

IMPLEMENTATION SCHEDULE

Sample

Pre-Paid Legal Services, Inc. Corporate Office along with the Group Benefit Specialist assigned to service your group stand ready to make the implementation process effective and efficient. The outline below is a tentative schedule that will be customized to meet your company's personal needs.

1. Once the Pre-Paid Legal Services, Inc. has been awarded the opportunity to provide your employees with legal services, an initial meeting between your company's representatives and our Group Benefit Specialist will be set. During this meeting the following will be addressed:
 - a. Signature of the authorizing officer will be secured for authorization of payroll deduction
 - b. Establish employee enrollment meeting dates, times and locations
 - c. Establish communication materials needed to announce enrollment and establish dates when your company would like to have these materials in hand
2. If applicable, a website for enrollment will be completed within 8-10 business days of the initial meeting.
3. A conference call will be set-up and initiated by Pre-Paid Legal Services Group Billing Department with your company representatives at your company's convenience to address any concern in regards to electronic enrollment, billing, scheduling and any other administrative concerns.
4. Group Benefit Specialists will provide communication materials to your group and distribute them in compliance with your company's regulations.
5. If online enrollment is to take place, the login and password will be provided to your company representative for distribution to your employees.
6. If onsite enrollment is elected by your company, Pre-Paid Legal Services, Inc. will provide a Group Benefit Specialist on location to conduct enrollment meetings. These meetings will last approximately 20 minutes and will include an explanation of benefits, information concerning the Provider Law Firm and instruction on how to access assistance from the firm. Enrollment is completed once a one-page membership application is filled out. At that point, each new member is given a Temporary Membership Packet includes written instructions on how to contact the Provider Law Firm and Customer Service at the Corporate Office. It also includes temporary enrollment cards that your employees may place in their wallet or purse to ensure that the attorney information is always at hand.
7. Formal membership packets consisting of will questionnaires, a copy of the membership contract listing all the benefits available under the membership, and permanent membership cards will arrive via mail to each member's home address within two weeks of enrollment.
8. Within thirty days of the establishment of the group, a managing partner with the Provider Law Firm will contact your company's contact person for a formal introduction and welcome.

PLEASE NOTE: All communication and membership materials are provided to your company and its employees at no cost to your company.