Lytho Request Forms

This quick reference sheet can be used to help Lytho users navigate the various project request forms available in the system. Please note, turnaround times vary by request type as noted below.

REQUEST FORM NAMES & DESCRIPTIONS	TURN-AROUND (1st Draft)
01 **(NEW) OE/New Hire Materials - guides, highlights, forms, etc.** Use to request a new materials for a client (first time or complete redesign)	First draft - 10-12 business days Total - 3-4 weeks
02 **(UPDATE) OE/New Hire Materials - guides, highlights, forms, etc.** Use to update existing materials (e.g. updating last year's benefits guide)	Edit Existing - 5-7 business days (template redesign: use above form—01)
03 **Communications Project Request (flyers, posters, etc.)** Create communications materials not directly related to new hires or Open Enrollment (e.g. topic-specific flyers, postcards, forms, email template, etc.)	5-7 business days
04 **(NEW) BenePortal Website - Full Build** Create a new BenePortal website for a client from scratch	30 business days
05 **(UPDATE) BenePortal Website** Make an update to an existing, completed BenePortal website	1 business day (minor edits) 3-5 business days (significant edits)
06 **Member Advocacy Letters w/Punch-Out Cards** Create Member Advocacy letters with punch out cards containing carrier contacts	2 business days
07 **Benefit/Total Reward Statements** Create individual total reward statements for employees	3-4 weeks (Contact Dominique to determine timing)
08 **Print Request** Send existing materials to be printed and distributed to employees	Timeframe will vary based on deliverables; please contact us to determine timing
09 **Translation Request** Translate an existing material to another language	Timeframe will vary based on deliverables; please contact us to determine timing
10 **Rush Request** Use this form if materials are needed before their standard turnaround	Consult Creative Solutions Team
11 **Special Project (Out-of-Scope)** Create a custom project for clients. NOTE: Fees may apply	Consult Creative Solutions Team