Employers - Enrolling as an Employee Through your DC Health Link Employer Account

Who is this guide for? Employers who are also employees of their small business looking to enroll into coverage from their DC Health Link Account.

**Step 1:** Click the “Login” button in the upper right corner of the DC Health Link homepage.

![Login button](image)

**Step 2:** Make sure your information, including Social Security Number and date of birth, are correctly entered on your Employee Roster.

![Employee Roster](image)

**Step 3:** DO NOT logout of your Employer account and navigate to [www.dchealthlink.com](http://www.dchealthlink.com).

**Step 4:** Your DC Health Link account lets you take on multiple user roles in one account. To enable the employee portion of your account, click the “Get Started” button as an Employee on the homepage [www.dchealthlink.com](http://www.dchealthlink.com).

![Health Insurance Options](image)
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**Step 5:** While logged into your Employer account click “Continue”.

**Step 6:** Now you will fill in your information to be matched to the Employee Roster. This will take your Social Security Number and Date of Birth and match it to your information on the Employee Roster. Once you enter your information, click the “Continue” button.

**Step 7:** If the information you enter is the same as on the Employee Roster, your employer information will be displayed and you click the “Continue” button.
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**Step 8:** Under ‘Contact Information’ update any of your information that needs updating. Please ensure your email address here is the same as the email address you use for your employer account. Then, click the “Continue” button.

**Step 9:** If you would like to add family members to your account, click the “Add Member” button. Once you have all of your family members (if applicable) added, click the “Continue” button.
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**Step 10:** If you are in open season you can proceed to plan selection. If you are experiencing a Qualifying Life Event, click “Back to my account” to report your life event. If you are not looking to enroll at this time, click the “SAVE and EXIT” option in the bottom right corner of the screen.

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Moving Forward: Once you complete the employee portion of your account, you will be able to switch between your multiple user roles in your account by selecting the “MY ACCOUNT” dropdown in the upper right corner of your screen. The “MY INSURED PORTAL” is your employee role.