

Existing Employer Initial DC Health Link Login Flow

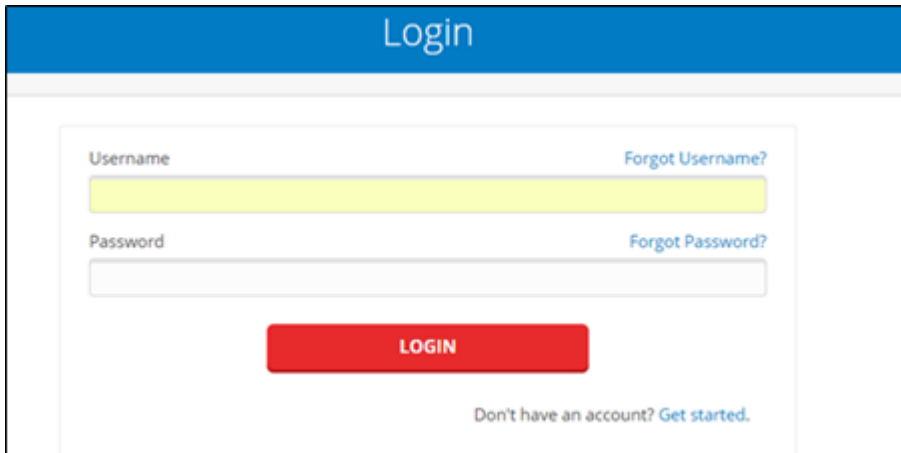
Employer with a DC Health Link Account

Logging in first the first time since 10/13/2015 ONLY

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



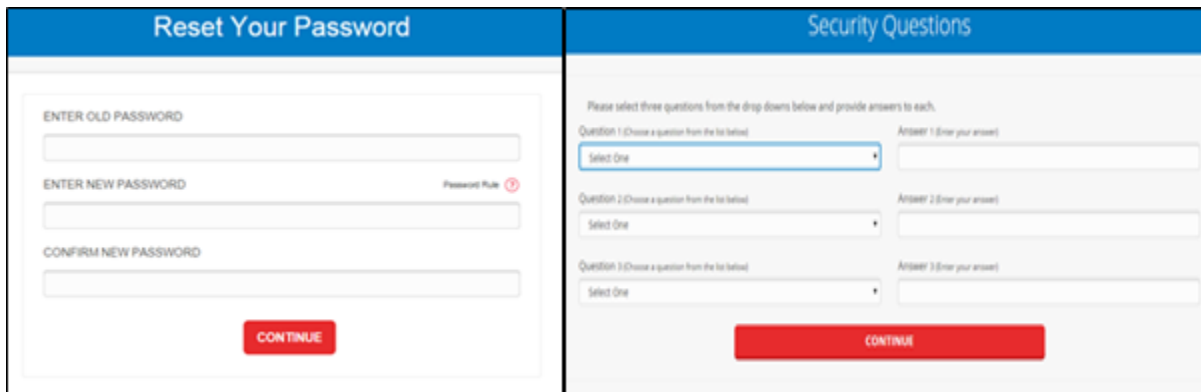
Step 2: Enter your existing username and password.



The screenshot shows the Login page. It has a blue header with the word "Login". Below the header are 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 "LOGIN" button. At the bottom of the page, there is a link "Don't have an account? Get started."

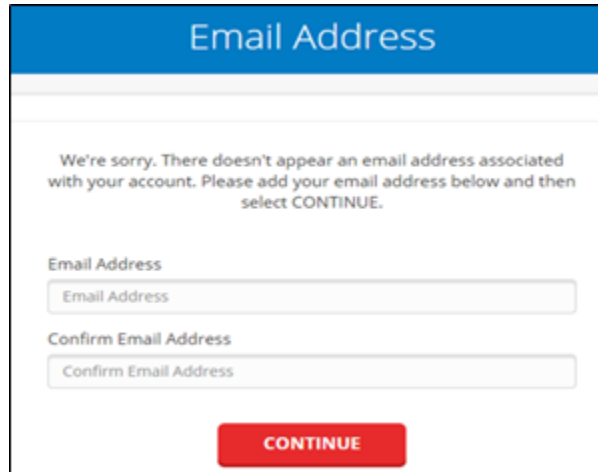
NOTE: If you forgot your username or password please click “Forgot Username” or “Forgot Password” for assistance. If you need assistance beyond that, please contact DC Health Link at (855) 532-5465.

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



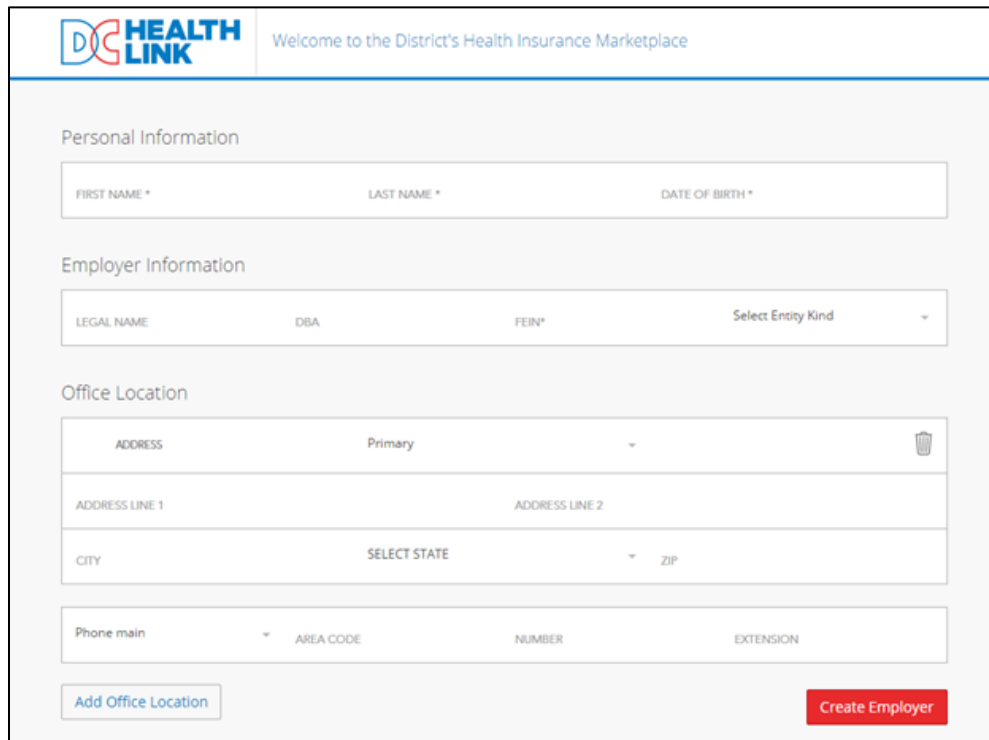
The image shows two side-by-side screenshots of the DC Health Link website. The left screenshot is titled "Reset Your Password" and has three input fields: "ENTER OLD PASSWORD", "ENTER NEW PASSWORD", and "CONFIRM NEW PASSWORD". A "Password Rule" icon is next to the "ENTER NEW PASSWORD" field. A red "CONTINUE" button is at the bottom. The right screenshot is titled "Security Questions" and has three questions, each with a "Select One" dropdown menu and an "Answer" input field. A red "CONTINUE" button is at the bottom.

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.



The screenshot shows a web form titled "Email Address" with a blue header. The main content area has a message: "We're sorry. There doesn't appear an email address associated with your account. Please add your email address below and then select CONTINUE." Below the message are two input fields: "Email Address" and "Confirm Email Address". At the bottom center is a red button labeled "CONTINUE".

Step 4: Confirm the point-of-contact and basic business information and click the "Create Employer" button.



The screenshot shows the "Create Employer" form in the District's Health Insurance Marketplace. The header includes the "DC HEALTH LINK" logo and the text "Welcome to the District's Health Insurance Marketplace". The form is divided into three sections: "Personal Information", "Employer Information", and "Office Location".

- Personal Information:** Fields for FIRST NAME *, LAST NAME *, and DATE OF BIRTH *.
- Employer Information:** Fields for LEGAL NAME, DBA, FEIN*, and a dropdown menu for Select Entity Kind.
- Office Location:** Fields for ADDRESS (with a Primary dropdown and a trash icon), ADDRESS LINE 1, ADDRESS LINE 2, CITY, SELECT STATE (dropdown), and ZIP. Below these are fields for Phone main (dropdown), AREA CODE, NUMBER, and EXTENSION.

At the bottom left is a button labeled "Add Office Location" and at the bottom right is a red button labeled "Create Employer".

Step 5: Once confirmed, you will be directed to your My DC Health Link employer homepage where you can view your plan offerings, manage your roster, access a premium billing report, and update business information.

My Health Benefits Program

Employee Enrollments and Waivers [?](#)

1 out of **3** have enrolled or waived coverage
1 or more needed by June 10th, 2015 to meet minimum requirement

PLAN YEAR

COVERAGE YEAR	July 1st, 2015 - June 30th, 2016	Status
ENROLLMENT PERIOD	May 12th, 2015 - June 10th, 2015	Active

BENEFIT GROUP: DC LOCATION [View Details](#)

ELIGIBILITY First of month after 30 days from date of hire

PLANS BY All plans from a single carrier

REFERENCE PLAN: [View Details](#)

UNITEDHEALTHCARE PLATINUM
OCI 0

TYPE	METALLIC LEVEL	CARRIER	ID
HMO	Platinum	United Health Care	5453a544791e4b cd3300010d