Assigning, Changing and Terminating a Broker

Assigning a Broker

Who is this guide for? Employers who want to assign, change or remove a broker for their Employer account on DC Health Link.

Step 1: After logging in to your DC Health Link Employer account, click the “Brokers” tab on the left-hand side of your account page under My DC Health Link.

Step 2: Search for your Broker by name or by agency.

Step 3: Once you’ve found the Broker you want, click “Select Broker.”
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Step 4: You will need to confirm your Broker selection by clicking the red “CONFIRM” button.

Another way to search for a Broker is on our Get Expert Help page: https://dchealthlink.com/find-expert
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Changing or Terminating a Broker

**Step 1:** If you need to *change* the broker you selected, login to your DC Health Link Employer account and click “Change Broker”.

![Image of Broker Change Screen]

**Step 2:** Next, click “Terminate Broker” to return to the Broker browsing screen.

![Image of Broker Termination Confirmation]

**Step 3:** If you want to assign a new broker, please reference the “Assigning a Broker” steps above.