

Employers - Enrolling as an Employee Through your DC Health Link Employer Account

Who is this guide for? Employers who are also employees of their small business looking to enroll into coverage from their DC Health Link Account.

Step 1: Click the “Login” button in the upper right corner of the DC Health Link homepage.

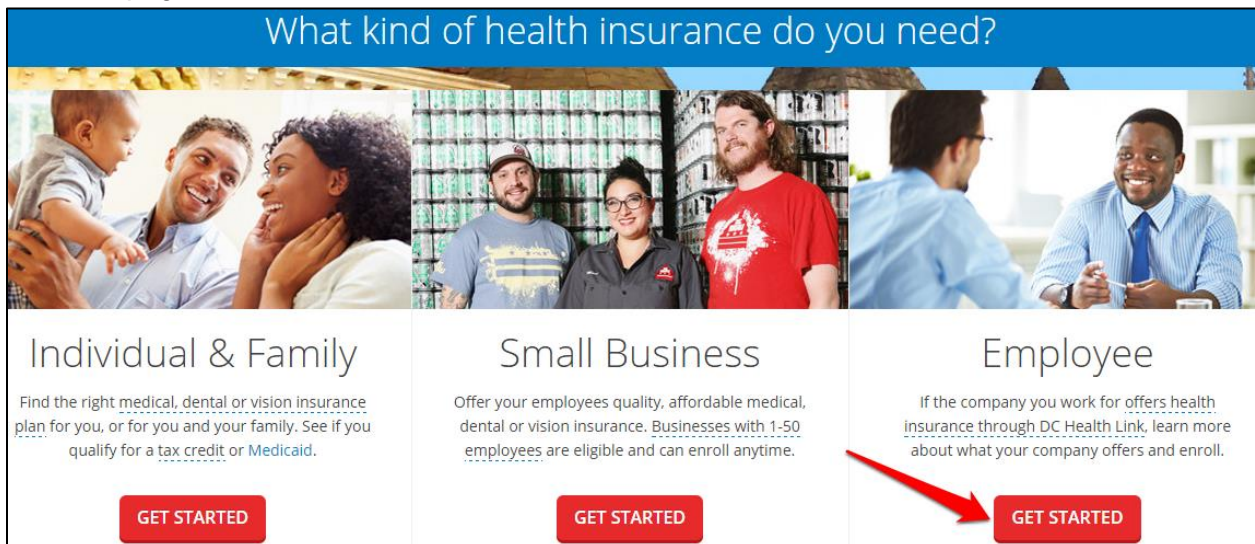


Step 2: Make sure your information, including Social Security Number and date of birth, are correctly entered on your Employee Roster.



Step 3: DO NOT logout of your Employer account and navigate to www.dchealthlink.com.

Step 4: Your DC Health Link account lets you take on multiple user roles in one account. To enable the employee portion of your account, click the “Get Started” button as an Employee on the homepage www.dchealthlink.com.



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Step 5: While logged into your Employer account click “Continue”.

Signing up for employer-sponsored health insurance is an easy 3-step process

STEP 1
Tell us about yourself

STEP 2
Compare plans and choose

STEP 3
Confirm and Enroll

First, you'll create an account. Then we'll need some personal information to verify your employer. After that, you'll tell us who needs coverage. Just you, or you and your family.

Learn more about the health insurance your company offers and how much they contribute towards your premiums. If your company offers more than one plan, you can compare plans before you choose.

Once you choose a plan, confirm that your personal information is correct and includes the members of your household who should be covered by your plan. Then enroll.

CONTINUE

Step 6: Now you will fill in your information to be matched to the Employee Roster. This will take your Social Security Number and Date of Birth and match it to your information on the Employee Roster. Once you enter your information, click the “Continue” button.

FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
DATE OF BIRTH *	SOCIAL SECURITY *	<input type="radio"/> MALE	<input type="radio"/> FEMALE

- Personal Info
- Employer
- Contact Info
- Household
- Plan Selection
- Review
- Complete

CONTINUE

Step 7: If the information you enter is the same as on the Employee Roster, your employer information will be displayed and you click the “Continue” button.

DC Small Biz has added you as an employee. You're eligible for coverage starting 04/01/2016.

<input checked="" type="radio"/> Enroll in Employer-Sponsored Benefits
<input type="radio"/> Enroll in Individual Benefits

CONTINUE

PREVIOUS

If you don't see your employer listed above, click [here](#) for help.

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Step 8: Under 'Contact Information' update any of your information that needs updating. Please ensure your email address here is the same as the email address you use for your employer account. Then, click the "Continue" button.

Contact Information

FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
Bill		Wyatt	

DATE OF BIRTH *	SOCIAL SECURITY *	<input checked="" type="radio"/> MALE	<input type="radio"/> FEMALE
06/06/1966	666-99-6666		

Employer : DC Small Biz
Hired : 05/05/2001 [Not your employer? Click Here](#)
Eligible for Coverage : 12/01/2015

NEW ADDRESS	Home Address		
ADDRESS LINE 1 *	ADDRESS LINE 2		
1234 Street			
CITY *	DC	ZIP *	20001
Washington			

HOME PHONE	MOBILE PHONE
WORK PHONE	FAX PHONE

NAME@HOME.COM *	NAME@WORK.COM
bwyatt@yopmail.com	

30% Complete

- Personal Info
- Employer
- Contact Info**
- Household
- Plan Selection
- Review
- Complete

CONTINUE

PREVIOUS
SAVE & EXIT

Step 9: If you would like to add family members to your account, click the "Add Member" button. Once you have all of your family members (if applicable) added, click the "Continue" button.

Household Info: Family Members

If you need to get insurance coverage for other members of your household, select 'Add Member'. When you're finished, select CONTINUE.

* = required field

NAME	RELATION
Bill Wyatt	Self

Add Member

CONTINUE

45% Complete

- Personal Info
- Employer
- Contact Info
- Household**
- Plan Selection
- Review
- Complete

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Step 10: If you are in open season you can proceed to plan selection. If you are experiencing a Qualifying Life Event, click “Back to my account” to report your life event. If you are not looking to enroll at this time, click the “SAVE and EXIT” option in the bottom right corner of the screen.

Choose Coverage for your Household

Select who needs coverage and the type of coverage needed. When you're finished, select CONTINUE.

Who Needs Coverage?

- Bill Wyatt (Age : 26 years)
- Melanie Wyatt (Age : 30 years)

Benefit Type

- Health

[Back to my account](#)

45% Complete

- Personal Info
- Employer
- Contact Info
- Household
- Plan Selection
- Review
- Complete

[CONTINUE](#)

[PREVIOUS](#)

[SAVE & EXIT](#)

Moving Forward: Once you complete the employee portion of your account, you will be able to switch between your multiple user roles in your account by selecting the “MY ACCOUNT” dropdown in the upper right corner of your screen. The “MY INSURED PORTAL” is your employee role.

My Account ▾ | 1-855-532-5465 | HELP | LOGOUT

(ID 38935508) **Bill Wyatt**

MY INSURED PORTAL

MY EMPLOYER PORTAL