New Employees - How to Enroll in Health Coverage through DC Health Link

Who is this guide for?  This guide will walk employees without a DC Health Link account through setting up their employee account, selecting a plan, or waiving coverage.

Get Started - Setup Your Account
Click on the red “GET STARTED” button under Employee on DCHealthLink.com

What kind of health insurance do you need?

Individual & Family
Find the right medical, dental or vision insurance plan for you, or for you and your family. See if you qualify for a tax credit or Medicaid.

Small Business
Offer your employees quality, affordable medical, dental or vision insurance. Businesses with 1-50 employees are eligible and can enroll anytime.

Employee
If the company you work for offers health insurance through DC Health Link, learn more about what your company offers and enroll.

Click on the red “CONTINUE” button to understand your options.

Signing up for employer-sponsored health insurance is an easy 3-step process

STEP 1 Tell us about yourself
First, you’ll create an account. Then we’ll need some personal information to verify your employer. After that, you’ll tell us who needs coverage, just you, or you and your family.

STEP 2 Compare plans and choose
Learn more about the health insurance your company offers and how much they contribute towards your premiums. If your company offers more than one plan, you can compare plans before you choose.

STEP 3 Confirm and Enroll
Once you choose a plan, confirm that your personal information is correct and includes the members of your household who should be covered by your plan. Then enroll.

Fill out your email address and create a password (8 character minimum) and then click the “Create account” button. Please be sure to record your password somewhere secure. You’ll use your email address as your login in the future.
Your Information and Matching to your Employer

Your Information - Step 1: Fill out your personal information (name, DOB and SSN) and then click the red “CONTINUE”.

Your Information - Step 2: DC Health Link will match you to your employer by verifying your date of birth (DOB) and Social Security Number (SSN). Click “Continue” if the employer information displayed is correct.

NOTE: If you are not matched to an employer, confirm you have entered your SSN and DOB correctly above. If you are still not matched to your employer, confirm your employer has your correct SSN and DOB and that you have been added to the employee roster.
Your Information - Step 3: Fill out your contact information where needed, such as your address, email address, and phone number. The pre-populated information was submitted by your employer but may be edited by you. Once your contact information is complete, click the red “CONTINUE” button.

Your Family’s Information

Family Information - Step 1: To add a family member to your employer sponsored coverage, click “Add Member”. If you are not adding a family member, proceed to Shop for a Health Plan.
Family Information - Step 2: Fill out the required information for your family member(s), including their relationship to you. Once you have filled in all the demographic information, complete the addition of your family member by clicking “Confirm Member.” Repeat this step until all of your family members are added and then click the “Continue” button on the same page.

**NOTE:** Later you will select which of these members you wish to cover.

![Household Info: Family Members](image)

**NOTE:** Gender selection defaults to ‘Male’. Please actively change to female if needed.

Family Information - Step 3: Indicate which family member(s) you would like to cover by selecting or unchecking the checkbox next to their name. Once the intended family member(s) are selected, click the red “CONTINUE” button to continue to plan selection.

![Choose Coverage for your Household](image)

**NOTE:** You may select the “Back” button on your browser to change your covered family member(s) during your plan shopping experience. During your open enrollment period or special enrollment period you may go in and add/drop dependents from your coverage even after you have enrolled in a plan.
Shopping for a Health Plan

**NOTE:** To Waive Coverage, proceed to the Waiving Coverage section.

**Health Shopping - Step 1:** All plans offered by your employer are listed on this page. You are able to sort plans by a variety of factors: Metal level, Plan type, Network, Carrier, HSA Eligibility, Premium Amount, and Deductible Amount. Select “Apply” in the red box at the bottom of the column on the left side to apply the selected filters. More information can be found about each plan by selecting “DETAILS” on each plan offered.
NOTE: you are able to ‘Filter Results’ on the left side to change the plans displayed for you. You are able to ‘Sort By’ at the top to change the order in which plans are displayed for you. You can compare up to three plans at once by clicking “Compare” in the plan tile and then a “Compare Plans” button will appear in the top right of the screen that you will click to see a side-by-side comparison of the chosen plans.

Health Shopping - Step 2: Select your plan by clicking the blue “Select Plan” button.

Health Shopping - Step 3: Review the information listed then click the “Confirm” button.

NOTE: To return to a previous page, select ‘Previous’ listed at the bottom of the right column.
**Health Shopping - Step 4:** This is a summary page confirming your plan selection. To navigate to your account home page, click the red “CONTINUE” button.

**Health Shopping - Step 5:** You will now see your enrollment summary. To view more information about your plan, click the “VIEW DETAILS” button. If you want to change your plan during your open enrollment period, click the “Make Changes” button.
Shopping for a Dental Plan

**Dental Shopping - Step 1:** If your employer offers dental coverage select “Shop for Plans” on your home page to view the plans offered to you by your employer.

**Dental Shopping - Step 2:** Indicate which family member(s) you would like to cover by selecting or unchecking the checkbox next to their name. Once the intended family member(s) are selected, select the “Dental” benefit type and click “SHOP FOR NEW PLAN”
**Dental Shopping – Step 3:** All plans offered by your employer are listed on this page. More information can be found about each plan by selecting “DETAILS” on each plan offered.

**NOTE:** you are able to ‘Filter Results’ on the left side to change the plans displayed for you. You are able to ‘Sort By’ at the top to change the order in which plans are displayed for you. You can compare up to three plans at once by clicking “Compare” in the plan tile and then a “Compare Plans” button will appear in the top right of the screen that you will click to see a side-by-side comparison of the chosen plans.

**Dental Shopping - Step 4:** Select your plan by clicking the blue “Select Plan” button.
**Dental Shopping - Step 5:** Review the information listed then click the “Confirm” button.

![Confirm Your Plan Selection](image1.png)

**NOTE:** To return to a previous page, select ‘Previous’ listed at the bottom of the right column.

**Dental Shopping - Step 6:** This is a summary page confirming your plan selection. To navigate to your account home page, click the red “CONTINUE” button.

![Enrollment Submitted](image2.png)

**Dental Shopping - Step 8:** You will now see your enrollment summary. To view more information about your plan, click the “VIEW DETAILS” button. If you want to change your plan during your open enrollment period, click the “Make Changes” button.

![2016 Dental Coverage](image3.png)
**Waiving Coverage**

Why should you waive coverage? When you are first eligible for your employer’s health coverage, you need to either enroll in a health plan, or if you have other coverage already, complete a waiver of enrollment.

**Waiving Coverage - Step 1:** To waive employer-sponsored health insurance coverage, click the “Waive Coverage” button on the right side of the screen.

**NOTE:** Waiving coverage through DC Health Link preserves your right to a special enrollment period if you experience a Qualifying Life Event later in the year.

**Waiving Coverage - Step 2:** Click on ‘Select Waive Reason’ and choose your reason for waiving employer sponsored coverage.
Waiving Coverage - Step 2: Once you select your reason, click the red “SUBMIT” button.

Waiving Coverage - Step 3: Congratulations! You have successfully waived employer-sponsored coverage. To navigate to your “My Account” page, click the red “CONTINUE” button.

NOTE: If you decide you would like to browse plans offered to you by your employer during your open enrollment period, you may click the “Shop for Plans” button in the middle of the screen. To select coverage due to a Qualifying Life Event, please refer to our employee assistance guide- Experiencing a QLE.