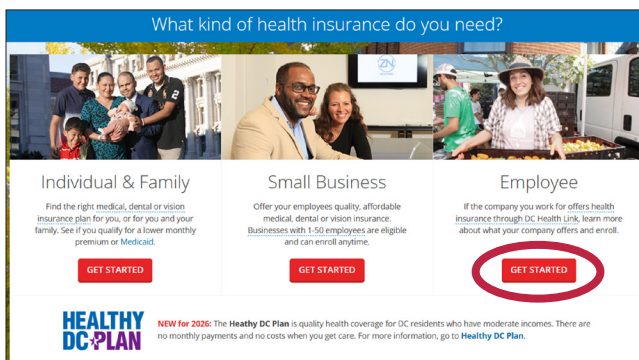# HOW TO ENROLL IN HEALTH COVERAGE THROUGH DC HEALTH LINK
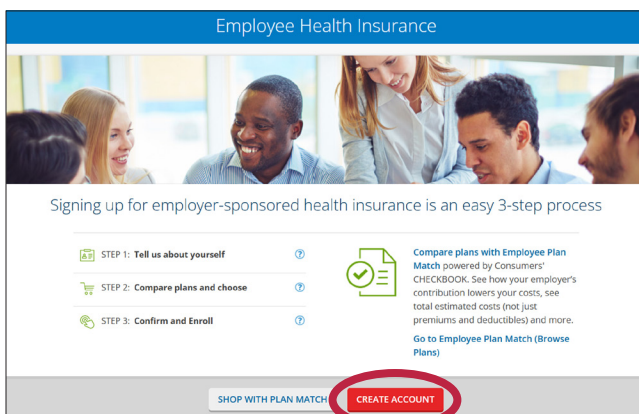
WHO IS THIS GUIDE FOR?

This guide will walk employees without a DC Health Link account through setting up their employee account, selecting a plan, or waiving coverage.

GET STARTED - SETUP YOUR ACCOUNT

Click on the red **GET STARTED** button under Employee on **DCHealthLink.com**.

Click on the red **CREATE ACCOUNT** button to get started setting up your account.

Fill out your email address and create a password (12 character minimum) and then click the **CREATE ACCOUNT** button. Please be sure to record your password somewhere secure. You'll use your email address as your login in the future.

YOUR INFORMATION AND MATCHING TO YOUR EMPLOYER

Step 1 Fill out your personal information (name, DOB, SSN, and Gender) and then click the red **CONTINUE**.

Step 2 DC Health Link will match you to Dog Tag Inc. by verifying your date of birth (DOB) and Social Security Number (SSN). Click **CONTINUE** if the information displayed is correct.

NOTE: If you are not matched to Dog Tag Inc., confirm you have entered your SSN and DOB correctly above. If you are still not matched, confirm Dog Tag Inc. has your correct SSN and DOB and that you have been added to the employee roster.

Step 3 Fill out the required fields under contact information, including your race & ethnicity, home address, email address, and phone number. The pre-populated information was submitted by Dog Tag Inc. but may be edited by you. Once your contact information is complete, click the red **CONTINUE** button.

YOUR FAMILY'S INFORMATION

Step 1 To add a family member to your employer sponsored coverage, click **ADD NEW PERSON**. If you are not adding a family member, click **CONTINUE** to proceed to Shop for a Health Plan.

Step 2 Fill out the required information for your family member(s), including their relationship to you. Once you have filled in all the demographic information, complete the addition of your family member by clicking **CONFIRM MEMBER**. Repeat this step until all your family members are added and then click the **CONTINUE** button on the same page.

NOTE: Later you will select which of these members you wish to cover.

Step 3 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, click the red **CONTINUE** button to continue to plan selection.

NOTE: You may select the BACK button on your browser to change your covered family member(s) during your plan shopping experience. During your open enrollment period or special enrollment period you may go in and add/drop dependents from your coverage even after you have enrolled in a plan.

SHOPPING FOR A HEALTH PLAN

Step 1 All plans offered are listed on this page. You are able to sort plans by a variety of factors including: Level, Plan type, Network, Carrier, 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. 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.

Step 2 Select your plan by clicking the blue **SELECT PLAN** button.

Step 3 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.

Step 4 This is a summary page confirming your plan selection. To navigate to your account home page, click the red **CONTINUE** button.

Step 5 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.

WAIVING COVERAGE

Why should you waive coverage? When you are first eligible for your employer's health coverage, you need to either enroll in a health plan, or if you have other coverage already, complete a waiver of enrollment.

Step 1 To waive employer-sponsored health insurance coverage, click the **WAIVE COVERAGE** button on the right side of the screen.

NOTE: Waiving coverage through DC Health Link preserves your right to a special enrollment period if you experience a Qualifying Life Event later in the year.

Step 2 Click on **SELECT WAIVE REASON** and choose your reason for waiving employer sponsored coverage. Once you select your reason, click the red **SUBMIT** button.

Step 3 Congratulations! You have successfully waived employer-sponsored coverage. To navigate to your **MY ACCOUNT** page, click the red **CONTINUE** button.

NOTE: To select coverage due to a Qualifying Life Event, please refer to our employee assistance guide- Experiencing a QLE.