



September 20, 2023

Dear Contributing Employer:

The National IAM Benefit Trust Fund (the “Fund”) is committed to ensuring a seamless transition to our new V3 Employer Self-Service portal (“ESS”). As such, the decision has been made to postpone the system’s go-live until February 2024. Please continue to regularly check your inbox for additional information and instructions.

The Fund has compiled a reference list of critical dates, deadlines, and tasks to be completed between now and go-live:



**Standard Eligibility File Cadence:** Please revert back to your regular eligibility file submission format and cadence – either an EDI file upload, a non-HIPAA EDI file via email, or a paper enrollment. For those using EDI and non-HIPAA EDI files, please continue submitting per the schedule previously in place with the Fund.



**Contribution Payments:** Invoices will continue to be sent and due at their regular times. Please refer to the Fund’s Delinquency Policy for guidelines and information on coverage suspensions or interest charges due to non-payment.

○ **Open Enrollment Processing Deadlines:**

- ⊕ **For contributing employers with a September 2023 renewal period**, any enrollments, terminations, or coverage changes **have already been received. No further action is required.**
- ⊕ **For contributing employers with an October 2023 renewal period**, any enrollments, terminations, or coverage changes must be received **no later than October 31, 2023.**
- ⊕ **For contributing employers with a November 2023 renewal period**, any enrollments, terminations, or coverage changes must be received **no later than November 30, 2023.**
- ⊕ **For contributing employers with a December 2023 renewal period**, any enrollments, terminations, or coverage changes must be received **no later than December 15, 2023.**
- ⊕ **For contributing employers with a January 2024 renewal period**, any enrollments, terminations, or coverage changes must be received **no later than January 15, 2024.**

- **Ongoing:** The Fund will continue to work with contributing employers to test the functionality of the new system and will continue to hold 1:1 calls with employers as needed to ensure employers are prepared for and have tested the new system. **The testing period will end on December 1, 2023.**

- **Ongoing:** Visit <https://www.iambtf.org/ESS-Resources> to access valuable tools and resources designed to help you navigate the new features of self-service portal and understand the programming and data quality standards needed to conduct business with the Fund using ESS.



Keep your key contact(s) on file with the Fund updated to ensure you do not miss any critical V3-related information by emailing an *Employer Contact Change Form* to [fundrep@iambtf.org](mailto:fundrep@iambtf.org). *Your key contacts must include anyone who manages enrollment, eligibility, or billing files with 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](mailto:fundrep@iambtf.org).

If you have any other questions, concerns, or comments please reach out directly to Alex Rogers, Interim Director – BTF Operations at 202-998-8426 or by email at [arogers@iambtf.org](mailto:arogers@iambtf.org).

Respectfully,  
**National IAM Benefit Trust Fund**

**Reference:**  
**Employer code    Employer Name**