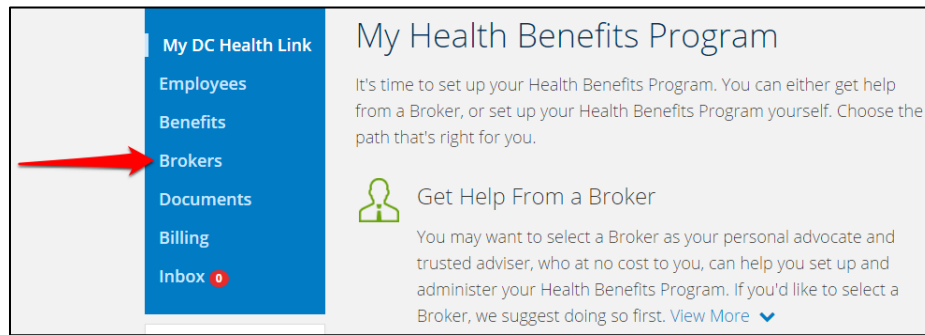


# Assigning, Changing and Terminating a Broker

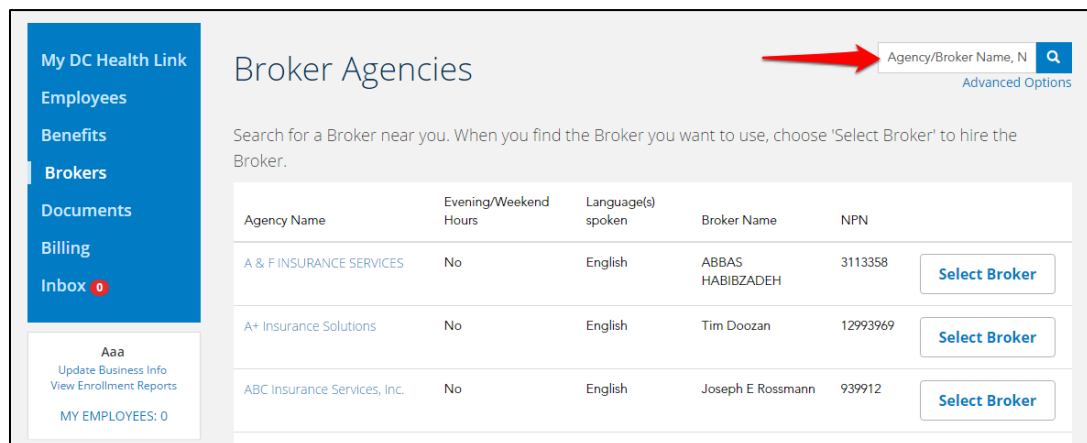
## Assigning a Broker

**Who is this guide for?** Employers who want to assign, change or remove a broker for their Employer account on DC Health Link.

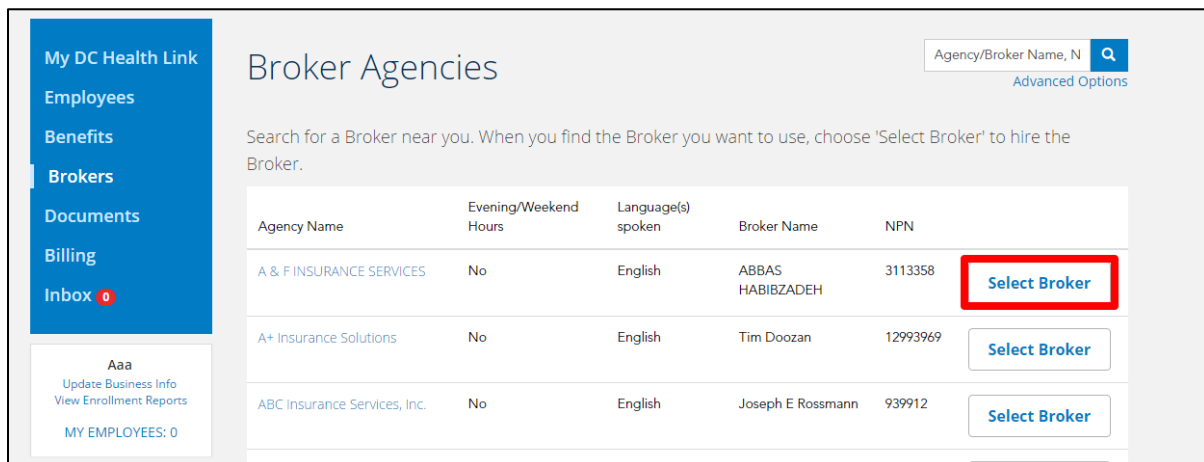
**Step 1:** After logging in to your DC Health Link Employer account, click the “Brokers” tab on the left-hand side of your account page under My DC Health Link.



**Step 2:** Search for your Broker by name or by agency.

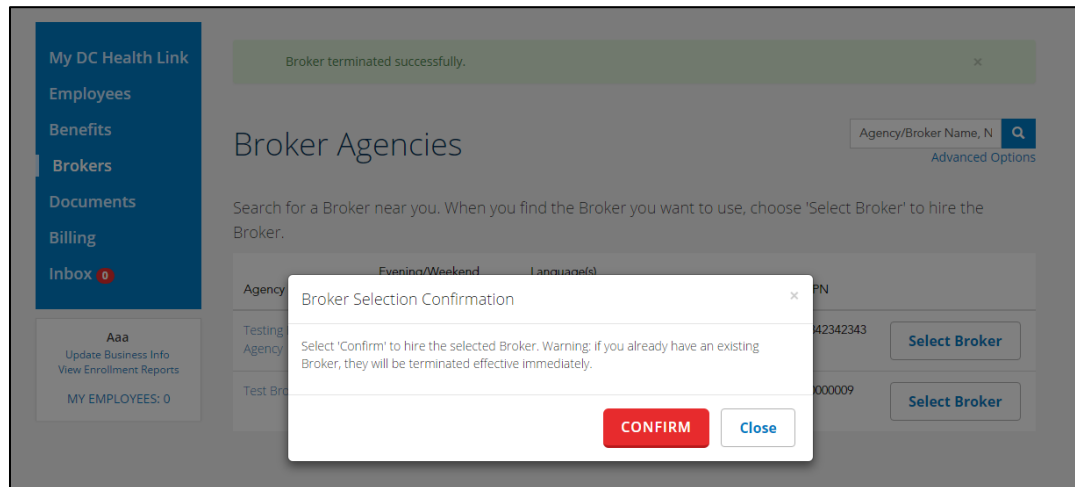


**Step 3:** Once you’ve found the Broker you want, click “Select Broker.”

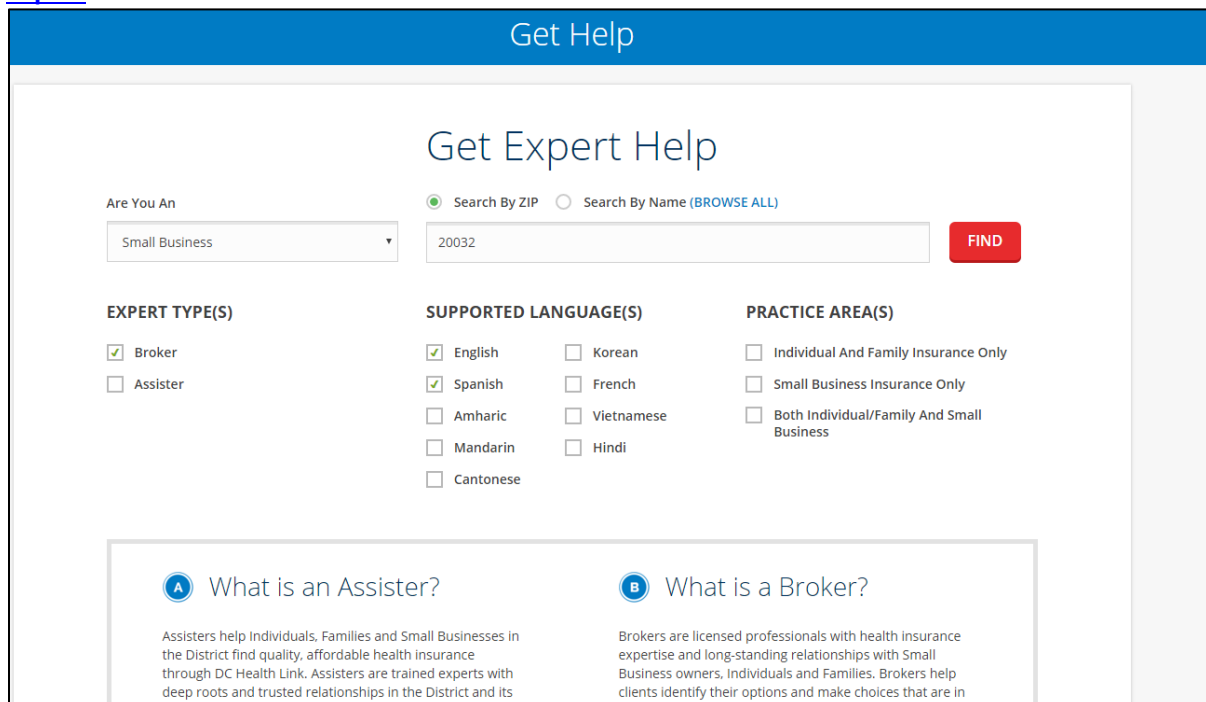


## Assigning, Changing and Terminating a Broker

**Step 4:** You will need to confirm your Broker selection by clicking the red “CONFIRM” button.



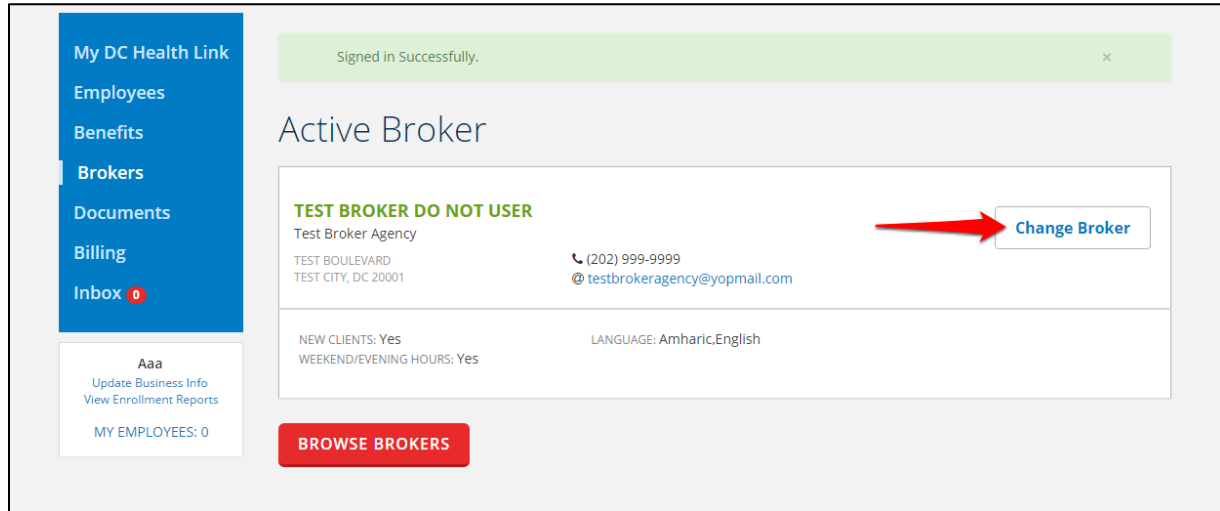
Another way to search for a Broker is on our **Get Expert Help** page: <https://dchealthlink.com/find-expert>



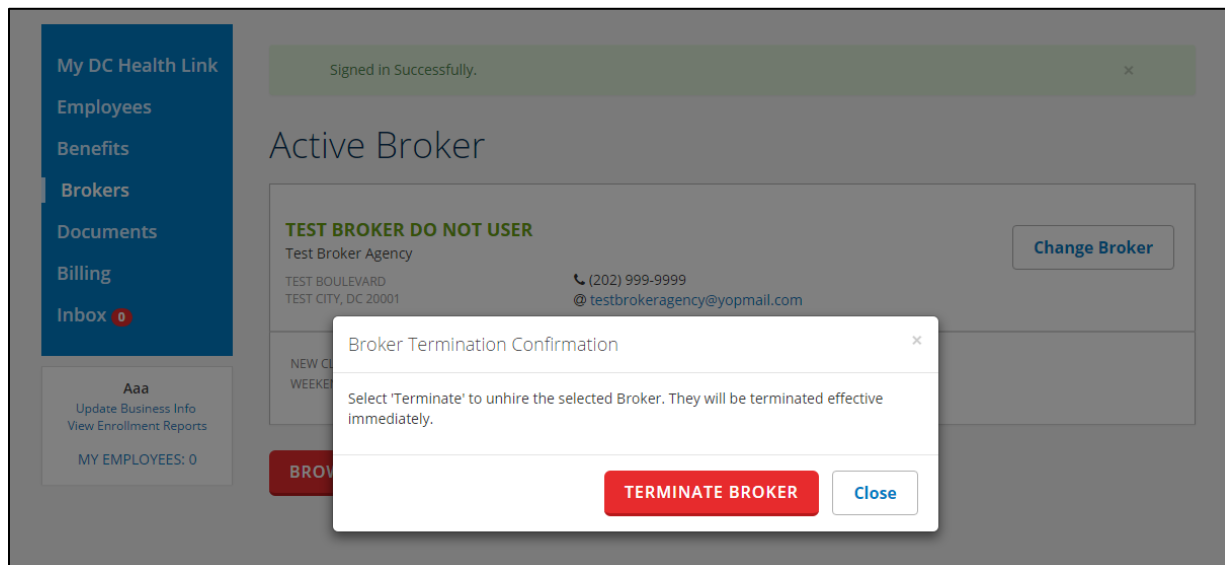
# Assigning, Changing and Terminating a Broker

## Changing or Terminating a Broker

**Step 1:** If you need to *change* the broker you selected, login to your DC Health Link Employer account and click “Change Broker”.



**Step 2:** Next, click “Terminate Broker” to return to the Broker browsing screen.



**Step 3:** If you want to assign a new broker, please reference the “Assigning a Broker” steps above.