**Exhibit 18A**

**Individual Employer Experience Reports Process**

All employer requests for data and claims experience shall be directed to the EGID Deputy Administrator. This is to ensure all Suppliers are reporting on identical time periods and with all appropriate individuals accounted for.  Claims will be reported based on the incurred claim date for a full calendar year with three months of runout. No experience will be provided for partial years.  State law requires retirees from an employer to be considered as part of the employer group, as they would have to also transfer with the employer should the employer leave the OEIBA Program.

**Requests Received Directly from Employer**

If an employer (or a broker or other agent representing the employer) contacts the Supplier directly for an experience report, the Supplier shall direct the employer to contact EGID’s Deputy Administrator for formal request. Supplier must then notify EGID’s Deputy Administrator immediately. Supplier will wait for further instructions from the Deputy Administrator before providing the employer with any data.

**Requests Received from EGID**

When EGID’s Deputy Administrator receives a request from an employer, the following steps will be taken:

1. Each Supplier will be notified a request has been submitted. The Supplier is to wait for further direction from EGID;
2. EGID staff will pull the census data for each Supplier that includes all current and former employees associated with the employer group for the reporting period;
3. EGID will place the carrier census files on the secure portal utilized for the routine weekly transmission of eligibility files. EGID’s Director of Member Accounts will email the Supplier’s eligibility contact notifying them the file can be picked up and provided to the appropriate person within the carrier’s organization; and
4. EGID’s Deputy Administrator will email the Supplier account executives notifying the carrier the files have been provided and the experience report should be compiled. The contact person at the employer group will be copied on this email so they can properly follow-up if the experience reports are not provided in a timely manner. The Supplier must acknowledge receipt of the request within one business day.

**Supplier’s Development and Dissemination of the Report**

The Supplier must provide the completed report in the exact format provided in the excel template with the appropriately requested dates; however, the Supplier should pdf the file before sending to preserve the integrity of the report. The Supplier should email the report to the employer contact and copy the EGID Deputy Administrator.

1. Dates on the template should be updated to reflect current reporting periods. Example: Years may reflect 2016 but should be updated accordingly to reflect current information.
2. Reports should be completed within ten (10) business days from receipt of the census data.