

## Instructions on how to download deadline alerts to your email calendar

## 1. Click on calendar icon next to deadline event

JULY



Last day to furnish Summary of Material Modifications (SMM) to participants



2. A Dropdown box will appear with a full description of the event. Click on "Download to Calendar"



3. After clicking, a downloads file will appear at bottom of your browser





## 4. Click on the downloads file and an email will appear with "event" information

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Last day to furnish Summary of Material Modifications (SMM) to participants and beneficiaries receiving benefits (due no later than 210 days after the end of the plan year in which the plan change is adopted).

## 5. Click on "Save & Close" and the reminder will be saved to your email!

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