

# Initial Employer Application

## Instructions

## What kind of health insurance do you need?



### Individual & Family

Find the right medical, dental or vision insurance plan for you, or for you and your family. See if you qualify for a tax credit or Medicaid.

[GET STARTED](#)

### Small Business

Offer your employees quality, affordable medical, dental or vision insurance. Businesses with 1-50 employees are eligible and can enroll anytime.

[GET STARTED](#)

### Employee

If the company you work for offers health insurance through DC Health Link, learn more about what your company offers and enroll.

[GET STARTED](#)

New employers will go to DCHealthlink.com and select “get started” under Small Business

## Small Business Health Insurance



Creating a Health Benefits Program for your company is important

-  **STEP 1: Understand your options** 
-  **STEP 2: Set up your account, coverage and plans** 
-  **STEP 3: Manage enrollment and share** 

There are more than 500 licensed brokers ready to help you set up and administer your Health Benefits Program at no cost to you.

[Find a Broker](#)



[CONTINUE TO STEP 1](#)

[Skip to STEP 2, I already understand my options](#)

Click Step 1 if you would like to understand more about your options to enroll as a small business. If you already understand your options Click Step 2 to begin establishing your employer account.



Welcome to the District's Health  
Insurance Marketplace

CALL CUSTOMER SERVICE  
1-855-532-5465

## Create account

Email

Password (8 characters minimum)

Password confirmation

**CREATE ACCOUNT**

Sign In

The employer will enter their email address and create a password. Passwords must include 8 or more characters, 1 upper case, 1 lower case, and a special character. Then click “create account”.

Welcome to DC Health Link. Your account has been created. ×

## Thank you for logging into your DC Health Link employer account.

Before we get started, we need to confirm the primary point of contact for your business. Please confirm that the name and email address listed below are correct, update the information or provide the name and email address for your primary point of contact. When you're finished, select 'Confirm'.

### Personal Information

|              |             |                 |
|--------------|-------------|-----------------|
| FIRST NAME * | LAST NAME * | DATE OF BIRTH * |
|--------------|-------------|-----------------|

### Employer Information

|            |     |       |                                   |
|------------|-----|-------|-----------------------------------|
| LEGAL NAME | DBA | FEIN* | Select Entity Kind <span>▼</span> |
|------------|-----|-------|-----------------------------------|

### Office Location

|                           |                             |        |           |
|---------------------------|-----------------------------|--------|-----------|
| ADDRESS                   | Primary <span>▼</span>      |        |           |
| ADDRESS LINE 1            | ADDRESS LINE 2              |        |           |
| CITY                      | SELECT STATE <span>▼</span> | ZIP    |           |
| Phone main <span>▼</span> | AREA CODE                   | NUMBER | EXTENSION |

[Add Office Location](#)

**CONFIRM**

Once the employer enters their email address and creates a password to establish login credentials, they will be taken to an initial screener page.

- My DC Health Link
- Employees
- Benefits
- Brokers
- Documents
- Inbox 0

**DC Employer**  
Update Business Info  
View Billing Reports  
MY EMPLOYEES: 0

## My Health Benefits Program

It's time to set up your Health Benefits Program. You can either get help from a Broker, or set up your Health Benefits Program yourself. Choose the path that's right for you.



### Get Help From a Broker

You may want to select a Broker as your personal advocate and trusted adviser, who at no cost to you, can help you set up and administer your Health Benefits Program. If you'd like to select a Broker, we suggest doing so first. [View More](#) ▾



### Set Up Your Health Benefits Program Yourself

If you want to set up your Health Benefits Program yourself, we'll walk you through it step-by-step. [View More](#) ▾



**DID YOU KNOW?**  
You can always get help from a broker **at no cost** to you.

**Important:** You'll want to enter your employee roster first before selecting your Benefits so that you'll be able to see cost data when you select your Benefits.

[Download Step-by-Step Instructions](#)

Once the employer enters their email address and creates a password to establish login credentials, they will be taken to an initial screener page.



My DC Health Link

Employees

Benefits

**Brokers**

Documents

Inbox 0

**DC Employer**

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MY EMPLOYEES: 0

## Brokers

You have no active Broker. A Broker is your personal advocate and trusted adviser who at no cost to you, can help you set up and administer your Health Benefits Program. You can get help from a Broker at any time.

To learn more about what a Broker can do for you, [Download DC Health Link's Guidance for Business Owners.](#)

Select 'Browse Brokers' to continue.

**BROWSE BROKERS**

To select a broker, the employer clicks the “Brokers” tab and then click “Browse brokers”

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- Brokers**
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MY EMPLOYEES: 0

## Broker Agencies

  
[Advanced Options](#)

Search for a Broker near you. When you find the Broker you want to use, choose 'Select Broker' to hire the Broker.

| Agency Name                          | Evening/Weekend Hours | Language(s) spoken | Broker Name             | NPN     |                               |
|--------------------------------------|-----------------------|--------------------|-------------------------|---------|-------------------------------|
| A & F INSURANCE SERVICES             | No                    | English            | ABBAS HABIBZADEH        | 3113358 | <a href="#">Select Broker</a> |
| ABC Insurance Services, Inc.         | No                    | English            | Joseph E Rossmann       | 939912  | <a href="#">Select Broker</a> |
| ABSI                                 | No                    | English            | Simone John Pace        | 2862174 | <a href="#">Select Broker</a> |
| ACA Marketplace Enrollment Solutions | No                    | English            | James Hallberg          | 242092  | <a href="#">Select Broker</a> |
| AHT Insurance                        | No                    | English            | William Long Freeman    | 3023188 | <a href="#">Select Broker</a> |
| ALAN J. ZUCCARI, INC.                | No                    | English            | ALAN ZUCCARI            | 239175  | <a href="#">Select Broker</a> |
| AY Benefits, LLC                     | No                    | English            | Joshua N Jeffries       | 7320950 | <a href="#">Select Broker</a> |
| Aaron Margolies                      | No                    | English            | Aaron Raphael Margolies | 2507757 | <a href="#">Select Broker</a> |

Brokers are searchable by Agency name, Broker Name, or NPN. The Employer will click “Select Broker” to assign a broker. When the employer completes this, the broker will receive a notice to their secure broker mail in their DC Health Link account informing them that they have a new small group client. The small group will also appear under the “Employers” tab in the assigned broker’s DC Health Link account.



My DC Health Link

Employees

Benefits

**Brokers**

Documents

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**DC Employer**

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MY EMPLOYEES: 0

Your broker has been notified of your selection and should contact you shortly. You can always call or email them directly, but if this is not the broker you want to use, select 'Change Broker'. ×

## Active Broker

**TEST BROKER DO NOT USER**

Test Broker Agency

TEST BOULEVARD  
TEST CITY, DC 20001

(202) 999-9999  
 testbrokeragency@yopmail.com

[Change Broker](#)

NEW CLIENTS: Yes  
WEEKEND/EVENING HOURS: Yes

LANGUAGE: Amharic,English

[BROWSE BROKERS](#)

After selecting a Broker the employer will see confirmation of the Broker selection in a green box at the top of the page. Employers may change their Broker by selecting the change broker button



My DC Health Link

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**DC Employer**

Update Business Info  
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MY EMPLOYEES: 0

## Employee Roster

You haven't added any employees to your roster. Select 'Add New Employee' to begin, or select 'Upload Employee Roster' if you'd like to download the roster template and/or upload it now or later.

For each employee you add, you'll need:

- Name
- Date of birth
- Social Security number
- Date of hire

If you plan to make an optional contribution towards employee family coverage and need an accurate cost estimate, you'll also need the date of birth for all family members because monthly premiums are based on age.

**ADD NEW EMPLOYEE**

**UPLOAD EMPLOYEE ROSTER**

The employer, or assigned broker, should then upload an employee roster, or add employees one at a time until all of the eligible employees are on the employee roster. See the “Manage employee roster” section later in the training.

My DC Health Link

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Documents

Billing

Messages 2

SmallBiz Company  
{Demo 2}  
[Update Business Info](#)  
[View Enrollment Reports](#)

MY  
EMPLOYEES: 10

# Employee Roster



Select 'Add New Employee' to continue building your roster, or select 'Upload Employee Roster' if you're ready to download or upload the roster template. If you need to edit information for an employee, or if you're ready to add your employee to a benefit package you created, scroll over the employee's name and select the pencil icon to the right. When you're finished with your roster, select 'Benefits' in the blue menu bar to the left to continue.

Add New Employee

Upload Employee Roster

Download Employee Roster

ACTIVE

| Employee Name                    | Date of Birth | Date of Hire | Employee Account Status | Benefit Package | Current Enrollment Status |
|----------------------------------|---------------|--------------|-------------------------|-----------------|---------------------------|
| <a href="#">Ivonne Basilio</a>   | 11/25/1976    | 06/02/2008   | No Account Linked       | Benefits        |                           |
| <a href="#">Dorsey Deady</a>     | 05/02/1992    | 02/04/2015   | No Account Linked       | Benefits        |                           |
| <a href="#">Rosalind Donelan</a> | 05/28/1989    | 10/15/2014   | No Account Linked       | Benefits        |                           |
| <a href="#">Leota Flagler</a>    | 01/22/1986    | 12/31/2012   | No Account Linked       | Benefits        |                           |
| <a href="#">Jerald Ho</a>        | 11/06/1990    | 04/19/2013   | No Account Linked       | Benefits        |                           |
| <a href="#">Paola Jungers</a>    | 04/03/1972    | 07/17/2008   | No Account Linked       | Benefits        |                           |
| <a href="#">Krystina Roder</a>   | 12/03/1992    | 04/01/2015   | No Account Linked       | Benefits        |                           |
| <a href="#">Clair Roussel</a>    | 06/04/1974    | 02/10/2012   | No Account Linked       | Benefits        |                           |

Once employees have been added to the roster, brokers and employers are able to add additional employees, terminate employees, and manage dependents' or spouse's characteristics. If you have a large roster of employees you may want to upload an employee census file. This file can be downloaded clicking "upload employee roster"



I'm an Employer

CALL CUSTOMER SERVICE  
1-855-532-5465

MY EMPLOYER PORTAL | HELP | LOGOUT  
My ID: 39104761 **Dc Employer**

My DC Health Link

Employees

**Benefits**

Brokers

Documents

Inbox **0**

## Benefits - Coverage You Offer

It's time to create a benefits package. Select 'Add Plan Year' to create your first one. Most employers only create one benefits package but you'll have the opportunity to create more than one if you want to offer different benefits to different groups of employees.

**ADD PLAN YEAR**

**DC Employer**

Update Business Info  
View Billing Reports

MY EMPLOYEES: 12

To begin creating the benefit package, click “Benefits” in the box on the left side of the screen. The Employer will be able to create the group benefits package by selecting “add plan year”



My DC Health Link

Employees

Benefits

Brokers

Documents

Inbox 0

**DC Employer**

[Update Business Info](#)  
[View Billing Reports](#)

MY EMPLOYEES: 12

## Add Plan Year

When would you like your coverage to start? (in the next 90 days) [?](#)

|                 |                          |
|-----------------|--------------------------|
| SELECT START ON | END ON                   |
| SELECT START ON |                          |
| April 2016      |                          |
| May 2016        | OPEN ENROLLMENT END DATE |

Add the total number of employees in your workforce

|                     |                     |                        |
|---------------------|---------------------|------------------------|
| FULL TIME EMPLOYEES | PART TIME EMPLOYEES | MEDICARE SECOND PAYERS |
| 0                   | 0                   | 0                      |

Select the Start Date for the employer's health insurance coverage. This date will pre-populate the open enrollment start and end dates. However, these dates can also be adjusted. Enter the number of full time employees, part time employees, and Medicare second payers.



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MY EMPLOYEES: 12

## Add Plan Year

When would you like your coverage to start?(in the next 90 days) ?

|          |                      |
|----------|----------------------|
| May 2016 | END ON<br>04/30/2017 |
|----------|----------------------|

Select your open enrollment dates ?

|  |  |
|--|--|
| OPEN ENROLLMENT START DATE<br>03/01/2016 | OPEN ENROLLMENT END DATE<br>04/10/2016 |
|--|--|

Add the total number of employees in your workforce

|                          |                          |                             |
|--------------------------|--------------------------|-----------------------------|
| FULL TIME EMPLOYEES<br>0 | PART TIME EMPLOYEES<br>0 | MEDICARE SECOND PAYERS<br>0 |
|--------------------------|--------------------------|-----------------------------|

**YOUR APPLICATION DEADLINE**

Based on the dates you entered, the latest you can submit this application is:

**5**  
APRIL

**PAYMENT DEADLINE**

Your first payment to DCHealth Link is due no later than:

**12**  
APRIL

**CONTINUE**

The employer application deadline and the payment deadline displays at the bottom of this section. After you review this information click “continue”.

My DC Health Link

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DC Employer

Update Business Info  
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MY EMPLOYEES: 12

## Benefit Package - Set Up

NAME YOUR BENEFIT PACKAGE

DC Office

WHEN SHOULD NEWLY HIRED EMPLOYEES START THEIR COVERAGE?

First Of The Month Following Or Coinciding With Date Of Hire

## Health – Set Up Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

|  | OFFERED | EMPLOYER CONTRIBUTION |
|--|---------|-----------------------|
| <input checked="" type="checkbox"/> Employee         | 80      | 80%                   |
| <input checked="" type="checkbox"/> Spouse           | 60      | 60%                   |
| <input checked="" type="checkbox"/> Domestic Partner | 60      | 60%                   |
| <input checked="" type="checkbox"/> Child Under 26   | 60      | 60%                   |

Now the benefit group needs to be established. Name the benefit package. This name is important if you plan to create multiple benefit groups. Multiple groups can be setup for different locations, or for retirees. Here you can also choose the coverage effective date for new hires. Indicate the desired premium contribution for employees as well as whether the group is offering coverage and a premium contribution to dependents. Employers are required to contribute at least 50% to the employees' premiums, unless the employer is offering coverage beginning January 1. Employers are not required to offer coverage to dependents and do not need to contribute a minimum percentage.

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**DC Employer**  
Update Business Info  
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MY EMPLOYEES: 12

## Select Your Plan Offering

Let your plan participants choose any plan offered by one carrier, any plan available within a specific metal level or you can offer just one plan. It doesn't cost you more to let them choose by carrier (insurance company) or metal level.

**BY CARRIER**      **BY METAL LEVEL**      **SINGLE PLAN**

Select your preferred metal level. Your plan participants will be able to choose any plan by any carrier within the metal level you select. Your costs will be fixed to a specific plan you'll choose in a minute. Bronze means the plan is expected to pay 60% of expenses for an average population of consumers, Silver 70%, Gold 80% and Platinum 90%.

**Bronze**     **Silver**     **Gold**     **Platinum**

## Select Your Reference Plan

Now select a reference plan. The reference plan is used to cap employer costs. You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select. After you select your reference plan, scroll down to review your costs.

Displaying: **52 Plans**

- Aetna Gold HNOOnly 1700 100% HSA  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO
- Aetna Gold HNOOnly 2000 70%  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO
- Aetna Gold HNOOnly 500 90%  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO

Next the employee choice model must be selected. Employers can offer all plans from one carrier ["BY CARRIER,"] all plans from all carriers in one metal level ["BY METAL LEVEL"], or a single plan ["SINGLE PLAN."] Based on the employee choice model selected, the plans will populate below and the employer must select a reference plan. The reference plan is used to cap employer costs. Employer costs are fixed and predictable to help you stay within your budget.

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DC Employer

Update Business Info  
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MY EMPLOYEES: 12

Reference Plan Details

| PLAN BENEFITS                                     | CO-PAY                      | COINSURANCE                      |
|---|-----------------------------|----------------------------------|
| Primary Care Visit to Treat an Injury or Illness  | Not Applicable              | 10% Coinsurance after deductible |
| Urgent Care Centers or Facilities                 | Not Applicable              | 10% Coinsurance after deductible |
| Specialist Visit                                  | Not Applicable              | 10% Coinsurance after deductible |
| Emergency Room Services                           | Not Applicable              | 10% Coinsurance after deductible |
| Inpatient Hospital Services (e.g., Hospital Stay) | Not Applicable              | 10% Coinsurance after deductible |
| Laboratory Outpatient and Professional Services   | Not Applicable              | 10% Coinsurance after deductible |
| X-rays and Diagnostic Imaging                     | Not Applicable              | 10% Coinsurance after deductible |
| Generic Drugs                                     | \$10 Copay after deductible | Not Applicable                   |
| Preferred Brand Drugs                             | Not Applicable              | 20% Coinsurance after deductible |
| Non-Preferred Brand Drugs                         | Not Applicable              | 40% Coinsurance after deductible |
| Specialty Drugs                                   | Not Applicable              | 50% Coinsurance after deductible |



Summary of Benefits and Coverage

More Details

Close

For each available reference plan, the employer can click to see the co-pay and coinsurance information for the 10 most used benefits' the summary of benefits and coverage, as well as "More Details" which is a longer frequently used benefits summary.

## Your Reference Plan

Employee Detail Costs

KP DC GOLD 0/20/DENTAL /PED DENTAL

### Employee Costs

Plan Offerings - Gold Plans (52)

Employer Lowest/Reference/Highest - \$4,397.55/\$4,397.55/\$4,397.55

| Employee      | Dependent Count | Lowest Cost Available Plan | Reference Plan | Highest Cost Available Plan |
|---------------|-----------------|----------------------------|----------------|-----------------------------|
| Sarah Allen   | 0               | \$16.03                    | \$55.87        | \$135.53                    |
| Frank Barnes  | 0               | \$32.79                    | \$114.28       | \$277.21                    |
| Andy Dwyer    | 0               | \$16.03                    | \$55.87        | \$135.53                    |
| Jerry Gergich | 0               | \$48.10                    | \$167.62       | \$406.61                    |
| Tom Haverford | 0               | \$16.03                    | \$55.87        | \$135.53                    |
| Leslie Knope  | 0               | \$20.45                    | \$71.24        | \$172.82                    |
| April Ludgate | 0               | \$14.42                    | \$50.26        | \$121.92                    |
| Ann Perkins   | 0               | \$18.44                    | \$64.25        | \$155.85                    |
| Lauren Smith  | 0               | \$19.32                    | \$67.32        | \$163.30                    |
| Tony Soprano  | 0               | \$35.40                    | \$123.35       | \$299.21                    |
| Ron Swanson   | 0               | \$48.10                    | \$167.62       | \$406.61                    |
| Ben Wyatt     | 0               | \$30.37                    | \$105.83       | \$256.71                    |

The employee detail cost button will show a detailed list of all the employees on the roster. The list will breakdown the employees' dependent count, the lowest cost available plan, the reference plan, highest cost available plan. This screen is helpful when quoting an estimate to the employer.

You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select. After you select your reference plan, scroll down to review your costs.

Displaying: **56 Plans**

- Aetna Gold HMO 1600  
100% HSA T  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO
- Aetna Gold HMO 500 90%  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO
- Aetna Gold HMO 70%  
TYPE: HMO  
CARRIER: AETNA  
LEVEL: GOLD  
NETWORK: DC METRO

Click "Add Dental Plans" to add one or more dental plans to this benefit package

[Add Dental Plans](#)

[Add Benefit Group](#)

[Cancel](#)

[SAVE PLAN YEAR](#)

Next, you can add a dental benefit group by clicking on “Add Dental Plans”

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Update Business Info  
View Billing Reports

MY EMPLOYEES: 12

## Dental - Set Up Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

|  | OFFERED | EMPLOYER CONTRIBUTION |
|--|---------|-----------------------|
| <input checked="" type="checkbox"/> Employee         | 80      | 80%                   |
| <input checked="" type="checkbox"/> Spouse           | 50      | 50%                   |
| <input checked="" type="checkbox"/> Domestic Partner | 50      | 50%                   |
| <input checked="" type="checkbox"/> Child Under 26   | 50      | 50%                   |

To add dental coverage you will need to set up another benefit package. Select the contribution amounts you would like each employee to receive.

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## Select Your Dental Plan Offering

Let your plan participants choose any plan offered by one carrier, any plan available within a specific metal level or you can offer just one plan. It doesn't cost you more to let them choose by carrier (insurance company) or metal level.

CUSTOM

BY CARRIER

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> BlueDental Traditional<br>TYPE: PPO<br>CARRIER: CAREFIRST<br>LEVEL: DENTAL<br>NETWORK: DC METRO  | <input checked="" type="checkbox"/> Delta Dental PPO Basic Plan for Families for Small Businesses<br>TYPE: PPO<br>CARRIER: DELTA DENTAL<br>LEVEL: DENTAL<br>NETWORK: NATIONWIDE | <input checked="" type="checkbox"/> Delta Dental PPO Preferred Plan for Families for Small Businesses<br>TYPE: PPO<br>CARRIER: DELTA DENTAL<br>LEVEL: DENTAL<br>NETWORK: NATIONWIDE |
| <input checked="" type="checkbox"/> DeltaCare USA Basic Plan for Families for Small Businesses<br>TYPE: HMO<br>CARRIER: DELTA DENTAL<br>LEVEL: DENTAL<br>NETWORK: DC METRO | <input checked="" type="checkbox"/> DeltaCare USA Preferred Plan for Families for Small Businesses<br>TYPE: HMO<br>CARRIER: DELTA DENTAL<br>LEVEL: DENTAL<br>NETWORK: DC METRO  | <input checked="" type="checkbox"/> Dentegra Dental PPO for Small Businesses Family Basic Plan<br>TYPE: PPO<br>CARRIER: DENTEGRA<br>LEVEL: DENTAL<br>NETWORK: NATIONWIDE            |
| <input checked="" type="checkbox"/> Dentegra Dental PPO for Small Businesses Family Preferred Plan<br>TYPE: PPO<br>CARRIER: DENTEGRA<br>LEVEL: DENTAL                      | <input checked="" type="checkbox"/> Family Basic Dental Plan (Low)<br>TYPE: PPO<br>CARRIER: METLIFE<br>LEVEL: DENTAL<br>NETWORK: NATIONWIDE                                     | <input checked="" type="checkbox"/> Family Enhanced Dental Plan (High)<br>TYPE: PPO<br>CARRIER: METLIFE<br>LEVEL: DENTAL<br>NETWORK: NATIONWIDE                                     |

After selecting offered plans, click "Select Reference Plan"

[Select Reference Plan](#)

Dental plan offerings can consist of all plans from one carrier, or a custom list. In the custom option, and employer can choose as few or as many plans as they choose. Select a reference plan by clicking "SELECT REFERENCE PLAN."

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|                                     |                  |    |                                  |     |
|-------------------------------------|------------------|----|----------------------------------|-----|
| <input checked="" type="checkbox"/> | Spouse           | 60 | <input type="range" value="60"/> | 60% |
| <input checked="" type="checkbox"/> | Domestic Partner | 60 | <input type="range" value="60"/> | 60% |
| <input checked="" type="checkbox"/> | Child Under 26   | 60 | <input type="range" value="60"/> | 60% |

**DELTA DENTAL PPO BASIC PLAN FOR FAMILIES FOR SMALL BUSINESSES** [Change Reference Plan?](#)

| Type | Carrier      | Metallic Level | Network    |
|------|--------------|----------------|------------|
| PPO  | Delta Dental | Dental         | Nationwide |

| Your Estimated Monthly Cost | Estimated monthly cost including all roster employees | Min    | Max    |
|-----------------------------|---|--------|--------|
| \$211.04                    |   | \$4.39 | \$4.50 |

Currently Offering: All Plans  
[View Plan Summary](#)

Add Benefit Group
Remove Benefit Group
Cancel
CREATE PLAN YEAR

Here you will see a plan summary of the Dental selections you have entered. To change the dental plan offerings, click “change reference plan?”. At this point in the application, you can make changes to any of the added benefit groups or you can remove benefit groups. If you are satisfied with the selections, click the create plan year button

My DC Health Link

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**DC Employer**

Update Business Info  
View Billing Reports

MY EMPLOYEES: 12

Plan Year successfully created. ×

## Benefits - Coverage You Offer

[Add Plan Year](#)

Carefully review the plan information and pricing below. If you haven't added employees to your plan yet, select 'Employees' in the blue menu bar to the left and edit each of your employees to add them to your benefit package. If you want to create more than one benefit package and offer different benefits to different employees, select 'Add Plan Year'. When you're satisfied with your benefit package(s), select 'Publish Plan Year'.

**IMPORTANT** – Once you select 'Publish Plan Year', your employees will receive a notification and open enrollment will begin according to the timeline you selected for your plan year.

### DRAFT Plan Year for 2016

#### **BENEFIT PACKAGE:** DC LOCATION [View Details](#)



**COVERAGE YEAR** May 1st, 2016 - April 30th, 2017  
**ELIGIBILITY** First of the month following or coinciding with date of hire

|   |                          |                    |                               |   |   |
|---|--------------------------|--------------------|-------------------------------|---|---|
| <b>REFERENCE PLAN</b><br>KP DC GOLD<br>0/20/DENTAL/<br>PED DENTAL | <b>CARRIER</b><br>Kaiser | <b>TYPE</b><br>HMO | <b>METALLIC LEVEL</b><br>Gold | <b>ID</b><br>561855285472<br>6535953c1301 | <b>PLANS BY</b><br>All Plans From A<br>Given Metal<br>Level |
|---|--------------------------|--------------------|-------------------------------|---|---|



#### **BENEFIT PACKAGE:** NY OFFICE [View Details](#)

**COVERAGE YEAR** May 1st, 2016 - April 30th, 2017  
**ELIGIBILITY** First of the month following or coinciding with date of hire

#### **HEALTH**

Once your plan year is created it will enter into a DRAFT status. During this time you can make any desired changes. Please review your selections thoroughly.

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 MY EMPLOYEES: 12

**COVERAGE YEAR** May 1st, 2016 - April 30th, 2017

**ELIGIBILITY** First of the month following or coinciding with date of hire

| REFERENCE PLAN                           | CARRIER | TYPE | METALLIC LEVEL | ID                           | PLANS BY                                 |
|--|---------|------|----------------|------------------------------|--|
| KP DC GOLD<br>0/20/DENTAL/<br>PED DENTAL | Kaiser  | HMO  | Gold           | 561855285472<br>6535953c1301 | All Plans From A<br>Given Metal<br>Level |

**BENEFIT PACKAGE: NY OFFICE**

[View Details](#)

**COVERAGE YEAR** May 1st, 2016 - April 30th, 2017

**ELIGIBILITY** First of the month following or coinciding with date of hire

**HEALTH**

| REFERENCE PLAN                  | CARRIER   | TYPE | METALLIC LEVEL | ID                           | PLANS BY                                 |
|---------------------------------|-----------|------|----------------|------------------------------|--|
| HEALTHYBLUE<br>PPO GOLD<br>1500 | CareFirst | PPO  | Gold           | 561855225472<br>65359587fe00 | All Plans From A<br>Given Metal<br>Level |

**DENTAL**

| REFERENCE PLAN  | CARRIER      | TYPE | METALLIC LEVEL | ID                           | PLANS BY  |
|---|--------------|------|----------------|------------------------------|-----------|
| Delta Dental<br>PPO Basic Plan<br>for Families for<br>Small<br>Businesses | Delta Dental | PPO  | Dental         | 561855235472<br>653595fd0201 | All Plans |

Publish Plan Year
Edit Plan Year

To make any edits at this time click the “EDIT PLAN YEAR” button. Please note that once the plan year has been published, the benefit offerings cannot be changed. If you are ready to proceed, click “PUBLISH PLAN YEAR.” Open enrollment for the employees will begin on the date indicated within the plan year application and emails will be sent to employees alerting them they can now create their DC Health Link account and make a plan selection.