Erisa Email Reminders to Employers

- **Email reminder sent on the 1ˢᵗ business day of the month:**
  Availability of the NMPSIA Bill
  The benefits premium bill is available from the Employer Login option on the NMPSIA Online Benefit System. You may download your NMPSIA bill by selecting Employer Information > Download Billing. **Payments are due by the 10ᵗʰ of the month.**

- **Email reminder sent the day before the premium due date:**
  Premium Payment Reminder
  The premium bill is due tomorrow! To avoid penalties, make sure that your payment is received timely. Disregard this notice if you have already remitted your payment and have verified that it has been sent and/or payment has been recorded on the Online system.

- **Email reminder sent two days before closing the month:**
  Submit All Enrollment Transactions and Documents
  To avoid a bill reconciliation nightmare next month, confirm you have submitted all received enrollment transactions and required or requested supportive documents. All received enrollment requests must be submitted to Erisa immediately, and no later than _____. Supportive documentation include items such as marriage and birth certificates, as well as signatures of both the employer and employee. _**It is imperative that every form submitted be complete.**_

  **INCOMPLETE FORMS WILL NOT BE PROCESSED.**
  Erisa cannot enter information that is not received. An email to complete the request will _**not**_ be accepted. **An "AMENDED" form must be sent with any changes**.

  If you have any questions, please contact us. We want to try to resolve any issues before the last day of the month.

- **Email reminder sent the last business day of the month:**
  End of Month Transaction Processing
  Please be sure to send Erisa all transactions that will **affect the next month's bill, by 5:00 p.m**.

  Confirm all forms are complete and signed. If any items are missing, the request will be placed on a "pending" status until we obtain clarification from you. To avoid bill reconciliation discrepancies, please submit transactions as they are received.