The 5 Easy Steps to Offering Coverage

1) **Quoting:** *Company and Employee Information*—Provide basic information about your company, the coverage effective date you are shopping for, and a eligible employee census. *Select plan option*—After reviewing the available plan options, pick the option that best suits your business and employees: all plans from metal level, one carrier or one plan. Select a reference plan and enter the percentage that you will contribute for each employee and/or their family members towards their premium in the selected reference plan.

2) **Eligibility:** *Select a Broker*—can be done at any time throughout the application, assign the broker to your account by entering their name. They can complete the rest of the application on your behalf. *Verify your employees and DC Location*.

3) **Enrollment:** *Select Open Enrollment Dates*— a minimum 14 day period. Select eligibility rules when coverage is effective for newly eligible employees.

4) **Open Enrollment:** *There are 2 ways to notify employees of their open enrollment dates*—by entering their e-mail addresses in step 1, triggering a message from DC Health Link to employees to create an account and select a plan, or by notifying employees of their open enrollment period yourself. Employees can compare all available plans and their cost.

5) **Payment:** *Pay the first month's premium by the 12th*—of the month for a coverage effective date for the 1st of the following month. Premiums are paid directly to DC Health Link. Even if employees choose different plans from different carriers, the employer only issues a single payment. Multiple payment methods are available including secure bank withdrawal phone payments (1-855-532-5465) and check payments by mail. Carriers will then send enrollees member ID Cards

KEY ENROLLMENT DATES

April 1 Coverage Effective:

♦ **March 10:** Last day for Employees to enroll

♦ **By March 12:** Due date for first month's premium.

May 1 Coverage Effective:

♦ **March 27:** Final day to complete employer application

♦ **March 27** Final day to start Employee Open Enrollment

♦ **April 10:** Last day for Employees to enroll

♦ **By April 12:** Due date for first month's premium.

#Didyouknow?

◊ **If you forget your username and password, it can be reset by one of our call center representatives. No need to wait! Just call** 1-855-532-5465.

For more information, or to enroll visit: DCHealthLink.com ~ To join our mailing list, email: smallbiz@dc.gov