



# Producer News

August 19th, 2015

## ENROLLMENT DEADLINES—*Small Business Market:*

### OCT 1 Coverage Effective Date, Initial Groups:

- ◆ SEP 10— Last day to end employee open enrollment
- ◆ SEP 14— Last day to pay first premium

### OCT 1 Coverage Effective Date, Renewal Groups:

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

## 2016 Broker Re-Certification Process

Brokers that are currently approved by DC Health Link have had their certifications extended through 2016. As we continue to update our training materials to reflect the developments and changes made to our system, we will keep the broker community informed of the process and requirements for re-certification in 2017.

## Employers Can Now Pay Premiums Online

Small business owners can now pay their DC Health Link health insurance premiums online through secure electronic check payment. Online payments are the fastest and easiest way to pay your DC Health Link premiums. To have your client pay their premiums to DC Health Link, please have them follow the steps below. Payments submitted before 8pm on bank business days will be posted the same day.

### Step 1: Login to Online Bill Pay with your DC Health Link Account Number

<https://www.e-BillExpress.com/ebpp/DCHealthPay/>

The account number is found on the first page of your invoice. For new employers making their first month's premium payment, enter their business EIN.

### Pay Now

To make a one-time payment, pay now.

DC Health Link Account Number


[What's this?](#)

Confirm DC Health Link Account Number

**Pay Now**

<b>ACCOUNT NUMBER:</b>	<b>100000</b>
<b>TOTAL AMOUNT DUE:</b>	<b>\$2,468.00</b>
<b>DATE DUE:</b>	<b>8/31/2015</b>



<b>ACCOUNT NUMBER:</b>	<b>100000</b>
<b>TOTAL AMOUNT DUE:</b>	<b>\$2,468.00</b>
<b>DATE DUE:</b>	<b>8/31/2015</b>

SmallBiz Owner  
DC Small Business Company  
123 A Street, NE  
Washington DC 20002

Activity since your last statement	
Previous Balance	\$1,234.00
Amount Paid	\$1,234.00
Adjustments	\$ 0.00
New Charges	\$2,468.00
<b>Total Amount Due</b>	<b>\$2,468.00</b>



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## Step 2: Enter Contact and Payment Information

Email Address – for the ER’s payment confirmation email

Amount to be Paid – must match the total amount due on the ER’s invoice

**Enter Your Contact Information**

Name  \*

Email Address  \* *Your email address will be used for payment confirmation only and will not be shared with third-party sources*

Confirm Email Address  \*

Street Address Line 1  Street Address Line 2

City  State  Zip Code

Phone  \*

**NOTE:** First premium payment can only be made after employee open enrollment closes.  
Call 1-855-532-5465

**Enter Payment Information**

Amount To Be Paid \$  \*

Pay On  \*

Payment Note

## Step 3: Enter Bank Account Information

Be Careful! Please double check your routing and account numbers to ensure accurate payment processing.

**Payment Account**

Account Type:  Checking  Savings \*

Name on Account:  \*

Your Bank Name:  \*

Bank Routing Number:  \*


Bank Account Number:  \*

Re-enter Bank Account:  \*

Personal Account  Business Account \*

*\*Please complete all of the bank account fields indicated here. Be sure to double check your entries to ensure they are correct.*

*Note : Use your banking account number, not your ATM /Debit Card Account number*



## Step 4: Complete and Confirm Payment

The employer can print a copy of the payment confirmation for their records.

They will also receive an email confirming their payment at the address provided in the “Contact information section” of the employer application.

For more information, or to enroll visit: [www.DCHealthLink.com](http://www.DCHealthLink.com) ~ To join our mailing list, email: [dchl.producer@dc.gov](mailto:dchl.producer@dc.gov)