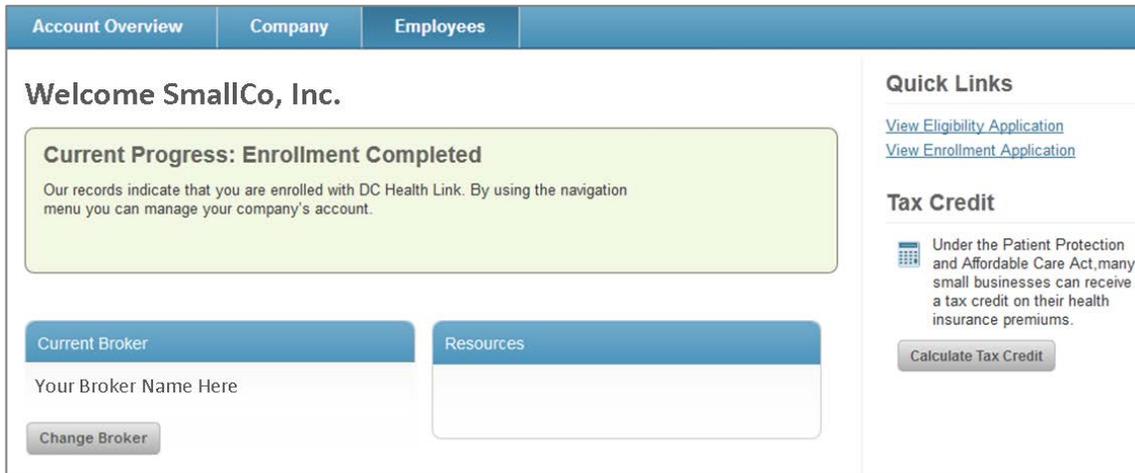




## Managing Your Employer-Sponsored Health Coverage

After completing your application for employer-sponsored coverage through DC Health Link, this tip sheet will assist you with managing your group's coverage. Brokers can manage these activities on your behalf through their DC Health Link account.



The screenshot shows the DC Health Link account dashboard for SmallCo, Inc. The navigation bar includes 'Account Overview', 'Company', and 'Employees'. The main content area is titled 'Welcome SmallCo, Inc.' and features a green box indicating 'Current Progress: Enrollment Completed'. Below this, there are sections for 'Current Broker' (with a 'Change Broker' button) and 'Resources'. On the right side, there are 'Quick Links' for 'View Eligibility Application' and 'View Enrollment Application', and a 'Tax Credit' section with a 'Calculate Tax Credit' button.

### Manage Open Enrollment

1. Select "Manage Open Enrollment" from the "Employees" menu in your account.
2. You will see a list of all eligible employees showing each action they have taken on DC Health Link during the open enrollment period. Each entry will have one of the following statuses:
  - Approved = Successfully enrolled
  - In Process = Not yet enrolled



Note: You can disregard the "Withdrawn" entries. Each time an employee shops for a plan, any previous entries change to a status of "Withdrawn." Multiple entries of withdrawn status means that the employee has logged into plan shopping several times. Only the employee's most recent enrollment will be processed.



**TIP:** Share the [employee enrollment tip sheet](#) with your employees to assist them through the process.

### Add a New Employee

1. Select "Add a New Employee" from the "Employees" menu in your account.
2. Enter the new employee's information.
  - Be careful entering date of birth and SSN. Your employee's eligibility is based on matching the information you provide with the employee's eligibility application. If you enter an incorrect date of birth or SSN for an employee, you will need to terminate the employee and then add him/her as a new employee, following the instructions in this guide.
3. After you have entered your employee's information, the employee can log on to DC Health Link to complete an application and shop for a plan. Employees have 30 days to enroll in a plan beginning on the date you entered the new employee in your account or the date of hire, whichever is later.



**Effective dates of coverage for new employees and terminating employees are based on the eligibility rules initially selected in the employer application.**

**Questions?** Contact DC Health Link Customer Service at 855-532-5465 or [info@DCHealthLink.com](mailto:info@DCHealthLink.com)



# Managing Your Employer-Sponsored Health Coverage

## Terminate an Employee

1. Select "View the Roster" from the "Employees" menu in your account.
2. Select "Terminate Employee" in the Actions drop-down menu next to the employee's name.
3. Enter the termination date and click "Submit."



## Change Employer Mailing Address

1. Select "Address Changes" from the "Company" menu in your account.



## Add or Change Your Broker

1. To assign a broker to your account, click on the orange question mark help button in the upper right corner of your employer account.
2. Select "Find a broker." You can search for your broker by name or by location.
3. Once you find your broker in the search results, click on the "Select" button to assign the broker to your account. You will see your broker's name in the bottom left corner of your employer account home page.
4. To change or remove your broker, click the "Change Broker" button in the bottom left corner of your employer account home page.



**Need help finding a broker? [See our guidance for business owners on finding the right broker for you.](#)**

## Make a Payment

	<b>Option 1:</b> Pay by Phone 855-532-LINK		<b>Option 2:</b> Pay by Mail Coupon included with invoice	<b>Option 3:</b> Pay Online Coming soon!
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Regular monthly invoices will be mailed to you at the beginning of the month, with payment due by the end of the month. For first month's premium payments, we recommend pay by phone to ensure you are able to satisfy the tight payment deadline.

Your monthly invoice will include detailed information for each enrolled employee including plan name, number of enrolled family members, monthly premium, and the employee's month payroll deduction amount.