

## Broker News - August 25, 2017

### Broker Webinar

Topic: Roster Management and Special Enrollment Periods

When: Tuesday, August 29, 2017

Time: 1-2pm EDT

Webinar Link: click on — [JOIN MEETING](#)

Phone Line: 1-650-479-3208

Webinar Meeting Number/Access Code: 730 883 549

Broadcast live from Insurance Marketing Center

### Helpful Tips for Roster Management

#### Helpful Tips for Roster Management

- Add all employees to the roster when they are hired to prevent the need for retroactive enrollment corrections
- Process employee terminations before the 60-day window expires
- Keep your roster up to date with employee changes
- If you are the General Agency for a group, be sure to check in your DC Health Link portal to see if a Broker has assigned you to that group

# Enrollment Deadlines

## [Small Business Marketplace](#)

### Initial Groups

**October 1** Coverage Effective Date:

- September 1 — Last day to complete initial employer application
- September 10 — Last day of employee open enrollment period; invoices emailed to employers the next business day
- September 12 — Last day to pay initial premium

### Renewal Groups

**October 1** Coverage Effective Date:

- September 5 — Last day to complete employer renewal application
- September 13 — Last day of employee open enrollment period
- Premium Payments — Continue to pay monthly invoice as received by mail and also available online in employers' accounts.

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