**Existing Employee Initial DC Health Link Login Flow**

*First time logging in on or after 10/13/2015 ONLY*

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

![DC Health Link homepage with login button highlighted](image)

**Step 2:** Enter your existing username and password.

![Login page with username and password fields](image)

You may then be prompted to reset your password and/or establish new security questions and answers.

![Reset Your Password form](image)

![Security Questions form](image)
Step 3: Confirm the email address that you would like to associate with your employer account. You can use the same email address you had previously used, or you can update to a new email address at this time.

![Email Address Form]

Step 4: Enter your information and click the “Continue” button to match to your employer.

![Personal Information Form]

Step 5: Click the “This is my employer” button to continue.
Step 6: Update your contact information, if needed, and click the “Continue” button to proceed.

Step 7: Update your household information or add dependents, if needed, and click the “Continue” button to proceed.
Step 8: If it is not your employer’s annual open enrollment period or your new hire enrollment period, you will be asked whether or not you have experienced a qualifying life event.

If you have experienced a qualifying life event, select the appropriate event and proceed through to plan shopping.

If you have not experienced a qualifying life event, check “I’ve not had a recent Qualifying Life Event” and then click the “Back to My Account” button to return to your homepage.

Step 9: Return to your DC Health Link My Account