

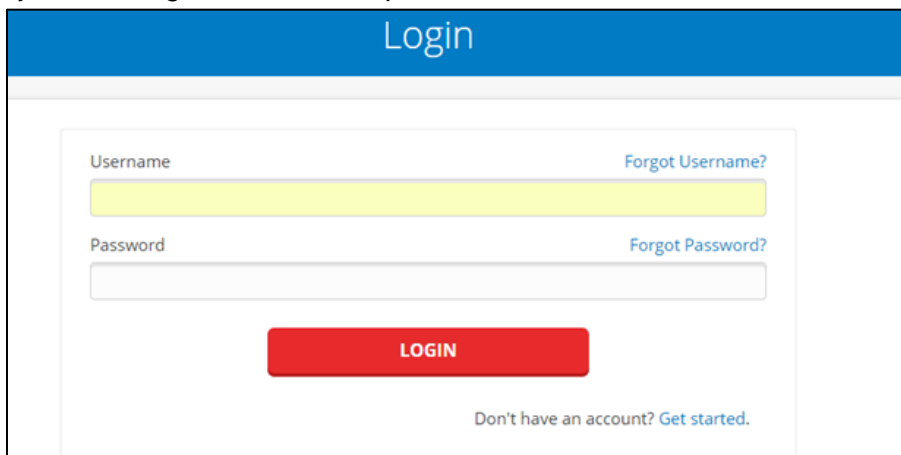
Existing Employee Initial DC Health Link Login Flow

First time logging in on or after 10/13/2015 ONLY

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

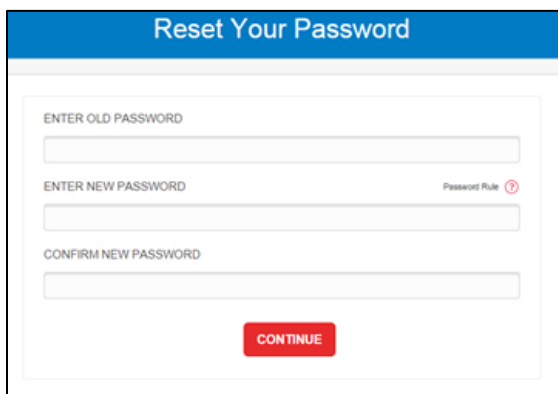


Step 2: Enter your existing username and password.

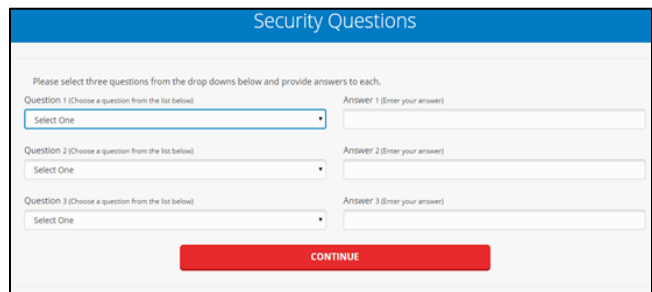


A screenshot of the DC Health Link Login page. The page has a blue header with the word "Login" in white. Below the header is a white form area. The form contains two input fields: "Username" and "Password". To the right of the Username field is a link "Forgot Username?". To the right of the Password field is a link "Forgot Password?". Below the input fields is a red button labeled "LOGIN". At the bottom of the form area is a link "Don't have an account? Get started."

You may then be prompted to reset your password and/or establish new security questions and answers.



A screenshot of the DC Health Link "Reset Your Password" page. The page has a blue header with the text "Reset Your Password". Below the header is a white form area. The form contains three input fields: "ENTER OLD PASSWORD", "ENTER NEW PASSWORD", and "CONFIRM NEW PASSWORD". To the right of the "ENTER NEW PASSWORD" field is a "Password Rule" link with a red question mark icon. Below the input fields is a red button labeled "CONTINUE".



A screenshot of the DC Health Link "Security Questions" page. The page has a blue header with the text "Security Questions". Below the header is a white form area. The form contains three questions, each with a dropdown menu and an input field for the answer. The questions are: "QUESTION 1 (Choose a question from the list below)", "QUESTION 2 (Choose a question from the list below)", and "QUESTION 3 (Choose a question from the list below)". Below the input fields is a red button labeled "CONTINUE".

Step 3: Confirm the email address that you would like to associate with your employer account. You can use the same email address you had previously used, or you can update to a new email address at this time.

Email Address

We're sorry. There doesn't appear an email address associated with your account. Please add your email address below and then select CONTINUE.

Email Address

Confirm Email Address

CONTINUE

Step 4: Enter your information and click the “Continue” button to match to your employer.

Personal Information

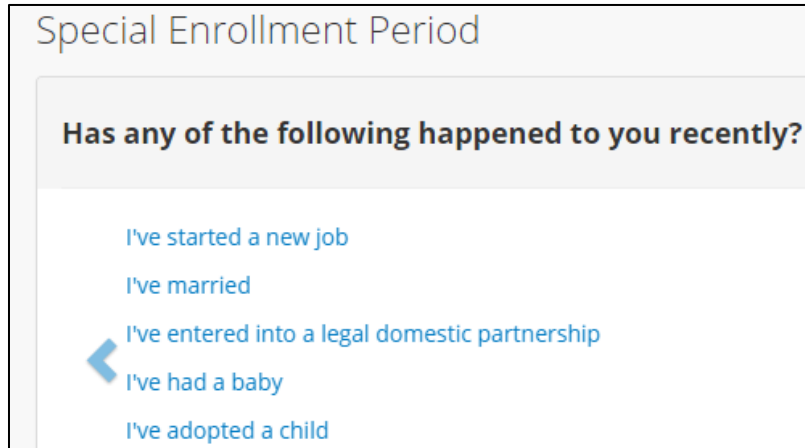
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
DATE OF BIRTH *	SOCIAL SECURITY *	<input type="radio"/> MALE	<input type="radio"/> FEMALE

Step 5: Click the “This is my employer” button to continue.

This is my employer

Step 8: If it is not your employer’s annual open enrollment period or your new hire enrollment period, you will be asked whether or not you have experienced a qualifying life event.

If you have experienced a qualifying life event, select the appropriate event and proceed through to plan shopping.

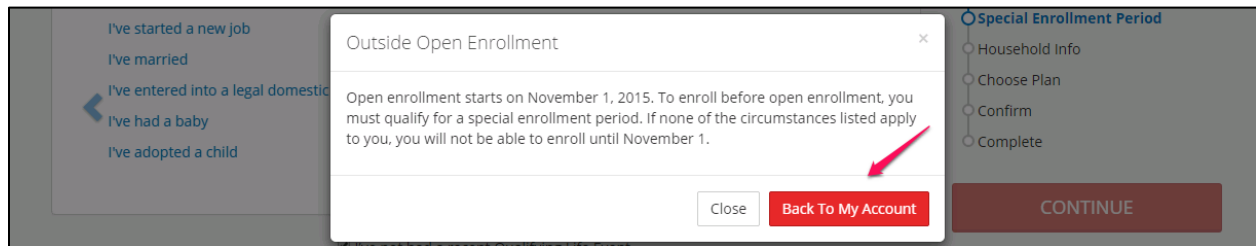


Special Enrollment Period

Has any of the following happened to you recently?

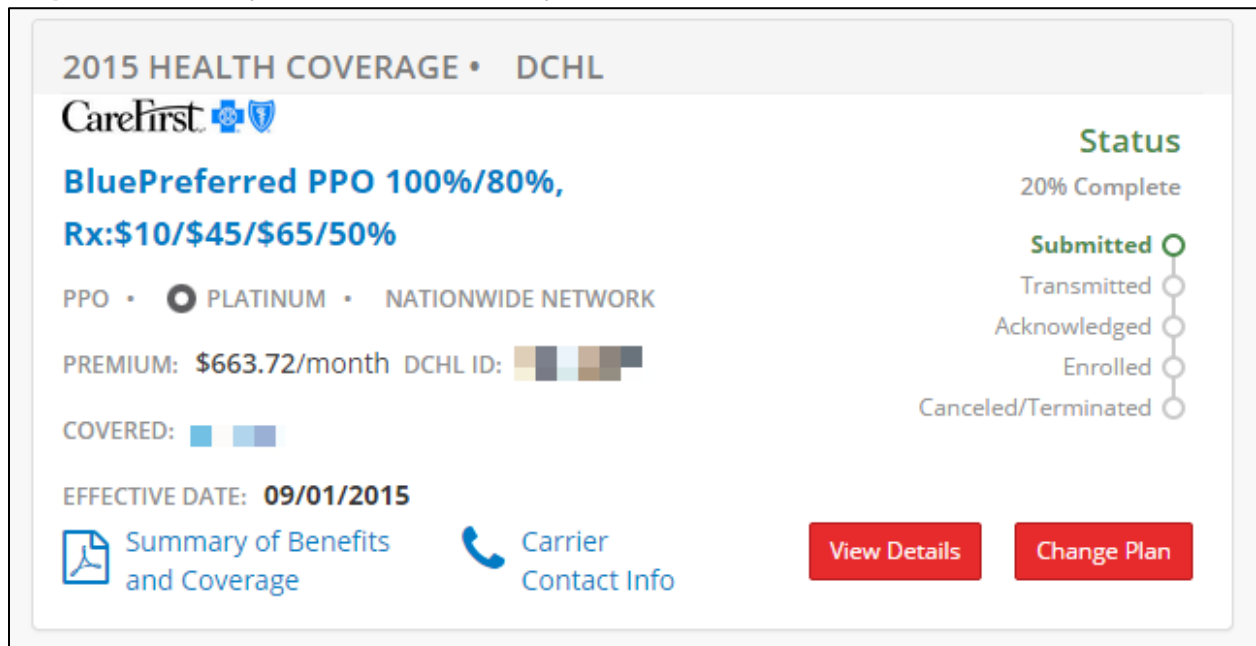
- I've started a new job
- I've married
- I've entered into a legal domestic partnership
- I've had a baby
- I've adopted a child

If you have not experienced a qualifying life event, check “I’ve not had a recent Qualifying Life Event” and then click the “Back to My Account” button to return to your homepage.



The screenshot shows the enrollment interface with a modal dialog box titled "Outside Open Enrollment". The dialog contains the text: "Open enrollment starts on November 1, 2015. To enroll before open enrollment, you must qualify for a special enrollment period. If none of the circumstances listed apply to you, you will not be able to enroll until November 1." At the bottom of the dialog are "Close" and "Back To My Account" buttons. A red arrow points to the "Back To My Account" button. In the background, the "Special Enrollment Period" dialog is visible with "I've entered into a legal domestic partnership" selected. To the right, a progress bar shows steps: Household Info, Choose Plan, Confirm, and Complete. A "CONTINUE" button is also visible.

Step 9: Return to your DC Health Link My Account



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Rx:\$10/\$45/\$65/50%**

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PREMIUM: \$663.72/month DCHL ID: [REDACTED]

COVERED: [REDACTED]

EFFECTIVE DATE: **09/01/2015**

Summary of Benefits and Coverage | Carrier Contact Info

View Details | Change Plan

Status
20% Complete

Submitted (checked)
Transmitted
Acknowledged
Enrolled
Canceled/Terminated