (DEPP) document)																					
Health Plan Management System (HPMS) Connectivity Memo																					
External Point of Contact (EPOC) forms submission period ^{1&2} •EPOC Designation Letter Template • EPOC Access Acknowledgement Form																					
EFT Partner Server Form submission period for TIBCO Managed File Transfer (MFT)																					
EPOC Requests access in the Identity Management (IDM) System followed by submitters requesting access to be approved by the EPOC																					
Connectivity/Routing established and tested																					
	June Wk #2	Jun Wk #3	Jun Wk #4	July Wk #1	July Wk #2	July Wk #3	July Wk #4	July Wk #5	Aug Wk #1	Aug Wk #2	Aug Wk #3	Aug Wk #4	Sept Wk #1	Sept Wk #2	Sept Wk #3	Sept Wk #4	Oct Wk #1	Oct Wk #2	Oct Wk #3	Oct Wk #4	

¹ Prior to submitting your EPOC forms, a user must create an account in the Enterprise Portal. After the first weekend in October EPOC users will need to request the EPOC role from their account.

² For the Plan's convenience, Plans may submit PCD and EPOC documents earlier than the suggested times.