

## New Employers - How to Offer Health Coverage through DC Health Link

**Who is this guide for?** Employers who are offering coverage through DC Health Link for the first time. New employers may be offering health coverage to their employees for the first time, OR they may have previously offered employer-sponsored coverage outside of DC Health Link.

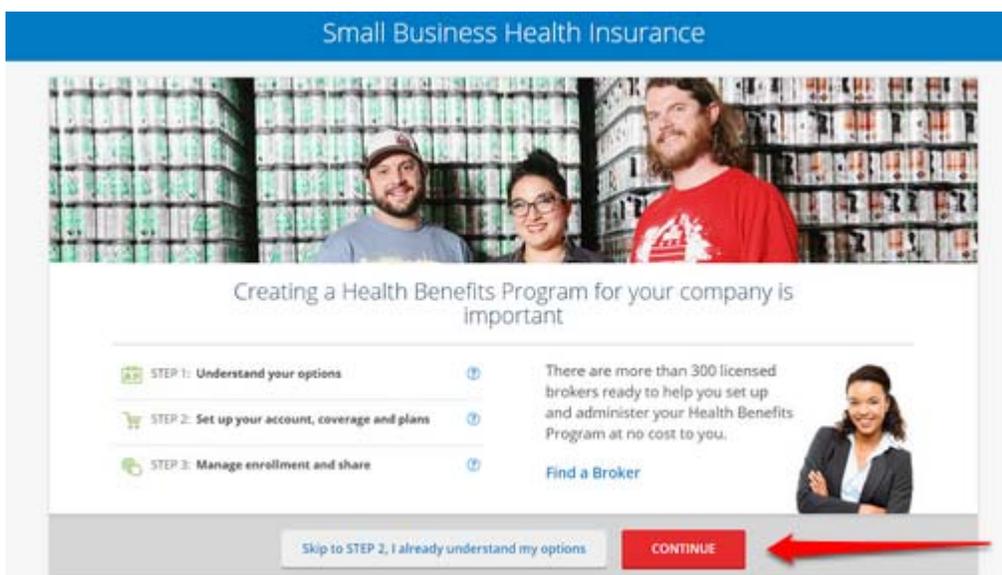
### Get Started - Setup Your Account

Click on the “GET STARTED” button under Small Business on [DCHealthLink.com](https://DCHealthLink.com)

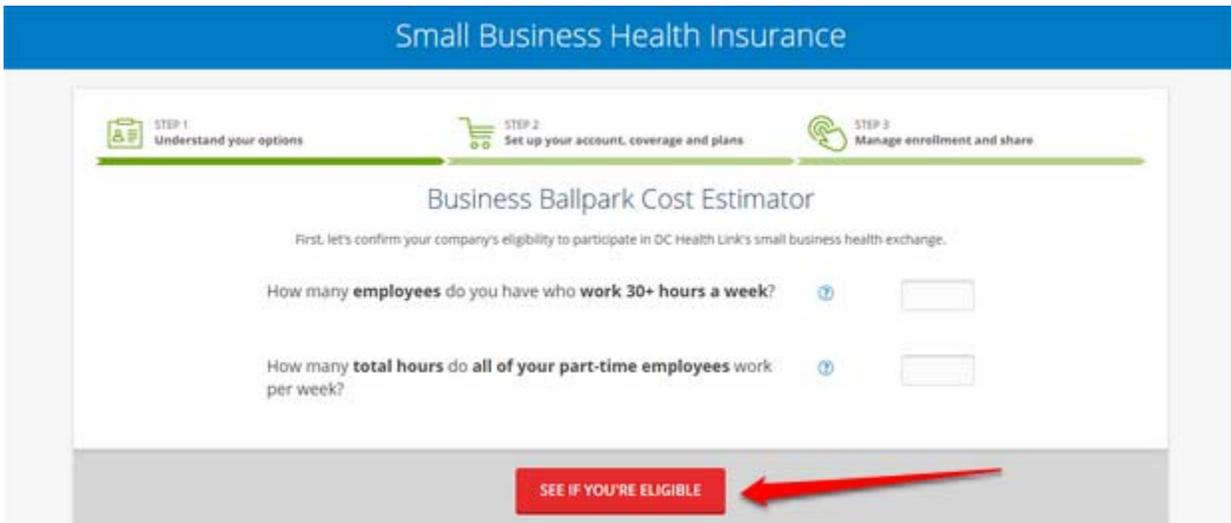


### Business Ballpark Cost Estimator (optional)

To use our Business Ballpark Cost Estimator to see an overview of your options and costs without completing an application, click on the “CONTINUE” button. If you want to skip ahead to start an application, click on the “Skip to STEP 2” button and continue to Create Your Employer Account.

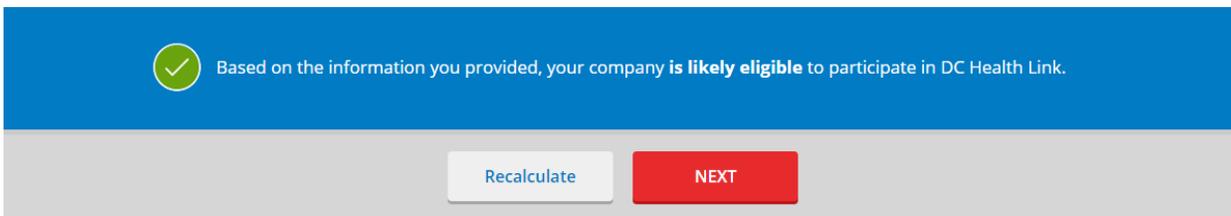


**Business Ballpark Eligibility Estimator:** Fill in the number of full time and part-time employees you have and then click the “SEE IF YOU’RE ELIGIBLE” button.



The screenshot shows a web interface titled "Small Business Health Insurance". At the top, there are three steps: "STEP 1 Understand your options", "STEP 2 Set up your account, coverage and plans", and "STEP 3 Manage enrollment and share". The main heading is "Business Ballpark Cost Estimator". Below this, a message reads: "First, let's confirm your company's eligibility to participate in DC Health Link's small business health exchange." There are two input fields: "How many **employees** do you have who **work 30+ hours a week?**" and "How many **total hours** do **all of your part-time employees** work per week?". Each field has a help icon. At the bottom, there is a red button labeled "SEE IF YOU'RE ELIGIBLE" with a red arrow pointing to it from the right.

If you are eligible, click on the “NEXT” button; if not, click “Recalculate” and double check your number of employees.



The screenshot shows a blue banner with a green checkmark icon and the text: "Based on the information you provided, your company is **likely eligible** to participate in DC Health Link." Below the banner, there are two buttons: a grey "Recalculate" button and a red "NEXT" button.

**Business Ballpark Cost Estimator:** Explore your different plan offering and contribution options while considering your costs. Use the slider to select your reference plan.

**What is a reference plan?** The reference plan is a tool that allows you to offer your employees a choice of plans while also allowing you to fix your costs to a specific plan, so that costs are predictable and fit within your budget. You can offer plan participants the opportunity to choose any plan by metal level, insurance company or a single plan. Since your costs are tied to the reference plan, it will NEVER cost you more to offer your employees a choice of plans.

You'll need to provide an estimate of the number of employees (and family members, if applicable) that will be covered along with their average age since health insurance premiums are based on the enrollee's age. The more accurate the information, the more accurate your cost estimate will be. Once you're ready to move on, click on the "START" button to get started offering health coverage to your employees.

## Small Business Health Insurance



STEP 1  
Understand your options



STEP 2  
Set up your account, coverage and plans



STEP 3  
Manage enrollment and share

### Business Ballpark Cost Estimator

This is your ballpark estimate based on the information you provided. See how your costs may change by adjusting any of the key variables.

**SELECT A REFERENCE PLAN PRICE POINT FOR YOUR ESTIMATE**

The monthly price point shown below is for one person based on the average age you entered. Costs per person will be higher or lower based on actual age(s).



\$200      \$240      \$340      \$392      \$561

Lowest Cost Bronze      Lowest Cost Silver      Lowest Cost Gold      Lowest Cost Platinum      Highest Cost Platinum

OFFERED	PEOPLE COVERED	AVERAGE AGE	EMPLOYER CONTRIBUTION
<input checked="" type="checkbox"/> Full-time Employees <small>(50% minimum)</small>	6	35	50%
<input checked="" type="checkbox"/> Other Employees	0	35	50%
<input checked="" type="checkbox"/> Spouses / Domestic Partners	0	35	0%
<input checked="" type="checkbox"/> Children under 26	0	12	0%

**WHAT IS A REFERENCE PLAN?**

The reference plan is used to cap employer costs. Employer costs are fixed and predictable to help you stay within your budget. [Learn more](#)

Estimated Maximum Monthly  
Employer Cost for All People Covered

# \$1,021

When you're ready to set up your Health Benefits Program, select START.

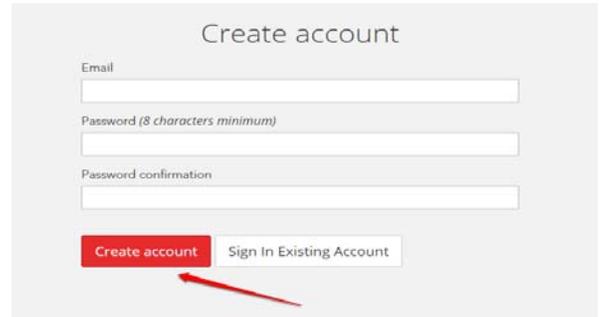
**START**

 PRINT     SAVE

## Create Your Employer Account

Fill out your email address and create a password (8 characters 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 username to log-in in the future.



Create account

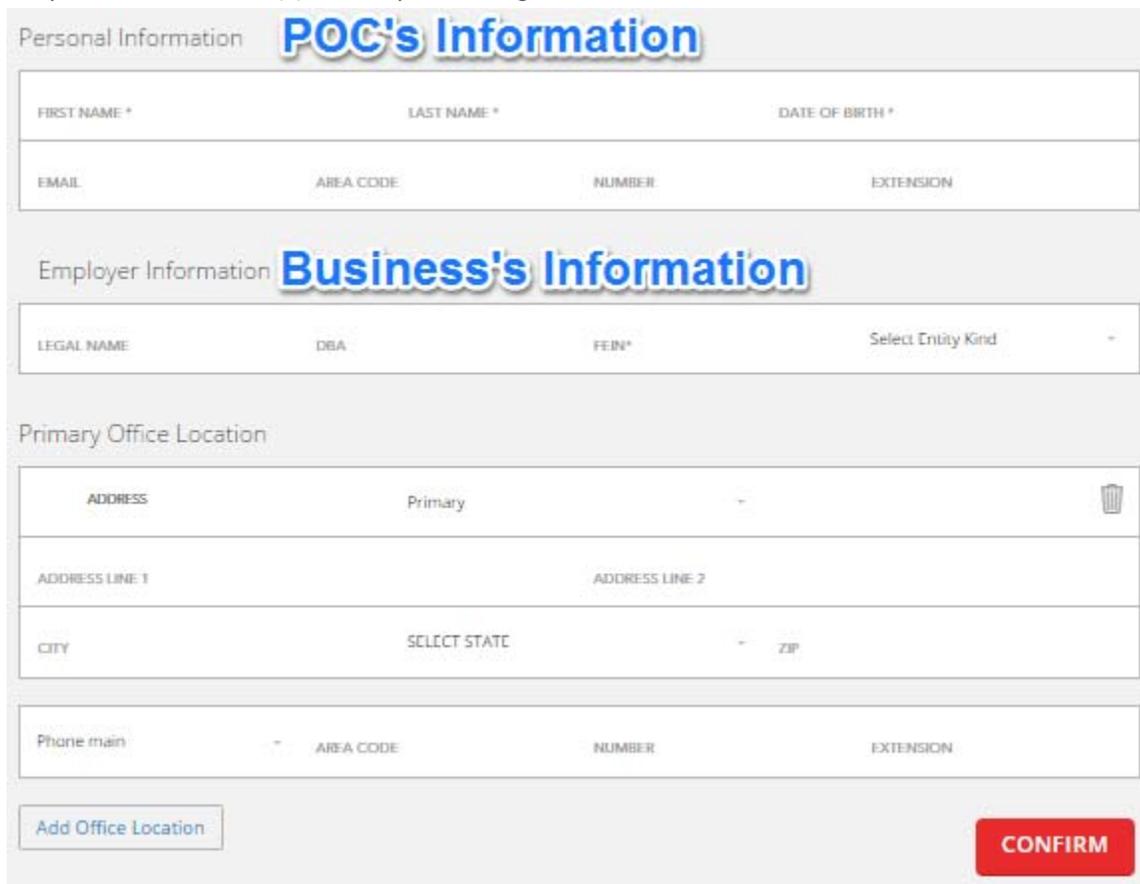
Email

Password (8 characters minimum)

Password confirmation

Create account Sign In Existing Account

Next, provide some basic information about you and your business. As the point of contact for the small business, provide your name and date of birth. Then, provide information about the small business, including company legal name, DBA name, federal employer identification number (FEIN), entity kind, and primary office location before clicking the "Confirm" button. If you have more than one office location, click "Add Office Location" and fill in the information for your other location(s) before proceeding.



Personal Information **POC's Information**

FIRST NAME \* LAST NAME \* DATE OF BIRTH \*

EMAIL AREA CODE NUMBER EXTENSION

Employer Information **Business's Information**

LEGAL NAME DBA FEIN\* Select Entity Kind

Primary Office Location

ADDRESS Primary

ADDRESS LINE 1 ADDRESS LINE 2

CITY SELECT STATE ZIP

Phone main AREA CODE NUMBER EXTENSION

Add Office Location CONFIRM

**NOTE:** Embassy or consular employers that do not have an FEIN should contact the Small Business Support Team ([employer.hbx@dc.gov](mailto:employer.hbx@dc.gov)) for assistance in completing an employer application.

**NOTE:** Brokers setting up accounts on the behalf of employers MUST use the information for the employer's POC, and not their own information, when filling out this section.

# Add Your Eligible Employees to Roster

## Creating Your Employee Roster:

- **IMPORTANT** - Make sure that the date of birth and SSN is accurate for each of your employees. We use these to match the employee to your coverage. If the information is not correct, the employee will not be able to shop for health coverage until the discrepancy is resolved.
- Adding employee family members is not required but will help provide you a more accurate cost estimate.
- When adding employees to your roster, you can fill out the work address as the employee(s)'s address. When the employee(s) create their own account, they will be able to change their address.
- You have the option to upload your employee roster in one click through a spreadsheet. You can download the spreadsheet template from the roster upload page or on the Forms section of DCHealthLink.com.

**Add Employees to Roster - Step 1:** Select the 'Employees' tab on the left side of your screen and click the "ADD NEW EMPLOYEE" button.

The screenshot shows the 'Employee Roster' page. On the left, a blue sidebar contains navigation links: 'My DC Health Link', 'Employees' (highlighted with a red box), 'Benefits', 'Brokers', 'Documents', and 'Inbox 0'. Below the sidebar is a 'My Account' section with links for 'District Deli', 'Update Business Info', and 'View Enrollment Reports', and a status 'MY EMPLOYEES: 0'. The main content area has the title 'Employee Roster' and a message: 'You haven't added any employees to your roster. Select 'Add New Employee' to begin, or select 'Upload Employee Roster' if you'd like to download the roster template and/or upload it now or later.' Below this is a section 'For each employee you add, you'll need:' with a bulleted list: 'Name', 'Date of birth', 'Social Security number', and 'Date of hire'. A final note states: 'If you plan to make an optional contribution towards employee family coverage and need an accurate cost estimate, you'll also need the date of birth for all family members because monthly premiums are based on age.' At the bottom, there are two red buttons: 'ADD NEW EMPLOYEE' and 'UPLOAD EMPLOYEE ROSTER'.

**NOTE:** For the most accurate cost estimate, include as much dependent information as possible on the roster. The cost of dependent coverage will not reflect in your cost estimates unless they are on the roster.

**Add Employees to Roster - Step 2:** Enter the information for your employee and click “Create Employee”.

Continue to click “ADD NEW EMPLOYEE” AND “Add Family Member” until your roster is complete. Fill out the employee’s information, as well as any applicable dependents. Your employees are able to add dependents when they create their accounts if you do not want to include dependent information at this time.

Add New Employee

<b>Ashish</b>	MIDDLE NAME	<b>Patel</b>	SUFFIX
<b>04/05/1988</b>	<b>999-99-9999</b>	<input checked="" type="radio"/> MALE	<input type="radio"/> FEMALE
<b>07/07/2014</b>	<input type="checkbox"/> OWNER?	<b>Benefit Group Name (required)</b> ▾	

ADDRESS	Home Address
<b>123 1st St NW</b>	<b>Apt #4</b>
<b>Washington</b>	SELECT STATE <b>DC</b> ZIP <b>20001</b>

SELECT KIND <b>home</b>	Email <b>apatel@yopmail.com</b>
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**Add Family Member** **Cancel** **CREATE EMPLOYEE**

**NOTE:** If you have not created your benefit offerings for your employees at this time, the benefit group will not be available. In this case, you must come back and edit the employee to add the benefit group once your plan offerings are finalized. If you create multiple benefit groups, please ensure that you select the correct one for each employee.

**Add Employees to Roster - Bulk Upload:** To use a roster template, click the “Upload Employee Roster” button, then select ‘Download it now’, and fill out the applicable information. Click the “SELECT FILE TO UPLOAD” button to upload the completed roster.

My DC Health Link

- Employees
- Benefits
- Brokers
- Documents
- Inbox

My Account  
District Del  
Update Business Info  
View Enrollment Reports  
MY EMPLOYEES: 0

### Employee Roster

You haven't added any employees to your roster. Select 'Add New Employee' to begin, or select 'Upload Employee Roster' if you'd like to download the roster template and/or upload it now or later.

For each employee you add, you'll need:

- Name
- Date of birth
- Social Security number
- Date of hire

If you plan to make an optional contribution towards employee family coverage and need an accurate cost estimate, you'll also need the date of birth for all family members because monthly premiums are based on age.

[download template & upload your roster here](#)

**ADD NEW EMPLOYEE** **UPLOAD EMPLOYEE ROSTER**

### Upload Employee Roster

If you completed your employee roster offline using our Microsoft Excel template, find the file on your computer and upload it here.

Need the template? [Download it now.](#)

**SELECT FILE TO UPLOAD**

## Create Your Plan Year

What is a Plan Year? A Plan Year is comprised of all of the coverage options and contributions you are offering to your employees, as well as any covered dependents, for an entire year. This year begins when your group's coverage starts and ends 12 months later. If you have multiple office locations, they are all part of the same plan year. Likewise, if you offer health and dental coverage, both types of benefits are included in the same plan year.

To create a plan year, click the 'click here' text.

MY DC Health Link

Employees

Benefits

Brokers

Documents

Inbox 0

### My Health Benefits Program

You have not yet published a plan year. Once you do, it will display here. To make your first plan year now, [click here](#).

**Plan Year Creation - Step 1:** Click "SELECT START ON" drop-down to select your plan year start date.

My DC Health Link

Employees

Benefits

Brokers

Documents

Inbox 0

### Add Plan Year

When would you like your coverage to start? (in the next 90 days) ?

SELECT START ON END ON

Select your open enrollment dates ?

OPEN ENROLLMENT START DATE OPEN ENROLLMENT END DATE

Add the total number of employees in your workforce

FULL TIME EMPLOYEES	PART TIME EMPLOYEES	MEDICARE SECOND PAYERS
0	0	0

MY EMPLOYEES: 0

**NOTE:** Under "My Account" the "MY EMPLOYEES" count includes all employees - active and terminated.

**Plan Year Creation - Step 2:** On the same page, under “Add the total number of employees in your workforce,” enter in your number of ‘FULL TIME EMPLOYEES’, ‘PART TIME EMPLOYEES’, AND ‘MEDICARE SECOND PAYERS’. Once your dates are set, click the “CONTINUE” button.

The screenshot shows the 'Add Plan Year' interface. On the left is a navigation menu with 'My DC Health Link', 'Employees', 'Benefits', 'Brokers', 'Documents', and 'Inbox 0'. Below this is a 'My Account' section with links for 'The District Deli', 'Update Business Info', and 'View Enrollment Reports', along with 'MY EMPLOYEES: 0'. The main content area is titled 'Add Plan Year' and contains the following elements:

- A question: 'When would you like your coverage to start? (in the next 90 days)'. The answer is 'May 2016'. An 'END ON' field shows '04/30/2017'.
- A question: 'Select your open enrollment dates'. The 'OPEN ENROLLMENT START DATE' is '03/31/2016' and the 'OPEN ENROLLMENT END DATE' is '04/10/2016'.
- A section titled 'Add the total number of employees in your workforce' with three input fields: 'FULL TIME EMPLOYEES' (6), 'PART TIME EMPLOYEES' (2), and 'MEDICARE SECOND PAYERS' (0). A blue label 'number of employees' with arrows points to these fields.
- Two deadline boxes: 'YOUR APPLICATION DEADLINE' (5 APRIL) and 'PAYMENT DEADLINE' (12 APRIL).
- A red 'CONTINUE' button at the bottom right, with a red arrow pointing to it.

**NOTE:** Your potential open enrollment start and end dates will automatically populate with the earliest start date and the latest end date possible. The open enrollment period may start no earlier than two months prior to the coverage start date and must end by the 10th day of the month prior to the plan year start date. Your application and payment deadlines will appear on the screen.

## Add Benefit Group to Your Plan Year

Your employees will each belong to a benefit group. The benefit group determines the plan offerings, contributions, and eligibility rules available to employees in the benefit group. Employers may offer health plans and have the option to offer dental plans if they choose. Dental coverage is only available to small businesses that offer health coverage through DC Health Link.

Most employers will only have one group of benefits that they offer to all of their eligible employees. However, employers can set-up multiple benefit groups within a single plan year if they'd like to offer different sets of benefits to different groups of employees.

**Plan Year Creation - Step 3:** Enter your benefit group name (do not include a date as the name will remain the same in future plan years) under “NAME YOUR BENEFIT PACKAGE.”

The screenshot shows the 'Benefit Package - Set Up' interface. On the left is a navigation menu with 'My DC Health Link', 'Employees', 'Benefits', 'Brokers', 'Documents', and 'Inbox 0'. The main content area is titled 'Benefit Package - Set Up' and contains the following elements:

- A text input field labeled 'NAME YOUR BENEFIT PACKAGE'.
- A dropdown menu labeled 'WHEN SHOULD NEWLY HIRED EMPLOYEES START THEIR COVERAGE?' with the selected option 'First Of The Month Following Or Coinciding With Date Of Hire'.

**Plan Year Creation - Step 4:** On the same page you must select a coverage effective date rule for new hires from the “WHEN WOULD YOU LIKE YOUR NEWLY HIRED EMPLOYEES TO START THEIR COVERAGE?” drop-down.

**NOTE:** You have three options when offering coverage to new hires throughout the plan year:

- 1st day of the month following or coinciding with date of hire,
- 1st day of the month following 30 days after the date of hire, or
- 1st day of the month following 60 days after the date of hire.

## Select Which Family Members are Eligible for Coverage

**Plan Year Creation - Step 5:** First, check the types of family members that are eligible for coverage. Next, select how much you want to pay towards premiums for each type of enrollee.

	OFFERED		EMPLOYER CONTRIBUTION	
<input checked="" type="checkbox"/>	Employee	60		60%
<input checked="" type="checkbox"/>	Spouse	50		50%
<input checked="" type="checkbox"/>	Domestic Partner	50		50%
<input checked="" type="checkbox"/>	Child Under 26	50		50%

**NOTE:** You must contribute at least 50% towards employee premiums and you can contribute any percentage you would like for each type of family member.

Annually, employers have a special opportunity to enroll without having to contribute at least 50% of employee premiums. This is only available for employers enrolling for a 1/1 plan year start date.

## Select Which Health Plans to Offer

You will now select which health plans to offer to your employees. You have three options:

	 CARRIER	 CARRIER	 CARRIER	 CARRIER
PLATINUM				ONE PLAN
GOLD	METAL LEVEL			
SILVER			INSURANCE COMPANY	
BRONZE				

- **Insurance Company** - Selecting to offer plans from one insurance company allows your plan participants to choose any plan offered by that insurance company on DC Health Link. This will allow your employees to choose from across metal levels within the same insurance company.
- **Metal Level** - Selecting to offer plans from one metal level allows your plan participants to choose any plan offered by any insurance company offering health plans on DC Health Link in your selected metal level. This allows your employees to choose from different insurance companies within the same metal level.
- **Single Plan** - Selecting a single plan only requires that plan participants to choose that plan if they wish to enroll in employer-sponsored coverage through DC Health Link.

**Plan Year Creation - Step 6:** On the same page, select the plan offering you want for your employees by clicking the button on the left of your selection. If you click 'BY CARRIER' you will need to select the carrier and if you click 'BY METAL LEVEL' you will need to select the metal level.

### Select Your Plan Offering

Let your plan participants choose any plan offered by one carrier, any plan available within a specific metal level or you can offer just one plan. It doesn't cost you more to let them choose by carrier (insurance company) or metal level.

BY CARRIER

BY METAL LEVEL

SINGLE PLAN

**Plan Year Creation - Step 7:** On the same page, select your reference plan by clicking the button to the left of the plan you would like to choose. You can view the plan summary Coverage by clicking “View Summary” below the plan name.

## Select Your Reference Plan

Now select a reference plan. The reference plan is used to cap employer costs. You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select. After you select your reference plan, scroll down to review your costs.

Displaying: **52 Plans**

<input type="radio"/> Aetna Gold HNOOnly 1700 100% HSA TYPE: HMO CARRIER: AETNA LEVEL: GOLD NETWORK: DC METRO	<input type="radio"/> Aetna Gold HNOOnly 2000 70% TYPE: HMO CARRIER: AETNA LEVEL: GOLD NETWORK: DC METRO	<input type="radio"/> Aetna Gold HNOOnly 500 90% TYPE: HMO CARRIER: AETNA LEVEL: GOLD NETWORK: DC METRO
<input type="radio"/> Aetna Gold HNOOnly 70% TYPE: HMO CARRIER: AETNA LEVEL: GOLD NETWORK: DC METRO	<input type="radio"/> Aetna Gold HNOOnly Sj 1500 100% TYPE: HMO CARRIER: AETNA LEVEL: GOLD NETWORK: DC METRO <a href="#">View Summary</a>	<input type="radio"/> Aetna Gold OAMC 1700 100/50 HSA TYPE: POS CARRIER: AETNA LEVEL: GOLD NETWORK: NATIONWIDE
<input type="radio"/> Aetna Gold OAMC 2000 70/50 TYPE: POS CARRIER: AETNA LEVEL: GOLD	<input type="radio"/> Aetna Gold OAMC 500 90/50 TYPE: POS CARRIER: AETNA LEVEL: GOLD	<input type="radio"/> Aetna Gold OAMC 70/50 TYPE: POS CARRIER: AETNA LEVEL: GOLD

**NOTE:** The reference plan is a tool that allows you to offer your employees a choice of plans while also allowing you to fix your costs to a specific plan so that costs are predictable and fit within your budget. You can offer plan participants the opportunity to choose any plan by metal level, insurance company or a single plan. Since your costs are tied to the reference plan, it will NEVER cost you more to offer your employees a choice of plans.

**Plan Year Creation - Step 8:** Once you select your reference plan you can see each employee’s estimated cost breakdown by clicking “Employee Detail Costs.” You can click “View Plan Summary” to view details of the reference plan.

### Your Reference Plan

[Employee Detail Costs](#)

Type	Carrier	Metal Level	Network
PPO	CareFirst	Gold	Nationwide

Your Estimated Monthly Cost	Estimated monthly cost including all roster employees	Min	Max
\$434.76		\$139.92	\$149.92

[View Plan Summary](#)

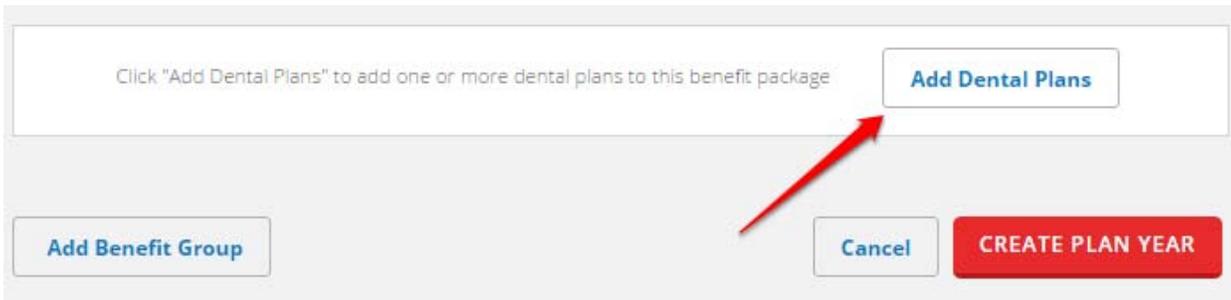
**NOTE:** If you want to create multiple benefit groups, click the “Add Benefit Group” button on the left side of the screen and fill in the required information.

**NOTE:** Your Estimated Month Cost will show as \$0.00 if you do not have any employees added to your roster when you are creating your plan year. As you add employees, you will see the cost reflected under the ‘Benefits’ tab.

## Select Which Dental Plans to Offer

Employers have the option to offer dental coverage to their employees through DC Health Link. Employers are not required to offer dental coverage, but must offer health coverage if they wish to offer dental benefits. Employers can choose one product, all products from an insurance company, or any combination of products and insurance companies to make available to employees. There is no minimum contribution amount required of the employer, nor is there a minimum participation rate.

**Plan Year Creation - Step 8:** If you would like to offer dental benefits to your employees, click “Add Dental Plans” at the bottom of your benefits package page.



**Plan Year Creation - Step 9:** Next, check the types of family members that are eligible for dental coverage and select how much you want to pay towards premiums for each type of enrollee.

### Dental - Add Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

OFFERED	EMPLOYER CONTRIBUTION
<input checked="" type="checkbox"/> Employee	50  50%
<input type="checkbox"/> Spouse	0  0%
<input type="checkbox"/> Domestic Partner	0  0%
<input type="checkbox"/> Child Under 26	0  0%

**Plan Year Creation - Step 10:** On the same page, select the plan offering by clicking the button on the left of your selection. If you click 'CUSTOM' you will have the option to choose which dental plans to offer and if you click 'BY CARRIER' you will need to select the carrier.

## Edit Your Dental Plan Offering

Select which plans your employees will choose from.

CUSTOM  BY CARRIER

**Plan Year Creation - Step 11:** On the same page, select your reference plan by clicking the button to the left of the plan you choose.

After selecting offered plans, click "Select Reference Plan"

[Select Reference Plan](#)

## Select Reference Plan

The reference plan is used to cap employer costs. You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select.

<input type="radio"/> Access PPO Basic TYPE: PPO CARRIER: DOMINION LEVEL: HIGH NETWORK: NATIONWIDE	<input type="radio"/> Access PPO Premium TYPE: PPO CARRIER: DOMINION LEVEL: HIGH NETWORK: NATIONWIDE	<input type="radio"/> BlueDental Preferred TYPE: PPO CARRIER: CAREFIRST LEVEL: HIGH NETWORK: DC METRO
<input type="radio"/> BlueDental Traditional TYPE: PPO CARRIER: CAREFIRST	<input type="radio"/> Delta Dental PPO Basic Plan for Families for Small Businesses TYPE: PPO	<input type="radio"/> Delta Dental PPO Preferred Plan for Families for Small Businesses TYPE: PPO

**Plan Year Creation - Step 12:** Once you have selected your dental reference plan, click "CREATE PLAN YEAR," which will take you back to the "Benefits" tab.

[Add Benefit Group](#) [Cancel](#) [CREATE PLAN YEAR](#)

## Finalize Plan Year and Offer to Employees

To finalize your plan year and make plan shopping available to employees, you must ensure all employees on the roster are assigned to a benefit group.

**Finalizing Plan Year - Step 1:** To assign employees to a benefit group, click the pencil on the right side of the employee's information line. Once the employee's information is pulled up, click 'Benefit Group Name' and select a benefit group for the employee.

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Ben Button	***-**-5313	05/18/1989	02/12/2016	03/31/2016		Eligible	 
Colby Craft	***-**-8414	09/21/1985	02/06/2016	03/31/2016		Eligible	

**Finalizing Plan Year - Step 2:** Once all employees have been assigned to a benefit group, click on the "Benefits" tab on the left side of the screen. You may click "Edit Plan Year" to make changes or "Publish Plan Year" to finalize your plan offering for the year.

My DC Health Link

Employees

**Benefits**

Brokers

Documents

Inbox 0

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My Account

The District Deli

Update Business Info

View Enrollment Reports

MY EMPLOYEES: 2

### Benefits - Coverage You Offer Add Plan Year

Carefully review the plan information and pricing below. If you haven't added employees to your plan yet, select 'Employees' in the blue menu bar to the left and edit each of your employees to add them to your benefit package. If you want to create more than one benefit package and offer different benefits to different employees, select 'Add Plan Year'. When you're satisfied with your benefit package(s), select 'Publish Plan Year'.

**IMPORTANT** – Once you select 'Publish Plan Year', your employees will receive a notification and open enrollment will begin according to the timeline you selected for your plan year.

**DRAFT Plan Year for 2016**

**BENEFIT PACKAGE:** BENEFIT GROUP NAME

 **COVERAGE YEAR:** May 1st, 2016 - April 30th, 2017

**ELIGIBILITY:** First of the month following or coinciding with date of hire

**HEALTH** View Details ▾

REFERENCE PLAN BLUEPREFERRED PPO GOLD 500	CARRIER CareFirst	TYPE PPO	METAL LEVEL Gold	PLANS BY All Plans From A Given Metal Level
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**DENTAL** View Details ▾

REFERENCE PLAN DeltaCare USA Preferred Plan for Families for Small Businesses	CARRIER Delta Dental	TYPE HMO	METAL LEVEL High	PLANS BY All Plans
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Publish Plan Year
Edit Plan Year

Once you publish your plan year a yellow star will appear next to the plan year with a status update.

### Benefits - Coverage You Offer

 **ENROLLING Plan Year for 2016**

## What's Next? Manage Your Open Enrollment

Once you publish your plan year, your employees will begin to receive notices informing them when their open enrollment period begins.

Your employer account home page will now have new tools available to you that allow you to track your employee enrollment status and manage your plan year.

**My DC Health Link**

- Employees
- Benefits
- Brokers
- Documents
- Inbox

### My Health Benefits Program

**Employee Enrollments and Waivers**

1 out of 2 have enrolled or waived coverage  
1 or more needed by April 10th, 2016 to meet minimum requirement

**Important:** You have until April 10th, 2016 for your employees to sign up, or waive coverage.

**10 DAYS** Until Open Enrollment Ends  
APRIL 10TH, 2016

**My Account**  
The District Deli  
Update Business Info  
View Enrollment Reports  
MY EMPLOYEES: 2

#### PLAN YEAR

ENROLLMENT PERIOD	March 31st, 2016 - April 10th, 2016	Status
COVERAGE YEAR	May 1st, 2016 - April 30th, 2017	Enrolling

**BENEFIT GROUP: BENEFIT GROUP NAME**

ELIGIBILITY: First of the month following or coinciding with date of hire

#### HEALTH

View Details

REFERENCE PLAN	CARRIER	TYPE
BLUEPREFERRED PPO GOLD 500	CareFirst	PPO
METAL LEVEL	PLANS BY	
Gold	All Plans From A Given Metal Level	

#### DENTAL

View Details

REFERENCE PLAN	CARRIER	TYPE
DeltaCare USA Preferred Plan for Families for Small Businesses	Delta Dental	HMO
METAL LEVEL	PLANS BY	
High	All Plans	

**DID YOU KNOW?**  
You can always get help from a broker **at no cost** to you.

Monitor your employee enrollments using the Enrollments and Waivers counter at the top of your account home page. In addition to giving you an overview of how many employees have completed plan selections or waived health coverage, this also notifies you of how many more employees need to enroll or waive health coverage before your group meets the 2/3rds minimum participation requirement (not applicable for 1/1 plan year start dates). Please note that employee enrollments in dental coverage do not count towards your minimum participation requirement.

**Employee Enrollments and Waivers**

1 out of 2 have enrolled or waived coverage  
1 or more needed by April 10th, 2016 to meet minimum requirement

**Important:** You have until April 10th, 2016 for your employees to sign up, or waive coverage.

For more details on your employee enrollments, see the “View Enrollment Report” on the bottom left of your account or click on each employee’s name on the “Employees” tab.

**My Account**  
The District Deli  
Update Business Info  
View Enrollment Reports  
MY EMPLOYEES: 2