# Benefits EDI Project Timeline by Phase

**Data Collection**

**45 days from renewal date**

Welcome email sent
Carrier contact information requested
Carrier testing timeline up to 4 weeks*

**30 days from renewal date**

Carrier contact info received
Finalize structure updates
Initiate test files with carriers*

**Configuration**

**Testing**

**15 days from renewal date**

Finalize test files for approval
OE files scheduled to be sent
Blackout period begins* – weekly files stop

**EDI is now LIVE!**

Changes live in production
Ongoing files scheduled to be sent
Blackout period ends* - weekly files resume

**Renewal Date**

**Post Renewal Date**

**Updates after renewal date**

Weekly files resume successfully
Post OE changes to be submitted through PSC
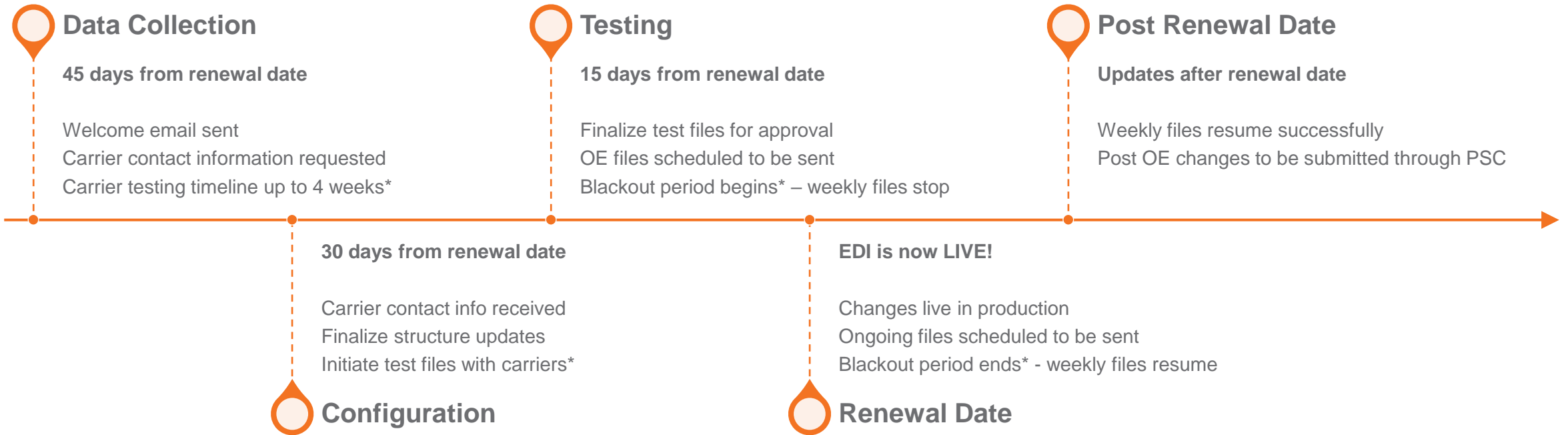
**IMPORTANT**: The Configuration phase does not start until Paycor has received all **new structure changes** and a **carrier contact** to expedite the process. If the customer fails to send this info at least 4 weeks before the renewal date, they will need to manually send OE changes to their carrier.

* If applicable