Renewing your Health Coverage through DC Health Link: Conversion to One Big Marketplace

Who is this guide for? Employers who were renewing directly with our health insurance carrier partners that will be renewing health insurance coverage for their small business through DC Health Link.

Get Started - Setup Your Account
Click on the “Create Account” in the top right on DCHealthLink.com

Get Started - Select Account Type
Select “Small Business” and click the “CONTINUE” button.

Step 1: Create Your Login Credentials
Fill out your email address and create a password (8 characters minimum) and then click the “CREATE ACCOUNT” button.

Please be sure that you record your password somewhere secure. You’ll use your email address as your log-in in the future.
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Step 2: Provide your Business Information
Fill-in your first and last name, Date of Birth, Email Address, and telephone numbers. You will also fill out some general information about your Business name(s), FEIN, Entity Kind, and business address. We will then take this information and match you to your DC Health Link account based on the FEIN you provide.

After you enter information about your business, you will be able to see your employees’ information as well as your plan offerings. If you do not see this information, your FEIN may be incorrect and you or your broker should contact us right away at (855) 532-5465 if this occurs.
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**Your Account** - You will be taken to your employer account homepage. This page shows you the benefit offerings that were sent to DC Health Link by your health insurance company. The status bar at the top will allow you to monitor your employees’ progress during their open enrollment period.

Step 3: Click on the “Benefits” tab. If you wish to keep your coverage offering the same for the upcoming plan year, including: new hire eligibility rule, employee plan offerings, reference plan, premium contribution, and dependent group offerings then you can select “Publish Plan Year”, if you wish to make changes to any or add dental coverage select “Edit Plan Year” and proceed to **Step 4**.

![Image of My DC Health Link page displaying benefits and steps for renewing health coverage](image-url)
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**Note:** If no changes are made to the renewing plan year, employees that take no action during the employee renewal open enrollment period, will be automatically re-enrolled in the same health plan for the upcoming plan year.

**Step 4:** Your open enrollment dates have been pre-set to allow the maximum amount of time for your employees to review their options. Edit the open enrollment dates if needed and update the number of full time, part-time, and Medicare second payer workers.

![Edit Plan Year](image)

**Step 5:** Edit the new hire eligibility rule, premium contribution, and dependent groups covered. These were all set based on the information provided to DC Health Link by your health insurance company. Please ensure that these reflect what you would like to offer for your upcoming plan year. If you had date of hire as your new hire coverage effective date rule, this is no longer available per Federal guidance.

![Benefit Package - Set Up](image)
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Health - Edit 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.

<table>
<thead>
<tr>
<th>OFFERED</th>
<th>EMPLOYER CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>100</td>
</tr>
<tr>
<td>Spouse</td>
<td>100</td>
</tr>
<tr>
<td>Domestic Partner</td>
<td>100</td>
</tr>
<tr>
<td>Child Under 26</td>
<td>100</td>
</tr>
</tbody>
</table>

**BLUECHOICE ADVANTAGE GOLD 500**

<table>
<thead>
<tr>
<th>Type</th>
<th>Carrier</th>
<th>Metal Level</th>
<th>Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS</td>
<td>CareFirst</td>
<td>Gold</td>
<td>Nationwide</td>
</tr>
</tbody>
</table>

Your Estimated Monthly Cost

Min $0.00
Max $0.00

$2,682.16

Step 6: To edit your reference plan and employee plan offerings click “Configure which plans you’re offering your employees?” and select your employee choice model (BY CARRIER, BY METAL LEVEL, SINGLE PLAN) and then select your reference plan.

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
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Step 7: If you wish to add dental coverage to your benefit package click “Add Dental Plans”. There is no minimum contribution amount required of the employer, nor is there a minimum participation rate. 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](image)

Step 8: Select your reference plan by clicking “Select Reference Plan” and then clicking the button to the left of the plan you choose.

![Select Reference Plan](image)

Step 9: Your reference plan was designated based on your current plan with the most employees enrolled in coverage. Once your plan offerings are final click the, “SAVE PLAN YEAR” button.

![Edit Your Plan Offering](image)
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**Step 10:** Publish Renewal Plan Year (this will reflect on this page as well as on your employer account homepage).

From the “Benefits” tab you will see:

From the employer account homepage you will see:
Step 11: Manage your employee’s renewal open enrollment through your employee roster.

Note: For more information on managing your employee roster, click the link below.