Employee Renewal Open Enrollment
DC Health Link Guide

Who is this guide for? Employees that are:
- Going through their annual renewal period through DC Health Link and would like to either make changes to their health insurance, including adding or removing family members or changing plans, or
- Auto renew into the 2016 version of their current policy.

Your Information and Matching to Your Employer

Your Information - Step 1: After you login to your account, you may be prompted verify your personal information (name, DOB and SSN).

Your Information - Step 2: DC Health Link will match you to your employer by verifying your date of birth (DOB) and Social Security Number (SSN). Click “CONTINUE”, if the employer information displayed is correct.

NOTE: If you are not matched to your employer, confirm that you entered your SSN and DOB correctly. If you remain unmatched, contact your employer’s benefits office to verify that your employer has added you to their roster of eligible employees with the correct SSN and DOB.
Your Information - Step 3: Verify your contact information and update, as needed. Please make sure that your mailing address displays here; this is the address that the health insurance company will use to mail your membership materials. Once your contact information is complete, click the “CONTINUE” button.

Make Open Enrollment Changes to your Enrollment

On your My DC Health Link home page, you’ll see a health coverage enrollment tile that reflects your current plan and an upcoming plan year health coverage tile that displays with an “Auto Renewing” status. This means that unless you decide to make changes to your coverage during Open Enrollment, you will automatically enroll into this plan for the upcoming plan year. The plan displayed on the enrollment tile is the same, or most comparable plan to your current enrollment, although it is possible that the name of the plan has changed.

NOTE: If you want to auto renew into the same plan with the same dependents (if any) then you do not have to take any action. You and any covered dependents will be renewed into the auto renewing plan.
Make Open Enrollment Changes – Step 1: If you want to enroll any new family members, click on the “Manage Family” button and click “Add Member” to add all of your eligible family members. Once you have added your eligible family members, you will need to proceed through plan shopping to add them to your policy.

No new family members to enroll? Skip this step.

Enter the date of birth, gender and relationship of the dependent. Check the “NO SSN” box if the SSN is not available. The mailing address is also optional.
**Make Open Enrollment Changes – Step 2:** To begin shopping for your plan, click the “Make Changes” button on your ‘Auto Renewing’ tile.

![Auto Renewing tile with Make Changes button highlighted](image)

**Make Open Enrollment Changes – Step 3:** Check to ensure that all family members that you would like to enroll in coverage have the box to the left of their name checked under “Who Needs Coverage?” If you do not want to enroll some of your eligible family members, be sure that their box is not checked on this page before proceeding to plan shopping.

![Choose Coverage for your Household](image)

**NOTE:** You may click the “Back” button on your browser to change which family members you wish to enroll at any time during your plan shopping experience. During the annual Open Enrollment, you may add or remove dependents from your health plan.
**Make Open Enrollment Changes – Step 4:** Use the filter, sort, and compare functionality to help you make a plan selection. Once you have decided on a plan, click “Select Plan.”

![Plan Comparison](image)

All of the plans your employer is offering to you are listed on this page. You are able to sort plans by Plan type, Network, Carrier, HSA Eligibility, Premium Amount, and Deductible Amount.

Select “Apply” in the red box at the bottom of the column on the left side to apply the selected filters. To sort the plans, click one of the options at the top: Plan Name, Premium Amount, Deductible, or Carrier. More information can be found about each plan by selecting “Details” on the plan tile.

You can view a side-by-side comparison of up to three plans by checking the “Compare” box for each plan and then clicking the “Compare Plans” button in the upper right corner of the page.

![Plan Comparison](image)

**Make Open Enrollment Changes - Step 5:** Once you have carefully reviewed your information, please click the “Confirm” button to complete your plan selection.

![Plan Confirmation](image)
Make Open Enrollment Changes - Step 6: Please print or save the confirmation page for your records. To return to your My DC Health Link home page, click the “CONTINUE” button.

Shopping - Step 5: Your enrollment will display on your My DC Health Link home page. To view more information about your plan, click the “VIEW DETAILS” button. If you want to make changes to your coverage during Open Enrollment, click the “Make Changes” button. At the end of Open Enrollment, the last plan selection that you made will be the plan you are enrolled in for the upcoming plan year. You can verify your plan selection by looking at the timestamps on each of the enrollment tiles.
**Shopping for a Dental Plan**

**Dental Shopping - Step 1:** If your employer elected to offer dental coverage for the renewal plan year please select “Shop for Plans” on your home page to view the plans offered to you by your employer.

| Shop for health and dental plans | Shop for Plans |

**Dental Shopping - Step 2:** Indicate which family member(s) you would like to cover by selecting or unchecking the checkbox next to their name. Once the intended family member(s) are selected, select the “Dental” benefit type and click “SHOP FOR NEW PLAN”

![Choose Coverage for your Household](image-url)

- **Who Needs Coverage?**
  - Emma Cruz (Age: 27 years)
  - Mark Cruz (Age: 58 years)

- **Benefit Type**
  - [ ] Health
  - [x] Dental

- **What would you like to do?**
  - [ ] SHOP FOR NEW PLAN
  - Back to my account
**Dental Shopping – Step 3:** All plans offered by your employer are listed on this page. More information can be found about each plan by selecting “DETAILS” on each plan offered.

**NOTE:** 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.
Dental Shopping - Step 4: Select your plan by clicking the blue “Select Plan” button.

Dental Shopping - Step 5: Review the information listed then click the “Confirm” button.

NOTE: To return to a previous page, select ‘Previous’ listed at the bottom of the right column.

Dental Shopping - Step 6: This is a summary page confirming your plan selection. To navigate to your account home page, click the red “CONTINUE” button.
**Dental Shopping - Step 8:** You will now see your enrollment summary. To view more information about your plan, click the “VIEW DETAILS” button. If you want to change your plan during your open enrollment period, click the “Make Changes” button.