Alliant Digital Design Checklist

Branding

Ensure all three header templates (Home page, Medical page, and all others) include the logo, properly linked to the Home Page.

When updating colors, replace dark blue with the designated dark color and light blue with the lighter color. If both colors are light or dark, use your discretion. For readability issues, consider using gray or black for headers/links.

After updating colors, review all pages to ensure the visual consistency.

Update the global color palette when making changes to ensure the colors apply site-wide.

URLs

Verify all URLs are active and correctly working.

Ensure all websites follow the preferred format (remove **https://** and **www** prefixes where applicable).

Set external links to open in a new tab.

For email links, ensure they use the correct format: ***mailto:name@website.com***

Phone Numbers

Ensure phone numbers are in the preferred format: ***(xxx) xxx-xxxx***

Make sure all phone numbers are clickable using this format: ***tel:xxx-xxx-xxxx***

Documents

For attached documents, follow this naming convention:

Benefit Summaries: ***Year (or year range) Carrier Plan Name Benefits Summary***
- Example: 2024 Kaiser PPO Benefits Summary

SBCs: ***Year (or year range) Carrier Plan Name Summary of Benefits & Coverage***
- Example: 2024-2025 Kaiser PPO Summary of Benefits & Coverage

Other Documents: ***Plan Year (or range) Carrier Benefit Document Type***
- Example: 2025 Navia Parking Summary Plan Description, MetLife Employee Assistance Program Flyer (exclude the year if not relevant).

Other Formatting

Replace the word ***and*** with ***&*** in titles and documents.

Ensure contacts are listed in the following order: Medical, Dental, Vision, Life & AD&D, Disability, HSA, FSA, EAP, Retirement, Benefits Advocate.

For contacts with identical information, merge them.

Alternative Screens (Right click on page and go to "Inspect")

Review the tablet version to confirm all elements are properly displayed and functional.

Review the mobile version to ensure everything is correct and displays as expected.