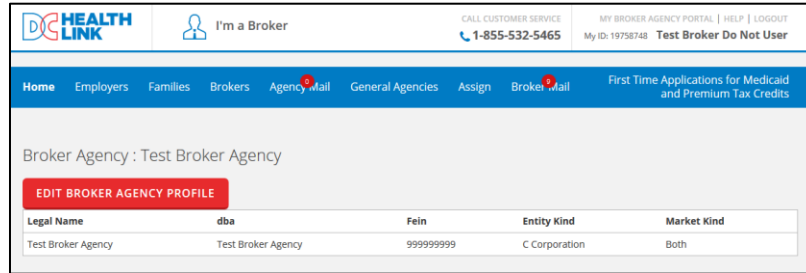


Assigning a GA – Brokers Assigning a GA in their DC Health Link Account

Who is this guide for? Brokers can assign GAs to their small group clients on DC Health Link to assist them in supporting and enrolling the clients in health insurance coverage.

Get Started – Log into Your DC Health Link Broker Account

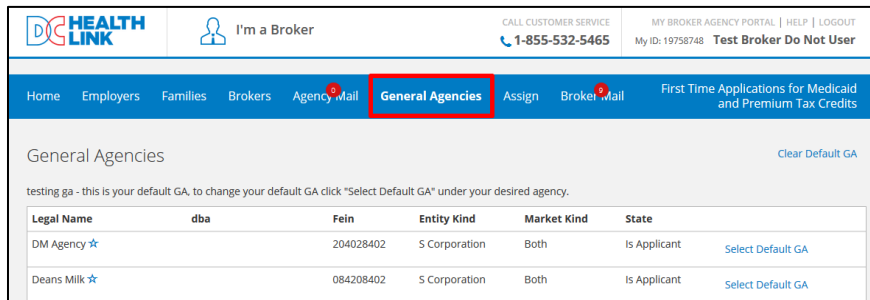
STEP 1 - Go to dhealthlink.com and click “log in” in the upper right corner. When you successfully log into your broker account, you will land on your broker home page.



The screenshot shows the DC Health Link Broker Account Home Page. The header includes the DC Health Link logo, a user profile icon labeled "I'm a Broker", and contact information: "CALL CUSTOMER SERVICE 1-855-532-5465" and "MY BROKER AGENCY PORTAL | HELP | LOGOUT My ID: 19758748 Test Broker Do Not User". The navigation menu includes: Home, Employers, Families, Brokers, Agency (with a mail icon), General Agencies, Assign, Broker (with a mail icon), and First Time Applications for Medicaid and Premium Tax Credits. The main content area displays "Broker Agency : Test Broker Agency" and a red button labeled "EDIT BROKER AGENCY PROFILE". Below this is a table with the following data:

Legal Name	dba	Fein	Entity Kind	Market Kind
Test Broker Agency	Test Broker Agency	999999999	C Corporation	Both

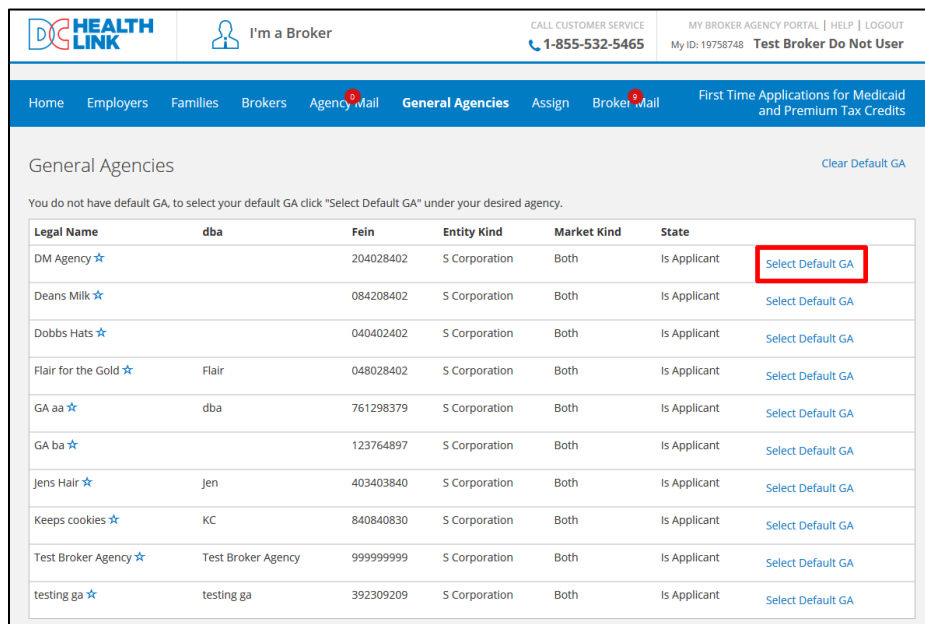
STEP 2 - Click on “General Agencies”.



The screenshot shows the DC Health Link Broker Account General Agencies Page. The header is identical to the previous screenshot. The navigation menu highlights "General Agencies" with a red box. The main content area displays "General Agencies" and a "Clear Default GA" link. Below this is a table with the following data:

Legal Name	dba	Fein	Entity Kind	Market Kind	State	
DM Agency ☆		204028402	S Corporation	Both	Is Applicant	Select Default GA
Deans Milk ☆		084208402	S Corporation	Both	Is Applicant	Select Default GA

STEP 3 - If you want to select a Default GA to assign to all of your small groups click on “Select Default GA” on the row of that General Agency.



The screenshot shows the DC Health Link Broker Account General Agencies Page. The header is identical to the previous screenshot. The navigation menu highlights "General Agencies" with a red box. The main content area displays "General Agencies" and a "Clear Default GA" link. Below this is a table with the following data:

Legal Name	dba	Fein	Entity Kind	Market Kind	State	
DM Agency ☆		204028402	S Corporation	Both	Is Applicant	Select Default GA
Deans Milk ☆		084208402	S Corporation	Both	Is Applicant	Select Default GA
Dobbs Hats ☆		040402402	S Corporation	Both	Is Applicant	Select Default GA
Flair for the Gold ☆	Flair	048028402	S Corporation	Both	Is Applicant	Select Default GA
GA aa ☆	dba	761298379	S Corporation	Both	Is Applicant	Select Default GA
GA ba ☆		123764897	S Corporation	Both	Is Applicant	Select Default GA
Jens Hair ☆	Jen	403403840	S Corporation	Both	Is Applicant	Select Default GA
Keeps cookies ☆	KC	840840830	S Corporation	Both	Is Applicant	Select Default GA
Test Broker Agency ☆	Test Broker Agency	999999999	S Corporation	Both	Is Applicant	Select Default GA
testing ga ☆	testing ga	392309209	S Corporation	Both	Is Applicant	Select Default GA

NOTE: If you want to change the assignments for some groups, please see below.

Step 4 - Click the “Employers” tab and you will see that the Default GA has been assigned to all of your groups.

HBX Acct	Legal Name	FEIN	EE Ct	Enroll Status	Effective Date	Assigned Broker	General Agency
<input type="checkbox"/> 1051213	CIEL	***3220	9	Enrolled	07/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> cd44b0b21edf460883bbd11958350531	CSR Test Company	***9989	5	Registered	07/01/2016 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> 2615f529c1b9405292a200ad9ed3bbaf	CSRTSTER7	***3333	1	Binder paid	11/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign

NOTE: If you had already assigned GAs to any groups prior to assigning a default GA, the Default GA Assignment will not override your original assignment at the group level.

Step 5 - To remove an existing GA assignment from a group, click “clear assign” in the right column. To assign a different GA to a group, click the box on the left-side of the group(s) and then click on “Select General Agency” to assign a new GA.

HBX Acct	Legal Name	FEIN	EE Ct	Enroll Status	Effective Date	Assigned Broker	General Agency
<input checked="" type="checkbox"/> 1051213	CIEL	***3220	9	Enrolled	07/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> cd44b0b21edf460883bbd11958350531	CSR Test Company	***9989	5	Registered	07/01/2016 (Review)	Test Broker Do Not User	DM Agency clear assign
<input type="checkbox"/> 2615f529c1b9405292a200ad9ed3bbaf	CSRTSTER7	***3333	1	Binder paid	11/01/2015 (Review)	Test Broker Do Not User	DM Agency clear assign

Select General Agency

- DM Agency
- Deans Milk
- Dobbs Hats
- Flair for the Gold
- GA aa
- GA ba
- Jens Hair
- Select General Agency

ASSIGN CLEAR ASSIGNMENT