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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 |
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