DC HEALTH LINK

Broker News

November 19th, 2015

Broker Webinar Series

Please join us for next week's broker webinar, information below:

Logging into your Eligibility and Enrollment Portals

Tuesday, November 24, 2015: 1:00-2:00pm ET

Webinar Link: *click on*— Join WebEx meeting

Webinar Meeting Number: 730755412

Meeting password: Broker

Phone Line: 1-877-668-4493 Call-in toll-free number

Access code: 730 984 219

Please e-mail producer.dchl@dc.gov if you have any questions you would like addressed on next week's webinar. Please send us your webinar topic suggestions as well.

Publishing a Plan Year

Small Businesses must publish their plan year for Employee Open Enrollment to begin. Once the plan year is published, for initial and renewal plan years, the benefit offerings and contributions are final.

Resources Available to You

To help you assist your clients through our updated system we have created user guide for Individuals and Families, Small Business and Employees, as well as brokers. Please click on the links below to access these resources.

Small Business Related Guides

Individual and Families Trained Expert Guide

Broker Resources

ENROLLMENT DEADLINES

Small Business Market:

JAN 1 Coverage Effective Date:

- **DEC 1—** Last day to complete the employer application
- **DEC 10—** Last day to complete employee open enrollment period
- **DEC 14** — Last day to pay first premium

Renewals for JAN 1:

- **DEC 5**— Last day to complete employer application and start employee open enrollment
- **DEC 13—** Last day to end employee enrollment

Note: *First premium payment can only be made after employee open enrollment closes.*

Renewals for FEB 1:

- **JAN 5**— Last day to complete renewal and plan selection
- **JAN 13—** Last day to end employee enrollment

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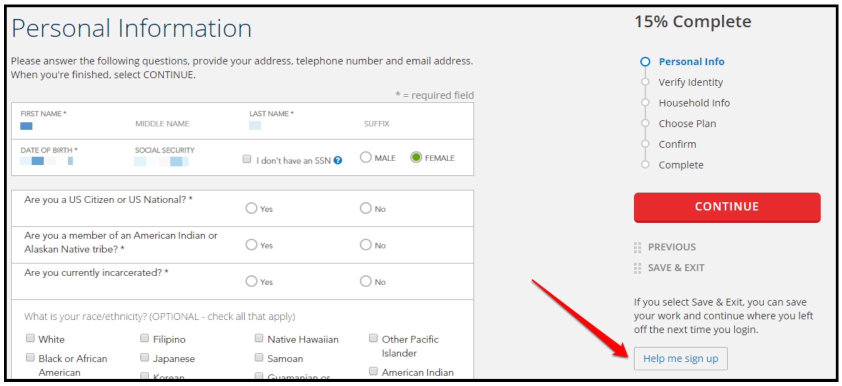
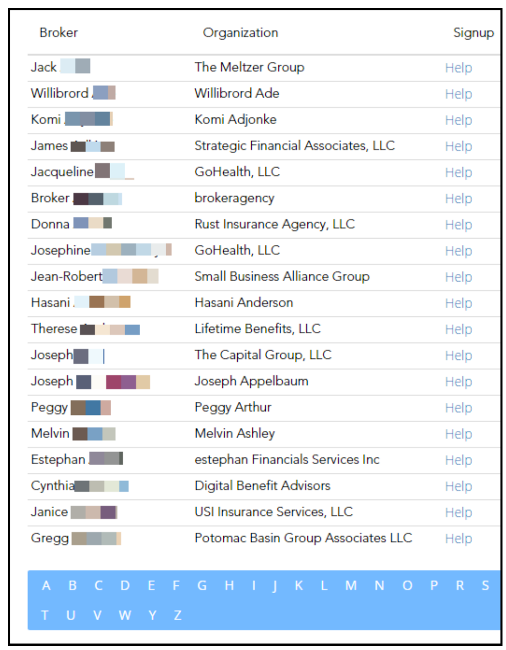
Broker Assignments in the Individual & Family Portal

For those of you who work in the individuals and families market, being assigned by your client is a simple process **For new unassisted or current individual consumers please follow the following the steps:**

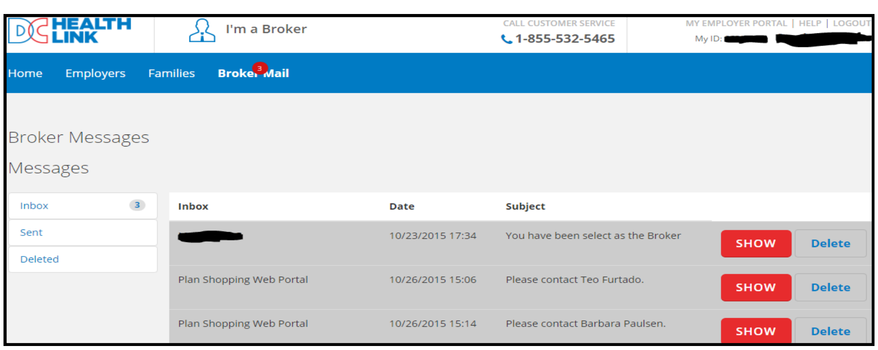
1) Once the client logs in and completes the initial fields they will come to the Personal Information page where they are able to click on the "Help me sign up" button. This will prompt a pop-up window.



2) Your client should select the "Help from a Broker" link.



3) Next, a pop-up window appears where the consumer can search for your name. Once they find you, they click "Help". A notification is immediately sent to your broker account inbox. You can accept the client by logging into your broker account, then clicking on "Broker Mail".



4) To accept the client, click the "SHOW" button on the email notifying you that they selected you as their broker. Once you are in the email click "assist client" to access their account from your broker account.

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