Assigning a GA – Brokers Assigning a GA in their DC Health Link Account

Who is this guide for? Brokers can assign GAs to their small group clients on DC Health Link to assist them in supporting and enrolling the clients in health insurance coverage.

Get Started – Log into Your DC Health Link Broker Account

STEP 1 - Go to dchealthlink.com and click “log in” in the upper right corner. When you successfully log into your broker account, you will land on your broker home page.

STEP 2 - Click on “General Agencies”.

STEP 3 - If you want to select a Default GA to assign to all of your small groups click on “Select Default GA” on the row of that General Agency.

NOTE: If you want to change the assignments for some groups, please see below.
Step 4 - Click the “Employers” tab and you will see that the Default GA has been assigned to all of your groups.

![Image of Employers tab with Default GA assignments]

NOTE: If you had already assigned GAs to any groups prior to assigning a default GA, the Default GA Assignment will not override your original assignment at the group level.

Step 5 - To remove an existing GA assignment from a group, click “clear assign” in the right column.

To assign a different GA to a group, click the box on the left-side of the group(s) and then click on “Select General Agency” to assign a new GA.

![Image of Employers tab with Select General Agency option]