Qualifying Life Events (QLEs)
Adding a Dependent

Throughout the year your circumstances may change which may make you eligible for a Special Enrollment Period (SEP). If you have a baby, you or your dependent gain or lose other coverage, etc., you may be able to change your plan, enroll in a plan for the first time, add or drop family members, or terminate your plan. You must report the event **WITHIN 30 DAYS** of the event to be eligible for an SEP. Once you report the event in your account, DC Health Link will guide you through the options available to you and your family.

**Step 1: Report the Qualifying Life Event** – In each employee’s account, consumers will have the option to report a qualifying life event. Please select the life event that applies to the primary subscriber or dependent (For Example: Married, Had a Baby, Lost or will soon lose other Health Insurance).

![Image of My DC Health Link interface showing options to report a life event]

**Note:** There are three different pages of QLEs that can be viewed by clicking the arrow

**Step 2: Enter the Date of QLE** - Report the date that of the qualifying life event.

![Image of My DC Health Link interface showing option to enter date of life event]

**Note:** There are three different pages of QLEs that can be viewed by clicking the arrow.
Step 3: Confirm the QLE – Click “Continue” to proceed.

Step 4: Add Member to Household – Adding a member to the household does not add them to the policy, in the next steps you will have the option to add/remove any dependent from the policy.

Step 5: Enter dependent information – Enter the date of birth, gender and relationship to primary. Check the “NO SSN” box if the SSN is not available. The mailing address is also optional.
Step 6: Confirm Household – Once you have added all your dependents, please click “Continue”.

Step 7: Choose Coverage for Your Household – Select the members in your household you would like to cover in your health plan by selecting the boxes next to their name.
Step 8: Select “Keep Existing Plan”, “Select Plan to Terminate” or “Shop for New Plan” - You can continue with the same coverage with your new dependents by selecting “Keep Existing Plan”. You can browse your plan options and select a new plan for you and your dependents by selecting “Shop for New Plan”. You can terminate coverage all together by selecting “Select Plan to Terminate”.

If you selected “Keep Existing Plan” you will proceed directly to the confirmation page. If you have chosen “Shop for New Plans” you will be able to review plans offered by your employer.

Step 9: Confirm Plan Selection - Before you finalize your health plan, you will be have the option to review your plan selection, effective date, and household members covered. To submit your plan selection, click “Confirm”
Step 10: Finalize Plan Selection - This is the receipt of your enrollment. When you are done click “Go to My Account” return to your homepage where you can view your new enrollment and the date it was submitted.