

# QUICK REFERENCE SHEET

## inMotion Request Forms



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

REQUEST FORM NAMES & DESCRIPTIONS	MINIMUM TURN-AROUND (1 <sup>st</sup> Draft)
<b>00 New Client Onboarding</b> Use to provide general information about new EB accounts.	After onboarding client and prior to submitting first project request
<b>01 (NEW) OE/New Hire Materials - guides, highlights, forms, etc.</b> Use to request a new materials for a client (first time or complete redesign)	First draft - 7-10 days Total - 3-4 weeks
<b>02 (UPDATE) OE/New Hire Materials - guides, highlights, forms, etc.</b> Use to update existing materials (e.g. updating last year's benefits guide)	Edit Existing - 3-5 days New - minimum 7-10 days
<b>03 Communications Project Request (flyers, posters, etc.)</b> Create communications materials not directly related to new hires or Open Enrollment (e.g. topic-specific flyers, postcards, forms, email template, etc.)	3-5 days
<b>04 (NEW) BenePortal Website - Full Build</b> Create a new BenePortal website for a client from scratch	30 days
<b>05 (UPDATE) BenePortal Website</b> Make an update to an existing, completed BenePortal website	1 day
<b>06 VOE Website Build/Edits</b> Create or update a Virtual Open Enrollment website	New - 5-7 days Edit - 1 day
<b>07 Member Advocacy Letters w/Punch-Out Cards</b> Create Member Advocacy letters with punch out cards containing carrier contacts	2 days
<b>08 Benefit/Total Reward Statements</b> Create individual total reward statements for employees	3-4 weeks minimum
<b>09 Print Request</b> Send existing materials to be printed and distributed to employees	3-5 days
<b>10 Translation Request</b> Translate an existing material to another language	5-10 days
<b>11 Rush Request</b> Use this form if materials are needed before their standard turnaround	Consult Communications Team
<b>12 Special Project (Out-of-Scope)</b> Create a custom project for clients. NOTE: Fees may apply	Consult Communications Team