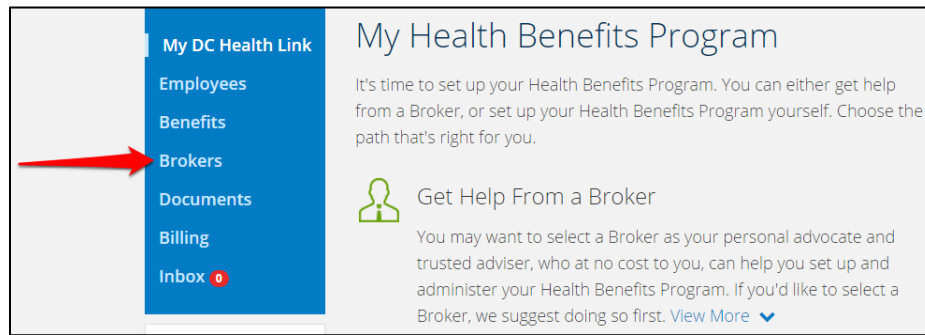


Assigning, Changing and Terminating a Broker

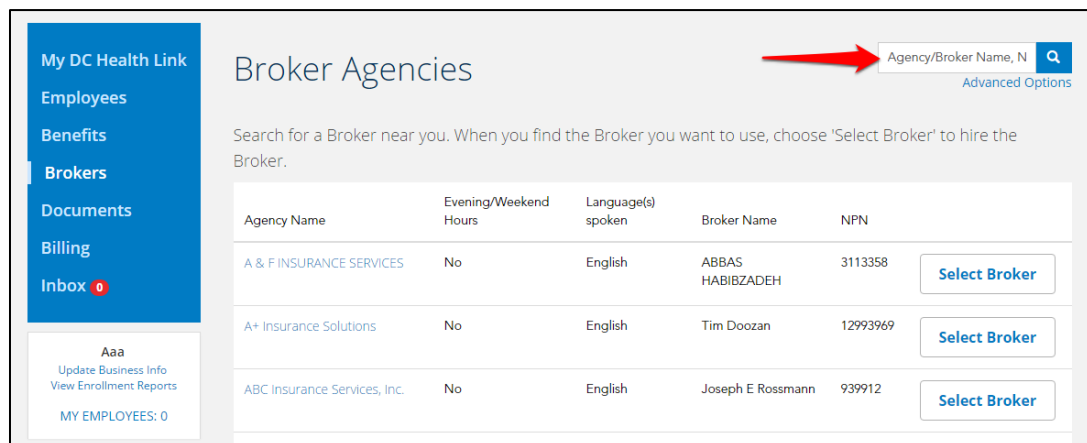
Assigning a Broker

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

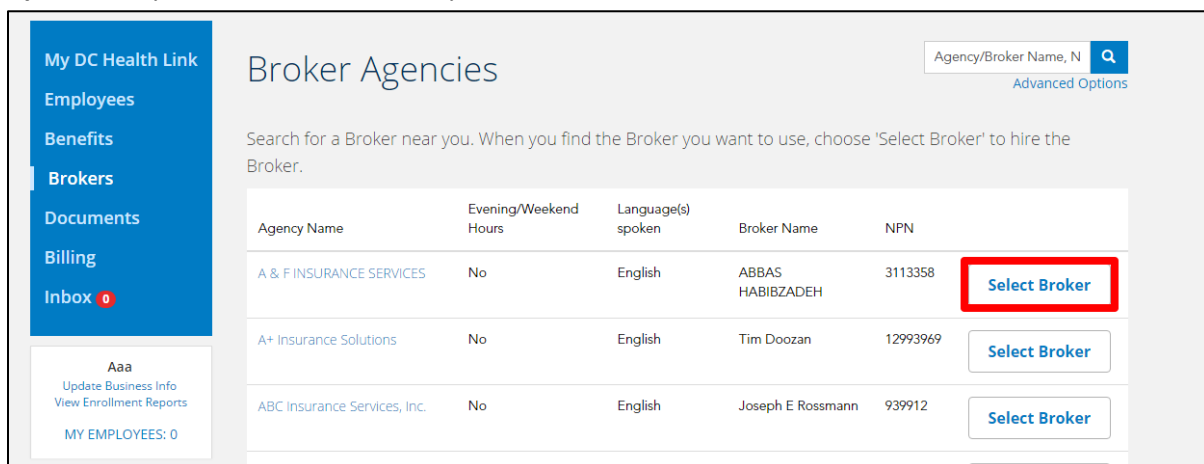
Step 1: After logging in to your DC Health Link Employer account, click the “Brokers” tab on the left-hand side of your account page under My DC Health Link.



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

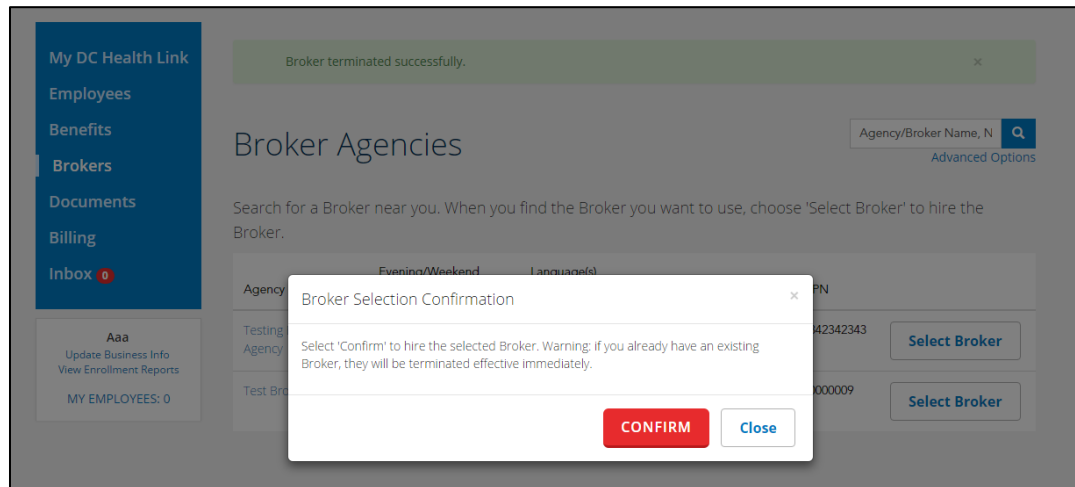


Step 3: Once you’ve found the Broker you want, click “Select Broker.”

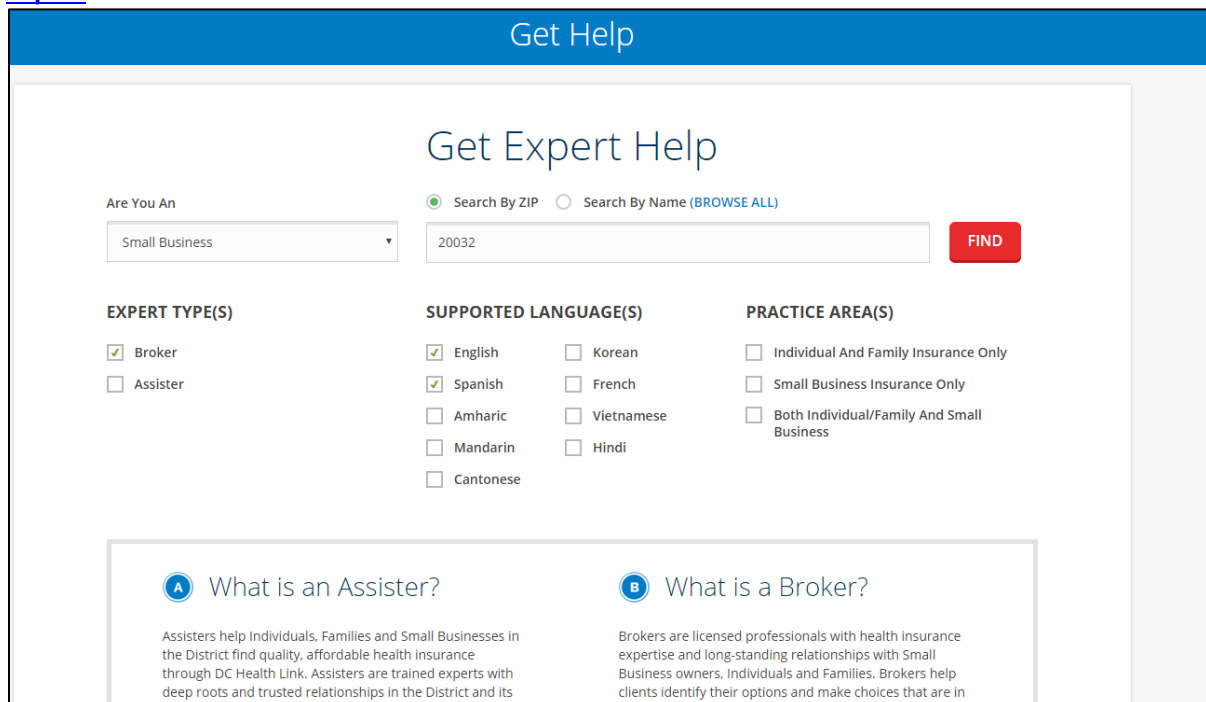


Assigning, Changing and Terminating a Broker

Step 4: You will need to confirm your Broker selection by clicking the red “CONFIRM” button.



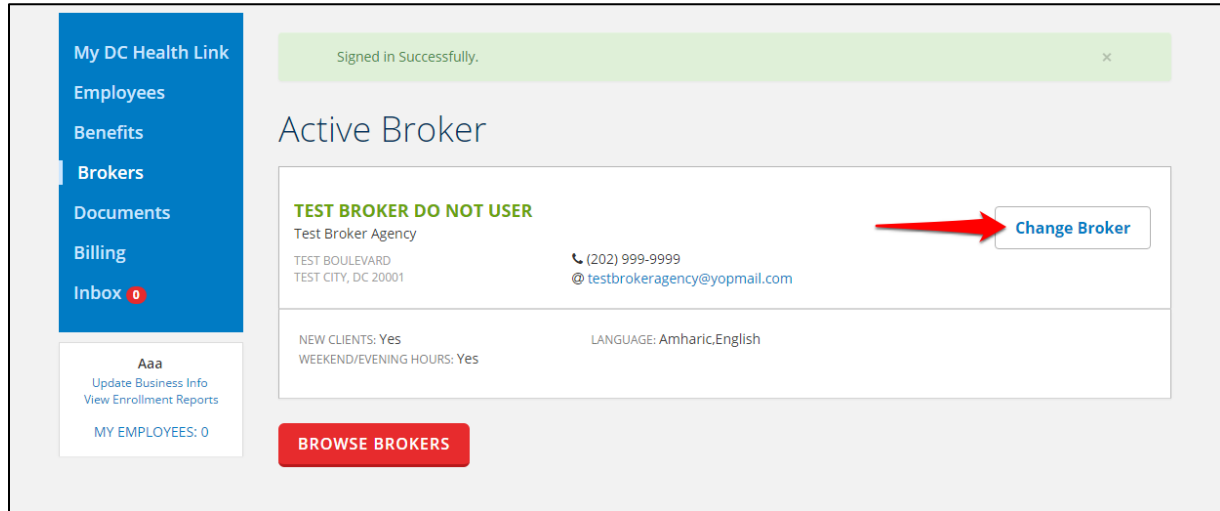
Another way to search for a Broker is on our **Get Expert Help** page: <https://dchealthlink.com/find-expert>



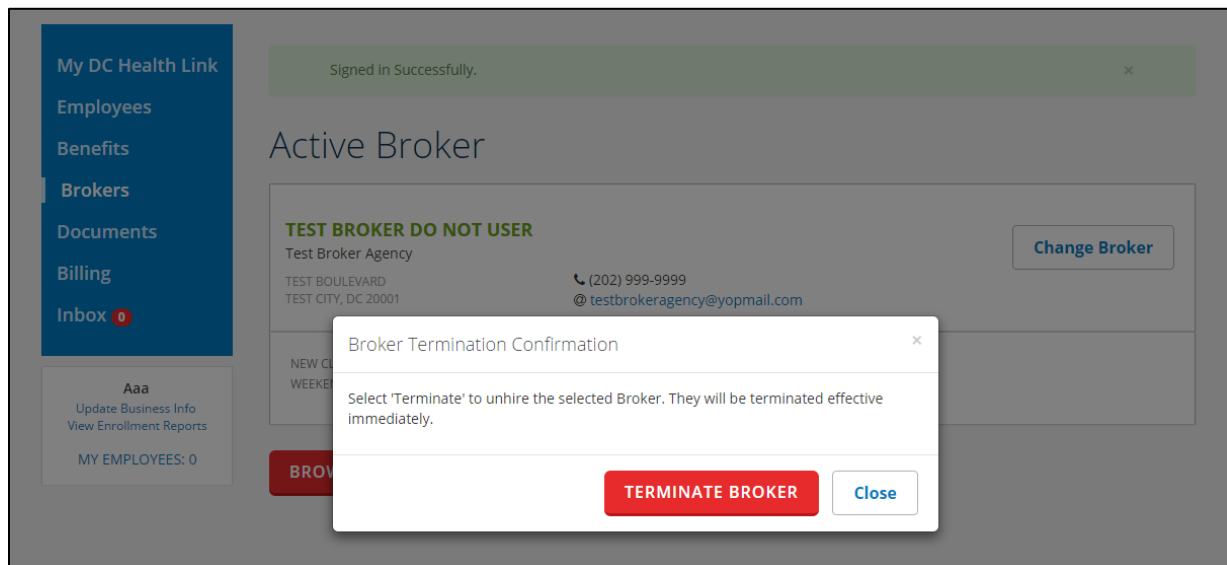
Assigning, Changing and Terminating a Broker

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”.



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



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