

# Renewing your Health Coverage through DC Health Link: Conversion to One Big Marketplace

**Who is this guide for?** Employers who were renewing directly with our health insurance carrier partners that will be renewing health insurance coverage for their small business through DC Health Link.

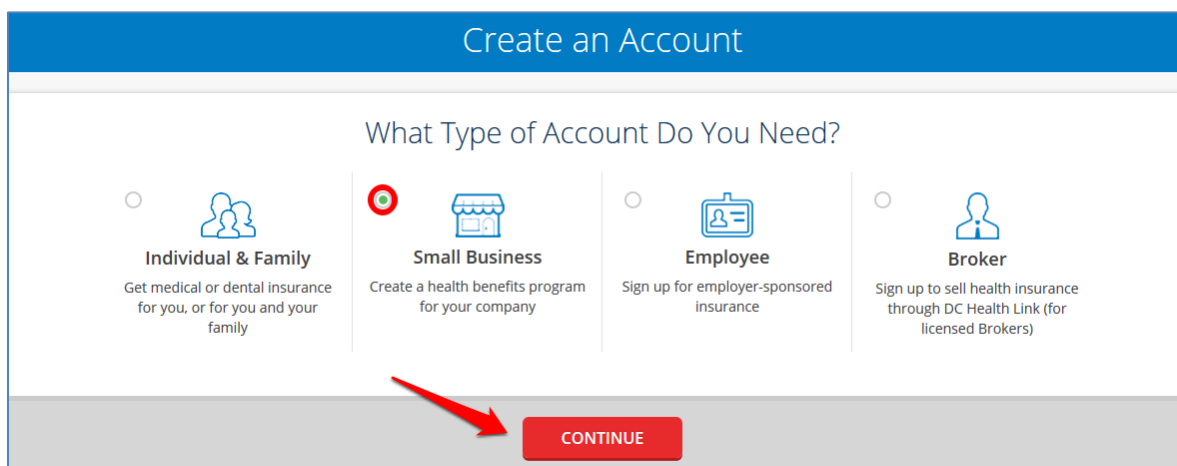
## Get Started - Setup Your Account

Click on the “Create Account” in the top right on [DCHealthLink.com](https://DCHealthLink.com)



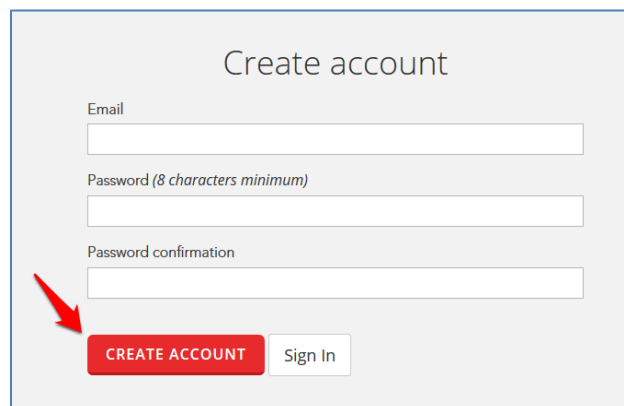
## Get Started - Select Account Type

Select “Small Business” and click the “CONTINUE” button.



## Step 1: Create Your Login Credentials

Fill out your email address and create a password (8 characters minimum) and then click the “CREATE ACCOUNT” button.

A screenshot of the "Create account" form. It has a title "Create account" and three input fields: "Email", "Password (8 characters minimum)", and "Password confirmation". At the bottom are two buttons: "CREATE ACCOUNT" (highlighted with a red arrow) and "Sign In".

Please be sure that you record your password somewhere secure. You'll use your email address as your log-in in the future.

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### Step 2: Provide your Business Information

Fill-in your first and last name, Date of Birth, Email Address, and telephone numbers. You will also fill out some general information about your Business name(s), FEIN, Entity Kind, and business address. We will then take this information and match you to your DC Health Link account based on the FEIN you provide.

Thank you for logging into your DC Health Link employer account.

Before we get started, we need to confirm the primary point of contact for your business. Please confirm that the name and email address listed below are correct, update the information or provide the name and email address for your primary point of contact. When you're finished, select 'Confirm'.

If the organization already has a staff role you will be placed in applicant status for an additional staff role.

Personal Information

FIRST NAME *	LAST NAME *	DATE OF BIRTH *	
EMAIL	AREA CODE	NUMBER	EXTENSION

Employer Information

LEGAL NAME	DBA	FEIN*	Select Entity Kind
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Primary Office Location

ADDRESS	Primary		
ADDRESS LINE 1	ADDRESS LINE 2		
CITY	SELECT STATE	ZIP	
Phone main	AREA CODE	NUMBER	EXTENSION

[Add Office Location](#) **CONFIRM**

After you enter information about your business, you will be able to see your employees' information as well as your plan offerings. If you do not see this information, your FEIN may be incorrect and you or your broker should contact us right away at (855) 532-5465 if this occurs.

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**Your Account** - You will be taken to your employer account homepage. This page shows you the benefit offerings that were sent to DC Health Link by your health insurance company. The status bar at the top will allow you to monitor your employees' progress during their open enrollment period.

**My DC Health Link**

- Employees
- Benefits
- Brokers
- Documents
- Invoice
- Inbox 0

**My Account**

- Update Business Info
- View Enrollment Reports
- MY EMPLOYEES: 4

### My Health Benefits Program

Employee Enrollments and Waivers ⓘ

0 out of 4 have enrolled or waived coverage  
3 or more needed by June 10th, 2015 to meet minimum requirement

**Important:** You have until June 10th, 2015 for your employees to sign up, or waive coverage.

#### PLAN YEAR

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

#### BENEFIT GROUP: STANDARD

ELIGIBILITY First of the month following or coinciding with date of hire

**Step 3:** Click on the “Benefits” tab. If you wish to keep your coverage offering the same for the upcoming plan year, including: new hire eligibility rule, employee plan offerings, reference plan, premium contribution, and dependent group offerings then you can select “Publish Plan Year”, if you wish to make changes to any or add dental coverage select “Edit Plan Year” and proceed to **Step 4**.

**My DC Health Link**

- Employees
- Benefits**
- Brokers
- Documents
- Inbox 0

**My Account**

- Update Business Info
- View Enrollment Reports
- MY EMPLOYEES: 2

### Benefits - Coverage You Offer

[Add Plan Year](#)

Carefully review the plan information and pricing below. If you haven't added employees to your plan yet, select 'Employees' in the blue menu bar to the left and edit each of your employees to add them to your benefit package. If you want to create more than one benefit package and offer different benefits to different employees, select 'Add Plan Year'. When you're satisfied with your benefit package(s), select 'Publish Plan Year'.

**IMPORTANT** – Once you select 'Publish Plan Year', your employees will receive a notification and open enrollment will begin according to the timeline you selected for your plan year.

#### DRAFT Plan Year for 2016

**BENEFIT PACKAGE:**

★

COVERAGE YEAR	July 1st, 2016 - June 30th, 2017
ELIGIBILITY	First of the month following or coinciding with date of hire

[View Details](#) ▾

REFERENCE PLAN	CARRIER	TYPE	METAL LEVEL	PLANS BY
BLUEPREFERRED PPO PLATINUM 0	CareFirst	PPO	Platinum	A Single Plan

[Publish Plan Year](#) [Edit Plan Year](#)

## Renewing your Health Coverage through DC Health Link: Conversion to One Big Marketplace

**Note:** If no changes are made to the renewing plan year, employees that take no action during the employee renewal open enrollment period, will be automatically re-enrolled in the same health plan for the upcoming plan year

**Step 4:** Your open enrollment dates have been pre-set to allow the maximum amount of time for your employees to review their options. Edit the open enrollment dates if needed and update the number of full time, part-time, and Medicare second payer workers.

### Edit Plan Year

When would you like your coverage to start? (in the next 90 days) ⓘ

May 2016	END ON 04/30/2017
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Select your open enrollment dates ⓘ

OPEN ENROLLMENT START DATE 03/01/2016	OPEN ENROLLMENT END DATE 04/13/2016
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Add the total number of employees in your workforce

FULL TIME EMPLOYEES 3	PART TIME EMPLOYEES 0	MEDICARE SECOND PAYERS 0
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**Step 5:** Edit the new hire eligibility rule, premium contribution, and dependent groups covered. These were all set based on the information provided to DC Health Link by your health insurance company. Please ensure that these reflect what you would like to offer for your upcoming plan year. If you had date of hire as your new hire coverage effective date rule, this is no longer available per Federal guidance.

### Benefit Package - Set Up

NAME YOUR BENEFIT PACKAGE  
Employee Benefits (2016)

WHEN SHOULD NEWLY HIRED EMPLOYEES START THEIR COVERAGE?  
First Of The Month Following Or Coinciding With Date Of Hire

<input type="checkbox"/> First of the month following or coinciding with date of hire
<input type="checkbox"/> First of the month following 30 days
<input type="checkbox"/> First of the month following 60 days

## Renewing your Health Coverage through DC Health Link: Conversion to One Big Marketplace

### Health - Edit Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

[Employee Detail Costs](#)

OFFERED	EMPLOYER CONTRIBUTION
<input checked="" type="checkbox"/> Employee	<input type="text" value="100"/> 100%
<input checked="" type="checkbox"/> Spouse	<input type="text" value="100"/> 100%
<input checked="" type="checkbox"/> Domestic Partner	<input type="text" value="100"/> 100%
<input checked="" type="checkbox"/> Child Under 26	<input type="text" value="100"/> 100%

BLUECHOICE ADVANTAGE GOLD 500		<a href="#">Change Reference Plan?</a>	
Type	Carrier	Metal Level	Network
POS	CareFirst	Gold	Nationwide
Your Estimated Monthly Cost		Min	Max
\$2,682.16		\$0.00	\$0.00
		Estimated monthly cost including all roster employees	

**Step 6:** To edit your reference plan and employee plan offerings click “Configure which plans you’re offering your employees?” and select your employee choice model (BY CARRIER, BY METAL LEVEL, SINGLE PLAN) and then select your reference plan.

### Select Your Plan Offering

Let your plan participants choose any plan offered by one carrier, any plan available within a specific metal level or you can offer just one plan. It doesn't cost you more to let them choose by carrier (insurance company) or metal level.

BY CARRIER

BY METAL LEVEL

SINGLE PLAN

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**Step 7:** If you wish to add dental coverage to your benefit package click “Add Dental Plans”. There is no minimum contribution amount required of the employer, nor is there a minimum participation rate. If you click ‘CUSTOM’ you will have the option to choose which dental plans to offer and if you click ‘BY CARRIER’ you will need to select the carrier.

### Edit Your Dental Plan Offering

Select which plans your employees will choose from.

CUSTOM  BY CARRIER

**Step 8:** Select your reference plan by clicking “Select Reference Plan” and then clicking the button to the left of the plan you choose.

After selecting offered plans, click "Select Reference Plan"

[Select Reference Plan](#)

### Select Reference Plan

The reference plan is used to cap employer costs. You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select.

Access PPO Basic  
TYPE: PPO  
CARRIER: DOMINION  
LEVEL: HIGH  
NETWORK: NATIONWIDE

Access PPO Premium  
TYPE: PPO  
CARRIER: DOMINION  
LEVEL: HIGH  
NETWORK: NATIONWIDE

BlueDental Preferred  
TYPE: PPO  
CARRIER: CAREFIRST  
LEVEL: HIGH  
NETWORK: DC METRO

BlueDental Traditional  
TYPE: PPO  
CARRIER: CAREFIRST

Delta Dental PPO Basic Plan for Families for Small Businesses  
TYPE: PPO

Delta Dental PPO Preferred Plan for Families for Small Businesses  
TYPE: PPO

**Step 9:** Your reference plan was designated based on your current plan with the most employees enrolled in coverage. Once your plan offerings are final click the, “SAVE PLAN YEAR” button.

### Edit Your Plan Offering

You currently offer KP DC Platinum 0/20/Dental/Ped Dental. To change your reference plan, begin by selecting “Change Plan?” to the right and then select your plan options. [Change Plan?](#)

Type	Carrier	Metallic Level	Network
HMO	Kaiser	Platinum	DC Metro

Your Estimated Monthly Cost: \$5,236.97

Estimated monthly cost including all roster employees: Min \$0.00 Max \$0.00

[Add Benefit Group](#) [Cancel](#) [SAVE PLAN YEAR](#)

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**Step 10:** Publish Renewal Plan Year (this will reflect on this page as well as on your employer account homepage).

The screenshot shows the 'Benefits - Coverage You Offer' page. On the left is a blue navigation menu with 'My DC Health Link', 'Employees', 'Benefits', 'Brokers', 'Documents', and 'Inbox'. Below the menu is a 'My Account' section with 'DC Deli', 'Update Business Info', 'View Enrollment Reports', and 'MY EMPLOYEES: 6'. The main content area is titled 'Benefits - Coverage You Offer' and features a red star icon next to the heading 'RENEWING DRAFT Plan Year for 2016'. Below this is a 'BENEFIT PACKAGE: DC LOCATION (2016)' section with a star icon and details: 'COVERAGE YEAR: May 1st, 2016 - April 30th, 2017' and 'ELIGIBILITY: First of month following 30 days'. A 'View Details' link is present. Below the details is a table with columns: REFERENCE PLAN (KP DC PLATINUM 0/20/DENTAL/PED DENTAL), CARRIER (Kaiser), TYPE (HMO), METAL LEVEL (Platinum), and PLANS BY (All Plans From A Single Carrier). At the bottom are 'Publish Plan Year' and 'Edit Plan Year' buttons.

From the "Benefits" tab you will see:

This screenshot is similar to the previous one but shows the 'Benefits' tab selected in the navigation menu. The heading is now 'RENEWING PUBLISHED Plan Year for 2016', highlighted with a red box. The 'View Details' link is now a dropdown arrow. A 'Revert Application' button has appeared at the bottom right.

From the employer account homepage you will see:

The screenshot shows a 'PLAN YEAR' section with a table of details: 'ENROLLMENT PERIOD: March 1st, 2016 - April 13th, 2016' and 'COVERAGE YEAR: May 1st, 2016 - April 30th, 2017'. To the right, under the heading 'Status', the text 'Renewing enrolling' is highlighted with a red box.

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**Step 11:** Manage your employee's renewal open enrollment through your employee roster.

Employee Roster

Employee Name  ✕ Search

Select 'Add New Employee' to continue building your roster, or select 'Upload Employee Roster' if you're ready to download or upload the roster template. If you need to edit information for an employee, or if you're ready to add your employee to a benefit package you created, scroll over the employee's name and select the pencil icon to the right. When you're finished with your roster, select 'Benefits' in the blue menu bar to the left to continue.

[Add New Employee](#) [Upload Employee Roster](#) [FILTER BY](#) ▼

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Gary M	***-**-****	01/11/19	04/01/2016	03/30/2016		Eligible	
Ronald G	***-**-****	11/16/15	04/01/2016	03/30/2016		Eligible	
William N	***-**-****	09/25/19	04/01/2016	03/30/2016		Eligible	
Mee S	***-**-****	12/13/19	04/01/2016	03/30/2016		Eligible	
Sandra	***-**-****	04/08/19	04/01/2016	03/30/2016		Eligible	
William A	***-**-****	02/23/19	04/01/2016	03/30/2016		Eligible	

6 out of 6

**Note:** For more information on managing your employee roster, click the link below.

<https://dchealthlink.com/sites/default/files/v2/forms/Employers-Managing-Your-Employee-Roster.pdf>