

# Assigning a GA – Brokers Assigning a GA in their DC Health Link Account

**Who is this guide for?** Brokers can assign GAs to their small group clients on DC Health Link to assist them in supporting and enrolling the clients in health insurance coverage.

## Get Started – Log into Your DC Health Link Broker Account

**STEP 1** - Go to dhealthlink.com and click “log in” in the upper right corner. When you successfully log into your broker account, you will land on your broker home page.

DC HEALTH LINK | I'm a Broker | CALL CUSTOMER SERVICE 1-855-532-5465 | MY BROKER AGENCY PORTAL | HELP | LOGOUT | My ID: 19758748 | Test Broker Do Not User

Home Employers Families Brokers Agency General Agencies **Assign** Broker First Time Applications for Medicaid and Premium Tax Credits

Broker Agency : Test Broker Agency

[EDIT BROKER AGENCY PROFILE](#)

Legal Name	dba	Fein	Entity Kind	Market Kind
Test Broker Agency	Test Broker Agency	999999999	C Corporation	Both

**STEP 2** - Click on “General Agencies”.

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Home Employers Families Brokers Agency **General Agencies** Assign Broker First Time Applications for Medicaid and Premium Tax Credits

General Agencies [Clear Default GA](#)

testing ga - this is your default GA. to change your default GA click "Select Default GA" under your desired agency.

Legal Name	dba	Fein	Entity Kind	Market Kind	State
DM Agency ☆		204028402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Deans Milk ☆		084208402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>

**STEP 3** - If you want to select a Default GA to assign to all of your small groups click on “Select Default GA” on the row of that General Agency.

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Home Employers Families Brokers Agency **General Agencies** Assign Broker First Time Applications for Medicaid and Premium Tax Credits

General Agencies [Clear Default GA](#)

You do not have default GA. to select your default GA click "Select Default GA" under your desired agency.

Legal Name	dba	Fein	Entity Kind	Market Kind	State
DM Agency ☆		204028402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Deans Milk ☆		084208402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Dobbs Hats ☆		040402402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Flair for the Gold ☆	Flair	048028402	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
GA aa ☆	dba	761298379	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
GA ba ☆		123764897	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Jens Hair ☆	Jen	403403840	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Keeps cookies ☆	KC	840840830	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
Test Broker Agency ☆	Test Broker Agency	999999999	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>
testing ga ☆	testing ga	392309209	S Corporation	Both	Is Applicant <a href="#">Select Default GA</a>

**NOTE:** If you want to change the assignments for some groups, please see below.

**Step 4** - Click the “Employers” tab and you will see that the Default GA has been assigned to all of your groups.

HBX Acct	Legal Name	FEIN	EE Ct	Enroll Status	Effective Date	Assigned Broker	General Agency
<input type="checkbox"/> 1051213	CIEL	***3220	9	Enrolled	07/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> cd44b0b21edf460883bbd11958350531	CSR Test Company	***9989	5	Registered	07/01/2016 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> 2615f529c1b9405292a200ad9ed3bbaf	CSRTSTER7	***3333	1	Binder paid	11/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign

NOTE: If you had already assigned GAs to any groups prior to assigning a default GA, the Default GA Assignment will not override your original assignment at the group level.

**Step 5** - To remove an existing GA assignment from a group, click “clear assign” in the right column. To assign a different GA to a group, click the box on the left-side of the group(s) and then click on “Select General Agency” to assign a new GA.

HBX Acct	Legal Name	FEIN	EE Ct	Enroll Status	Effective Date	Assigned Broker	General Agency
<input checked="" type="checkbox"/> 1051213	CIEL	***3220	9	Enrolled	07/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> cd44b0b21edf460883bbd11958350531	CSR Test Company	***9989	5	Registered	07/01/2016 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> 2615f529c1b9405292a200ad9ed3bbaf	CSRTSTER7	***3333	1	Binder paid	11/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign

Select General Agency

- DM Agency
- Deans Milk
- Dobbs Hats
- Flair for the Gold
- GA aa
- GA ba
- Jens Hair
- Select General Agency

ASSIGN CLEAR ASSIGNMENT