Qualifying Life Events (QLEs)
Enrolling in a New Plan

Throughout the year your circumstances may change which may make you eligible for a Special Enrollment Period (SEP). If you have a baby, you or your dependent gain or lose other coverage, etc., you may be able to change your plan, enroll in a plan for the first time, add or drop family members, or terminate your plan. You must report the event **WITHIN 30 DAYS** of the event to be eligible for an SEP. Once you report the event in your account, DC Health Link will guide you through the options available to you and your family.

**Step 1: Report the Qualifying Life Event** – In order to change a health plan outside of open enrollment, an employee must experience a QLE. In each employee’s account, consumers will have the option to report a QLE. Please select the life event that applies to the primary subscriber or dependent (For Example: Married, Had a Baby, Lost or will soon lose other Health Insurance).

![My DC Health Link](image)

**Note:** There are three different pages of QLEs that can be viewed by clicking the arrow

**Step 2: Enter the Date of QLE** - Report the date that of the qualifying life event.

![My DC Health Link](image)
Step 3: Confirm the QLE – Click “Continue” to proceed.

Step 4: Add Member to Household – Adding a member to the household does not add them to the policy, in the next steps you will have the option to add/remove any dependent from the policy.

Step 5: Enter dependent information – Enter the date of birth, gender and relationship to primary. Check the “NO SSN” box if the SSN is not available. The mailing address is also optional.
Step 6: Confirm Household – Once you have added all your dependents, please click “Continue”.

Step 7: Choose Coverage for Your Household – Select the members in your household you would like to cover in your health plan by selecting the boxes next to their name.

Step 8: Select “Shop for New Plan” – You can browse your plan options and select a new plan for you and your dependents by selecting “Shop for New Plan”.

What would you like to do?

SHOP FOR NEW PLAN  KEEP EXISTING PLAN  SELECT PLAN TO TERMINATE

Back to my account
Step 9: Plan Shopping - You can now brows plans offered to you by your employer. 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.

When you have chosen your health plan, please click “Select Plan”

Step 10: Confirm Plan Selection- Before you finalize your health plan, you will be have the option to review your plan selection, effective date, and household members covered. To submit your plan selection, click “Confirm”
Step 11: Finalize Plan Selection - This is the receipt of your enrollment. When you are done click “Go to My Account” to return to your homepage where you can view your new enrollment and the date it was submitted.