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| **Plan Information** | **Instructions to Plans** |
| **Date of Notice of Submission:** | Click to enter date | 1. **Material Type:** Enter each material type using the drop-down box menu
2. **Material File Name:** Enter each material file name as they appear on each material uploaded to the FTP
3. **Material Description**: Describe each material in detail, including medium and platforms
4. **Material URL(s) and/or Link(s):** List all URLs linked to this material and links contained within the material
5. **Intended Use:** Provide a thorough description of how the material will be used.
6. **Intended Audience**: Select each material’s audience using the drop-down box menu
7. **Email Notice of Submission to the MOU:**
* Cleopatra.Buabeng@ahca.myflorida.com
* Kelly.Kollen@ahca.myflorida.com
 |
| **Managed Care/Dental Plan Name:** |  |
| **Date Materials Uploaded to FTP:** | Click to enter date |
| **Submitted By:** * **Plan Representative Name**
* **Email Address**
 |  |

This is to notify the Agency that the materials listed below have been placed in the SMMC FTP Marketing subfolders.

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| **Material Type**Example: Broadcast Script | **Material File Name**Example: MCP2012BSC123456N | **Material Description**Example: Facebook Carousel Ad | **Material URL(s) and/or Link(s)**Example: Ad links to planwebsite.com. No URLs or Links, leave blank. | **Intended Use**Example: Encourage prospective members to choose MCP during open enrollment | **Intended Audience**Example: Both |
| Choose Type |  |  |  |  | Choose Audience |
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