



Broker Admin User Manual

Version 2.0

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1: Acronyms

The Acronyms table provides a list of all acronyms included in the deliverable, along with the literal translation and definition.

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COBRA	Consolidated Omnibus Budget Reconciliation Act
IRS	Internal Revenue Service
QHP	Qualified Health Plan
SHOP	Small Business Health Option Program
SSN	Social Security Number

Table 1. Acronyms

2: Introduction

A broker admin is responsible for selling individual and small group health insurance policies to individual and employer clients. A broker admin must register with an agency and have a license number to track sales and commissions. A broker admin needs to be approved by an agency to conduct business on the Agent Portal.

The Agent Portal enables broker admins to sell individual and small group health insurance policies to individual and employer clients.

2.1: Purpose

The Agent Portal User Manual explains how broker admins can use the Agent Portal to manage their prospects and client list, apply for health insurance coverage on behalf of clients, search plans, and share proposals with clients.

The key topics covered in this guide include:

- Managing the broker admin account on the Agent Portal
- Managing employer clients
- Managing individual clients

2.2: Audience

The target audience for this guide are broker admins who use the Agent Portal to manage their account, proposals for clients, and to help clients apply for health insurance coverage.

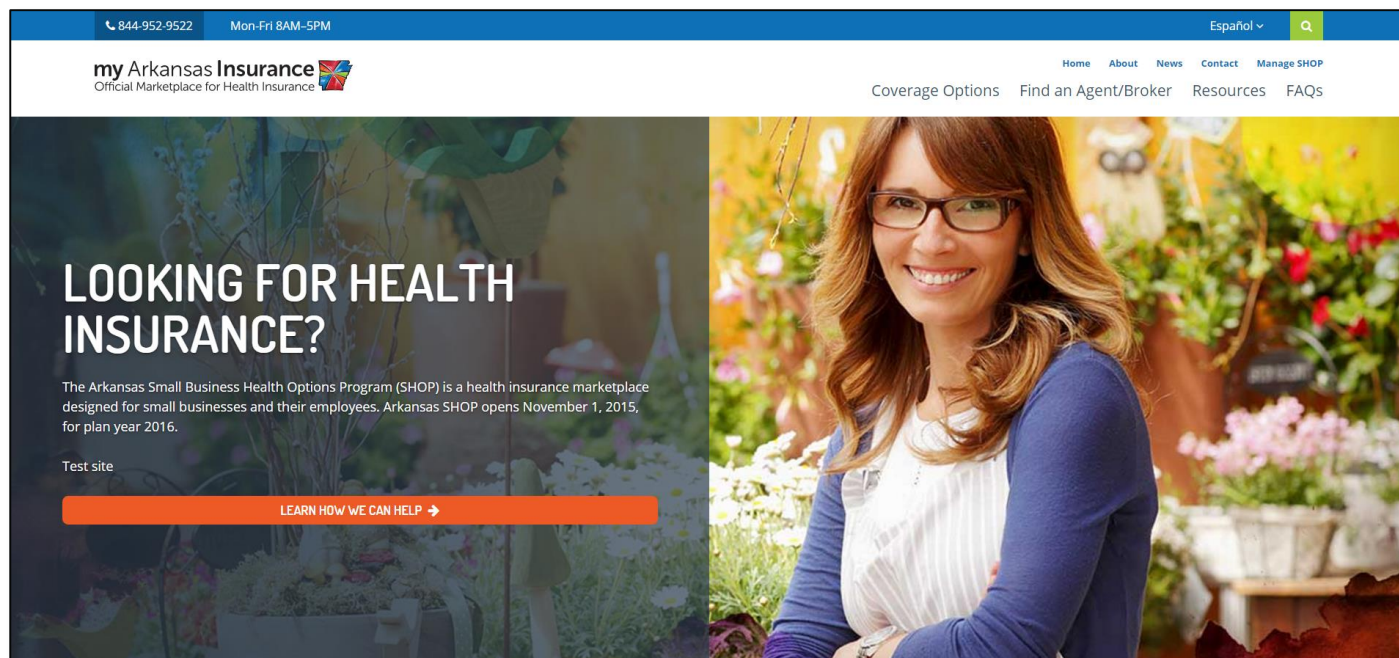
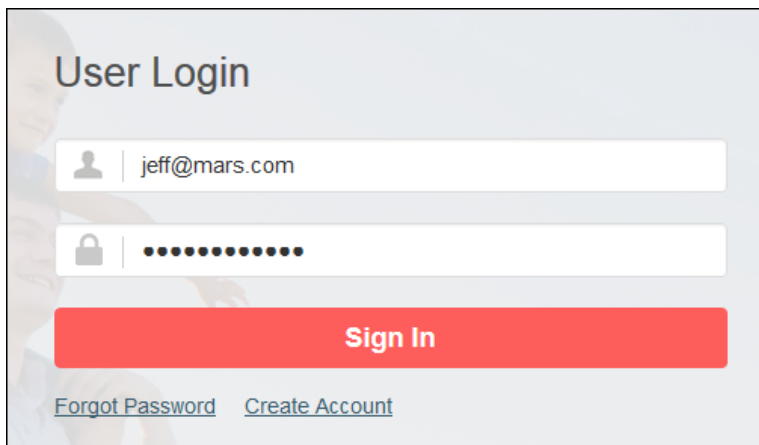


Figure 1. My Arkansas Insurance Home Page

3: Getting Started

3.1: Signing In

Sign in to the Agent Portal using the username and password you created for your account.



The image shows a 'User Login' form. It has a title 'User Login' at the top. Below the title are two input fields: the first is for the username, containing 'jeff@mars.com', and the second is for the password, represented by a series of dots. Below these fields is a large red button labeled 'Sign In'. At the bottom of the form, there are two links: 'Forgot Password' and 'Create Account'.

Figure 2. User Login Page

To sign in to the Agent Portal:

1. Go to www.myarinsurance.com.
2. Click **Manage SHOP** in the upper right-hand corner.
3. Click Agents/Brokers.

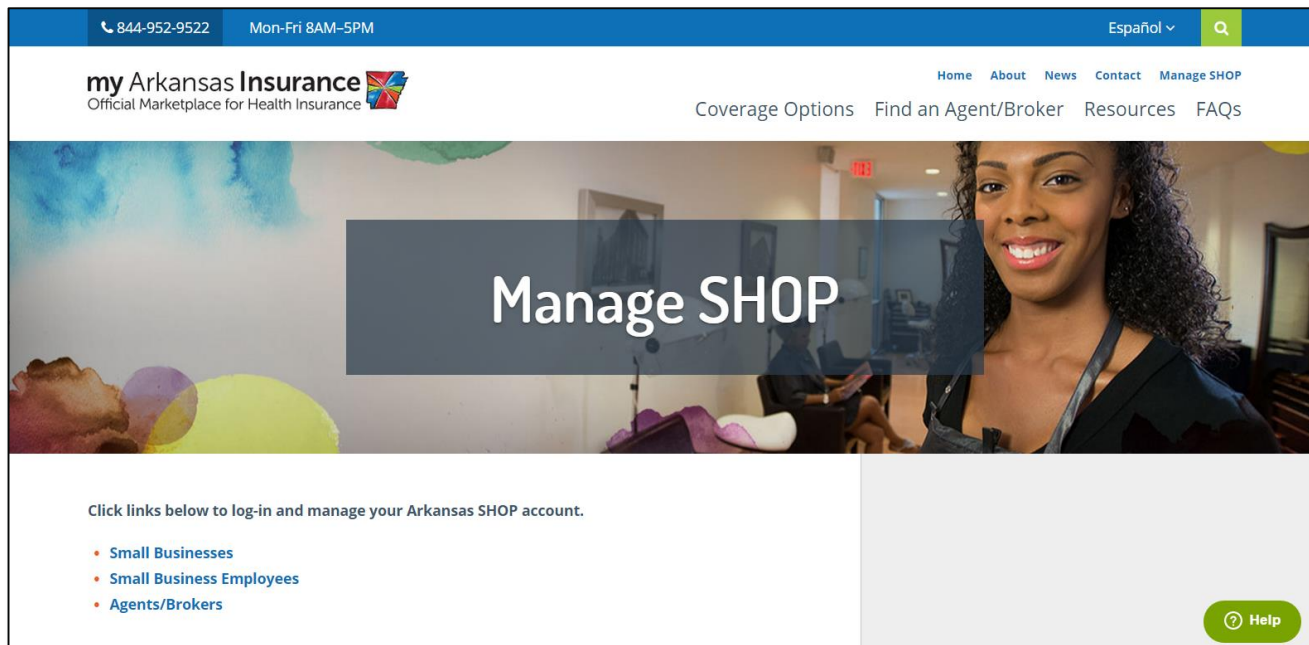


Figure 3. Figure 2. My Arkansas Insurance page

4. Type your username and password, and then click **Sign In**.
5. In the **Select Role** list on the **Sign In As** page, select **Broker Admin**.

The screenshot displays the 'myArkansas Insurance' website interface. At the top, there is a navigation bar with links for 'App Center', 'My Account', and 'Get Assistance'. A user profile dropdown shows 'daniel.moore@test123.com'. The main content area features a 'Role Selection' section with a 'Select Role' form. The form includes a label '*Required Information' and a section '*Work As' with a dropdown menu currently showing 'Broker Admin'. A red 'NEXT' button is located at the bottom right of the form. The footer contains the 'myArkansas Insurance' logo, the text 'Arkansas Health Insurance Marketplace', and contact information: '1-844-952-9522' and 'support@myArkInsurance.com'.

Figure 4. Role Selection

6. Click **Next** to log in to the portal as a Broker Admin.

3.2: Resetting Your Password

If you forget your password or need to create a new one to log in to the Agent Portal, the Forgot Password feature enables you to create a new password for your account. Submit your username and email address where you can receive the instructions to create a new password.

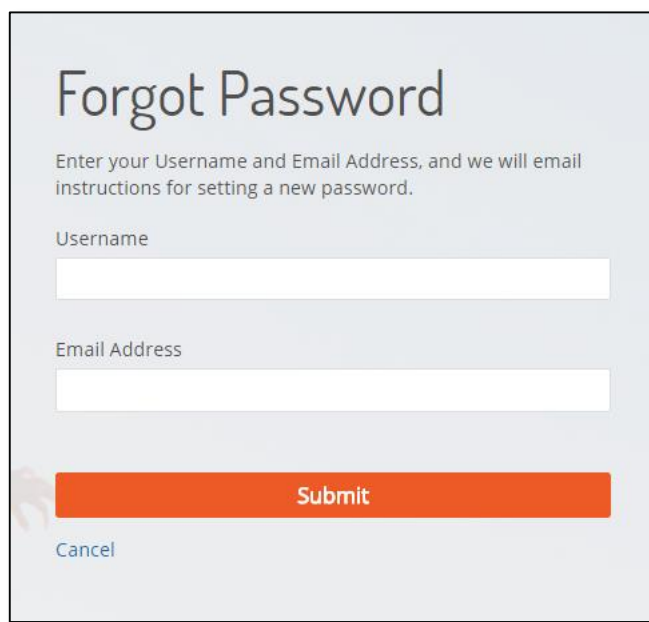
A screenshot of a web form titled "Forgot Password". The form has a light gray background. At the top, the title "Forgot Password" is in a large, dark font. Below the title, there is a line of text: "Enter your Username and Email Address, and we will email instructions for setting a new password." There are two input fields: "Username" and "Email Address", both with white text labels and white input boxes. Below the input fields is a large orange button labeled "Submit". At the bottom left of the form, there is a blue link labeled "Cancel".

Figure 5. Forgot Password Page

To create a new password:

1. On the **User Login** page, click **Forgot Password**.
2. In the **Username** field, enter the username and email address associated with the account.
3. Click **Submit**.

The system will email you a link that you use to create a new password.

3.3: Completing Your Broker Admin Profile

The Agent Portal stores details entered at the time of registration in the Broker Admin Details section.

Provide Broker Admin details, a business address, communication details, and accept the terms and conditions to complete your profile on the Agent Portal.

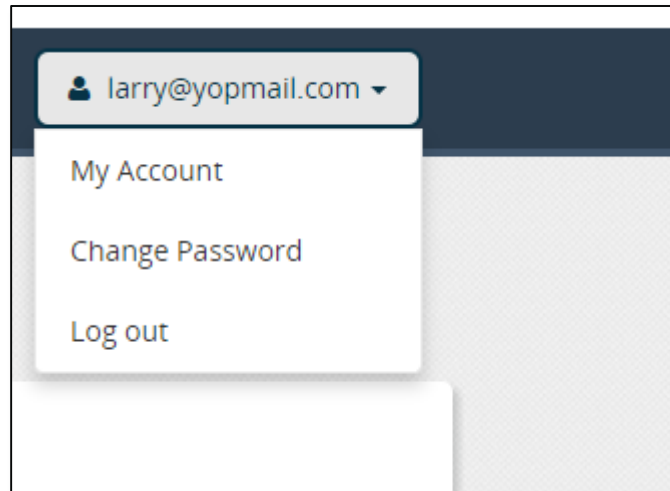


Figure 6. Welcome Menu

To add or update your profile information, in the **Top Navigation** bar, click your username and then click **My Account** from the dropdown menu.

3.3.1: Adding Broker Admin Details

Add or edit Broker Admin details on the Broker Admin Details page. State exchanges use this information to identify and give you authorization to conduct business as the Broker Admin.

An asterisk (*) indicates a required field. You must provide information in that field to complete the page.

The screenshot displays the 'Broker Admin Details' page within a web application. On the left, a sidebar contains 'Client Operations' (with a 'Manage Clients' link) and 'Agent Operations' (with a 'Message Center' link). The main area has a breadcrumb trail: 'Broker Admin Details' > 'Business Address' > 'Communication Details'. The 'Broker Admin Details' section is highlighted. It includes a 'Required Information' header. Below this, there are input fields for 'First Name' (containing 'Larry'), 'Middle Name', 'Last Name' (containing 'James'), and a 'Suffix' dropdown menu. An 'Email Address' field contains 'larry@yopmail.com'. A 'Business Address' section follows, with a 'Street Address' field containing 'main str', an 'Apt./Ste. #' field, and a row of fields for 'City', 'Zip' (72201), 'County' (PULASKI), and 'State' (AR).

Figure 7. Broker Admin Details Page

To add Broker Admin details:

1. Type your first, middle, and last name.
2. In the **Suffix** list, select an option.
3. In the **Email Address** field, type your email address.
4. In the **Business Address** section, type your business address.
5. In the **Phone Number** field, type your primary phone number.
6. In the **Preferred Language** list, select the **English** and/or **Spanish** check boxes.
7. Click **Save and Continue**.

3.3.2: Adding Your Business Address

Use the Business Address page to add or modify your profile's business details, including the address and available work hours/days.

Business Address

**Required Information*

My Arkansas Insurance will use this information to identify and authorize you to start doing business.

Primary Address

***Street Address**

Apt./Ste. #

***City** ***Zip** ***County** ***State**

Working Hours

***From** ***Select AM/PM** ***To** ***Select AM/PM**

***Working Days**

☒ Monday
 ☒ Tuesday
 ☒ Wednesday
 ☒ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

***Area of Expertise**

Figure 8. Business Address Page

To add or edit business address details:

1. In the **Primary Address** section, type your street address.
2. In the **Working Hours** section, specify your available work hours in the **From** and **To** fields.
3. Select **AM** or **PM** in the adjacent **Select AM/PM** fields.
4. Select the **Working Days** check box for each day you work.
5. In the **Area of Expertise** list, select a check box for each area of expertise.
6. Click **Save and Continue**.

3.3.3: Adding Your Communication Address

Use the Communication Details page to add or modify communication details.

Communication Details

**Required Information*

Please enter the following communication details. My Arkansas Insurance will use it to communicate with you.

***Mailing Address** ☒ Mailing address same as business address

***Street Address**

main strt

Apt./Ste. #

***City** ***Zip** ***County** ***State**

little rock 72201 PULASKI AR

***Phone Number** **Ext** **Preferred Method of Contact**

(123) 456-7895 Cell

Figure 9. Communication Details Page

To add or edit communication details:

1. In the **Mailing Address** section, type the address where you would like to be contacted or select the **Mailing Address Same as Business Address** check box to use your business address as your communication address.
2. In the **Phone Number** section, type your primary phone number and select a phone type.
3. In the **Secondary Phone Number** field, type your secondary contact number.
4. In the **Preferred Language** list, select the **English** and/or **Spanish** check boxes.
5. Click **Save and Continue**.

3.3.4: Agreeing to Terms and Conditions

Complete your profile by reading and agreeing to terms on the **Terms & Conditions** page.

Terms & Conditions

Please read these Terms & Conditions carefully. By using the agent portal, you acknowledge and agree that you have read and agree to be bound by these Terms & Conditions (this "Agreement"). This Agreement is made between State Exchange and You. IF YOU DO NOT AGREE TO BE BOUND BY THIS AGREEMENT, PLEASE EXIT THE AGENT PORTAL NOW AND REFRAIN FROM USING ANY MATERIAL THAT YOU MAY HAVE DOWNLOADED FROM THE AGENT PORTAL.

1. USE OF THE AGENT PORTAL. All use of the Agent Portal is subject to the terms of this Agreement. You may access and use the Agent portal solely for lawful purposes. State Exchange reserves the right at any time and in its sole discretion to modify, suspend, or discontinue the Agent portal (or any portion thereof) with or without notice.
2. REGISTRATION. To access some areas of the Agent portal, you may have to apply for and be approved as a registered user (a "Registered User") of the Agent portal. Your approval as a Registered User is at the sole discretion of State

☒ * I agree to the Terms & Conditions provided.

PREVIOUS SAVE

Figure 10. Terms and Conditions Page

To complete your profile:

1. On the **Terms & Conditions** page, read the terms and conditions and then select the **I agree to the Terms & Conditions Provided** check box.
2. Click **Save**.

3.4: Navigating the Agent Portal

This portal consists of the App Center. Use the App Center to track pending deals, manage follow up, and plan client activities. When you log into the Agent Portal, the App Center is displayed. Use the App Center to manage clients and documents.

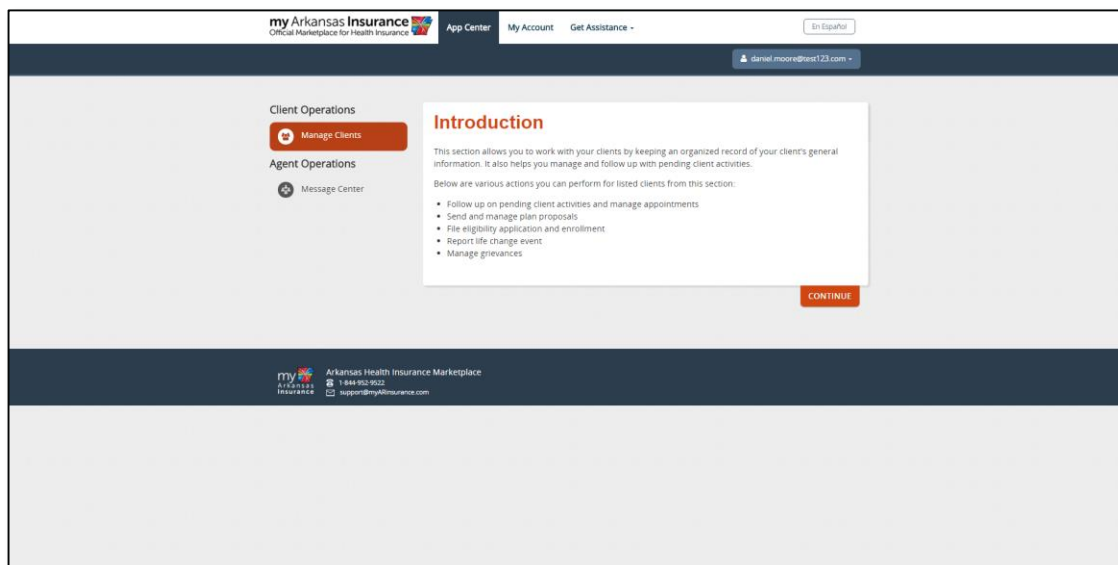


Figure 11. The App Center

4: Managing User Settings

After you create your account, the Agent Portal stores your user account details in the My Account section. My Account details are located in the Welcome menu in the top Navigation bar.

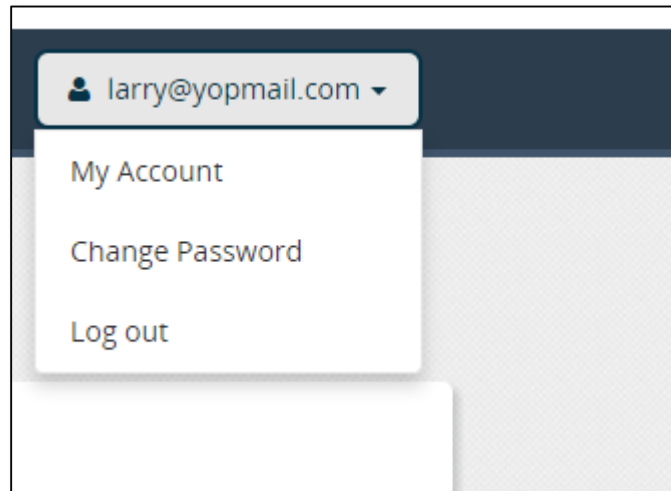


Figure 12. Welcome Menu, Settings

To access user account settings:

1. On the top Navigation bar, click the **Welcome (user name)** menu.
2. Click **Settings**.

4.1: Modifying Account Details

On the Broker Admin Details page, you can change the email address registered to the account.

The screenshot displays the 'Broker Admin Details' page within a web application. The left sidebar contains 'Client Operations' (Manage Clients) and 'Agent Operations' (Message Center). The main content area has a breadcrumb trail: 'Broker Admin Details' > 'Business Address' > 'Communication Details'. The 'Broker Admin Details' section is active and shows the following fields:

- *Required Information**
 - *First Name: Larry
 - Middle Name: (empty)
 - *Last Name: James
 - Suffix: Suffix (dropdown menu)
- * Email Address**
 - larry@yopmail.com
- * Business Address**
 - *Street Address: main strt
 - Apt./Ste. #: (empty)
 - *City: little rock
 - *Zip: 72201
 - *County: BULL ARK
 - *State: AR

Figure 13. Modify Account Settings

4.2: Modifying Security Information

After you create your account, you can modify your security information. You can modify your security information from the Welcome menu in the top Navigation bar.

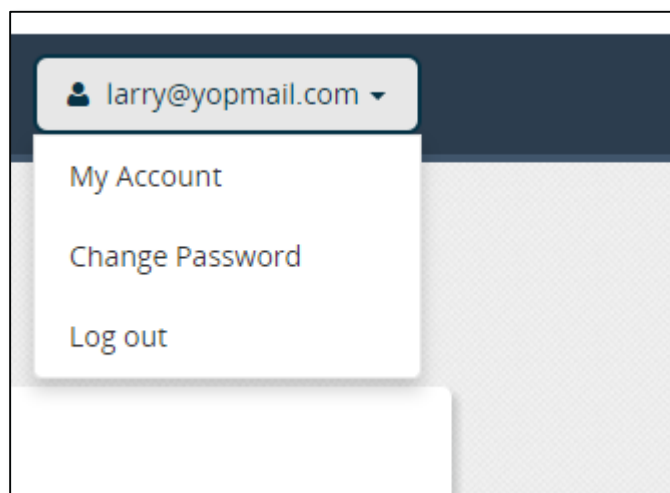


Figure 14. Welcome Menu, Settings

To access security information:

3. On the top Navigation bar, click the **Welcome (user name)** menu.
4. Click **Change Password**.
5. Click **Change Security Questions**.

Use the Security page to change the security questions and answers that you selected when creating your account. You are prompted to answer the security questions if you reset your password.

Figure 15. Change Password

To modify your security questions:

1. In the **Security Question 1** list, select a security question.
2. In the **Answer to Security Question 1** field, enter an answer.
3. From the **Security Question 2** list, select a security question.
4. In the **Answer to Security Question 2** field, enter an answer.
5. From the **Security Question 3** list, select a security question.
6. In the **Answer to Security Question 3** field, enter an answer.
7. Click **Save and Logout**.

Change Security Questions

Username
daniel.moore@test123.com

Email
daniel.moore@test123.com

Select ▼

*

Select ▼

Select ▼

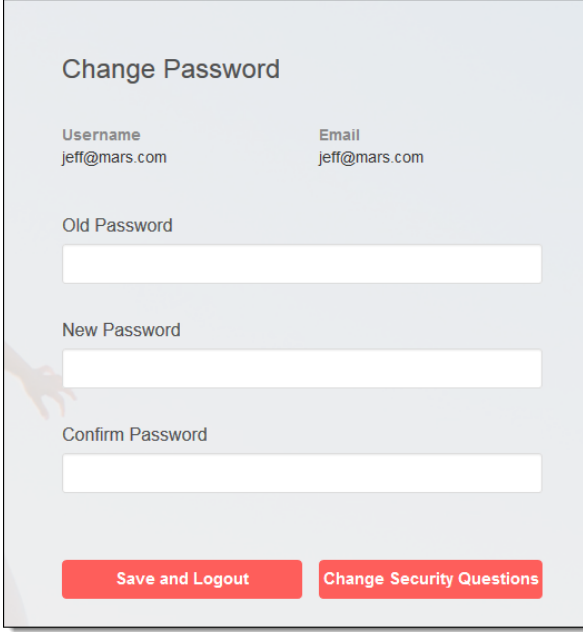
Save and Logout

[Back](#)

Figure 16. Change Security Questions

4.3: Changing Your Password and Security Questions

In Settings, located in the Welcome menu, the Change Password feature enables you to modify the password you use to log into the Agent Portal.



Change Password

Username
jeff@mars.com

Email
jeff@mars.com

Old Password

New Password

Confirm Password

Save and Logout Change Security Questions

Figure 17. Change Password

To change the password:

1. On the Top Navigation bar, click the **Welcome (username)** menu.
2. Click **Change Password**.
3. In the **Old Password** field, type your current password.
4. In the **New Password** and **Confirm Password** fields, type the new password you want to use to log in to the Agent Portal.
5. Click **Save and Logout**.

5: Managing Clients

The Clients page enables you to manage your clients and perform the following tasks:

- Add clients.
- Use smart filters to follow up on pending client activities.
- Send and manage plan proposals.
- File eligibility and enrollment applications on behalf of the client.

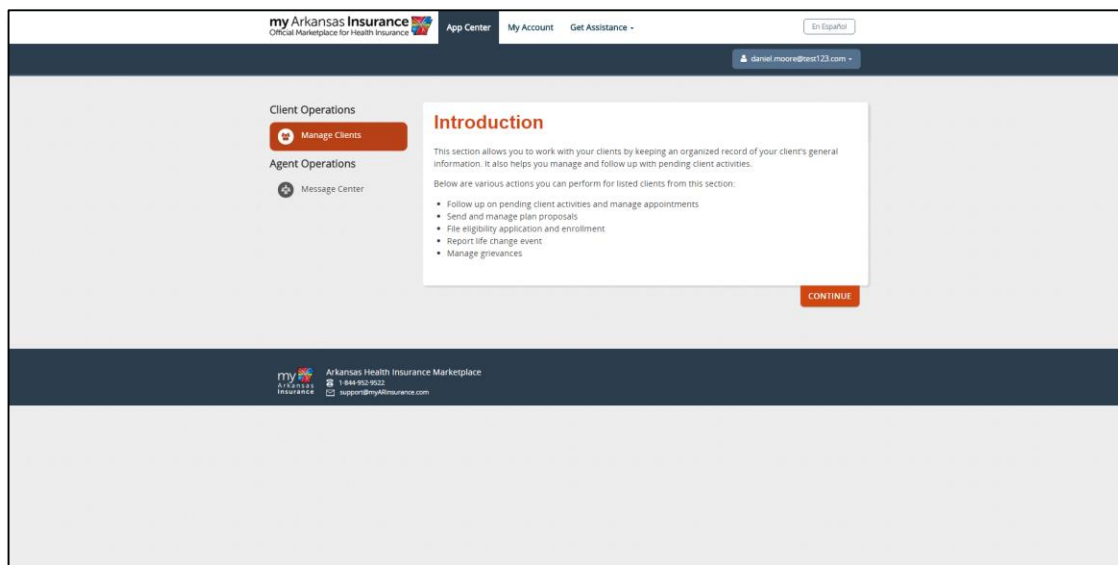


Figure 18. Manage Clients in App Center

To access the Clients page:

1. Click **Manage Clients** from the left navigation menu.
2. From the Introduction page, click **Continue**.

5.1: Using the Clients Page

The Clients page enables you to maintain an organized record of your client's general information and manage pending client activities.

To view the client list, you can:

- Apply filters to only display clients that satisfy the search criteria you specify.
- Download the client list to a spreadsheet to view outside of the Agent Portal.

Use the Search field to locate client based on the legal business name, or the employer identification number.

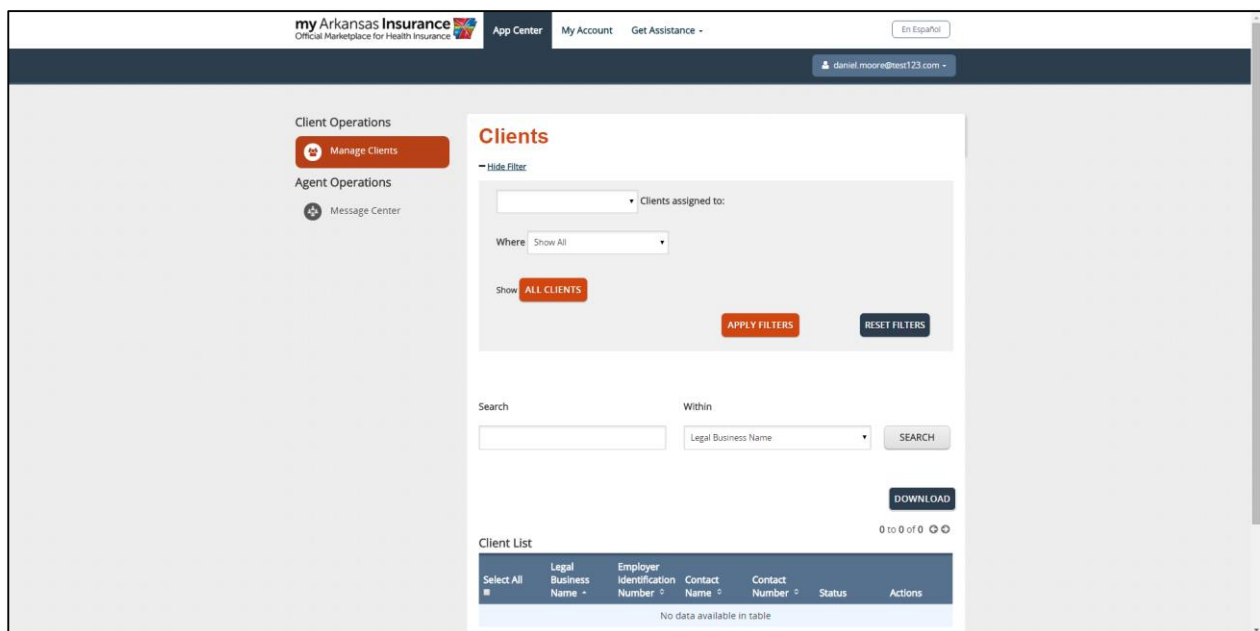



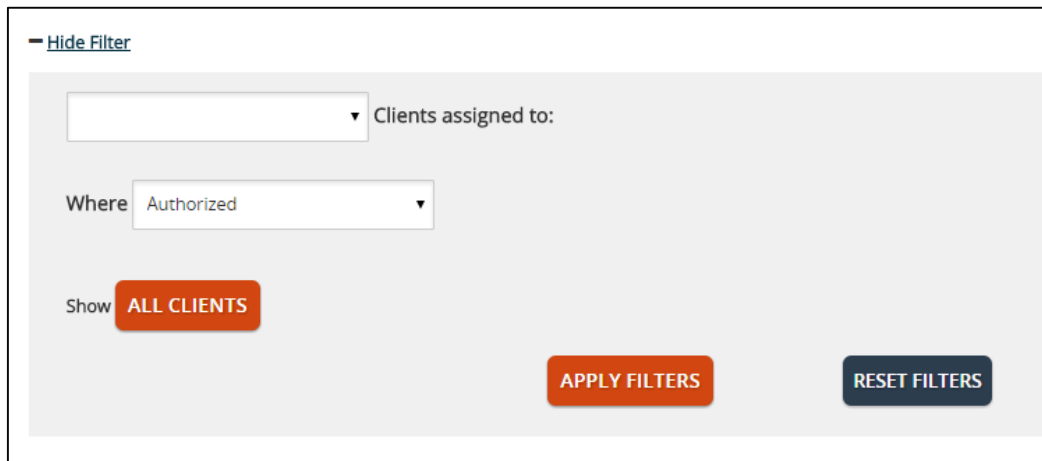


Figure 19. Clients Page

The Actions column contains features that enable you to manage the client in the Client list. In the Actions column, to manage a client account, click **Select Client** ; to view client details, click **View Client Details** ; to modify client details, click **Edit Client Details** .

5.1.1: Filtering the Client List

The Client List section will display a list of clients matching the filter criteria specified in the Select Filters settings. Select the **Select Filters** link to enable the settings. To display an unfiltered list of clients, clear the Select Filters options and then click **All Clients**.



— [Hide Filter](#)

▼ Clients assigned to:

Where ▼

Show

Figure 20. Select Filters Settings

To filter the list of clients:

1. On the **Clients** page, click the **Select Filter** link.
2. In the **Clients assigned to** drop-down menu, select the Broker Admin.
3. In the **Where** list, select a client status.
4. Click **Apply Filter**.

5.1.2: Downloading Client List

Download the complete client list to view outside of the portal. When you download the list, you have the option to open the spreadsheet or save it to your computer.



Figure 21. Download Client List Icon

To download a list of all employer clients:

1. On the **Clients** page, click **Download**.
2. Open or save the file to your computer.

5.1.3: Viewing Client Details

To view details of a client:

1. On the Clients page, in the Actions tab, click **View Client Details**.

Client List					
Select All	Legal Business Name ^	Employer Identification Number ^	Contact Name ^	Assigned Broker Admin ^	Stat
<input type="checkbox"/>	Asus	12-4646131	Taylor, Ronald		View Client Details ASUS Authorization Pending Client; Proposal Sent; Enrollment In Progress; Eligibility Submitted

Figure 22. Actions Column in Client List

2. View the client details.

Review Details (Employer)

Company Name Asus	Business Contact Taylor, Ronald
Legal Business Address 2232 Glen St, 72201, AR, PULASKI	Primary Phone Number 7985611625
Email Address ronald.taylor@test123.com	Preferred Language English

Figure 23. Review Client Details (Employer)

6: Managing Client Operations

The Apps Center page of the Agent Portal enables you to perform the following activities for your employer clients:

- View proposals
- Manage eligibility
- Set up, submit, and track enrollment
- Manage employees
- Manage your profile and messages

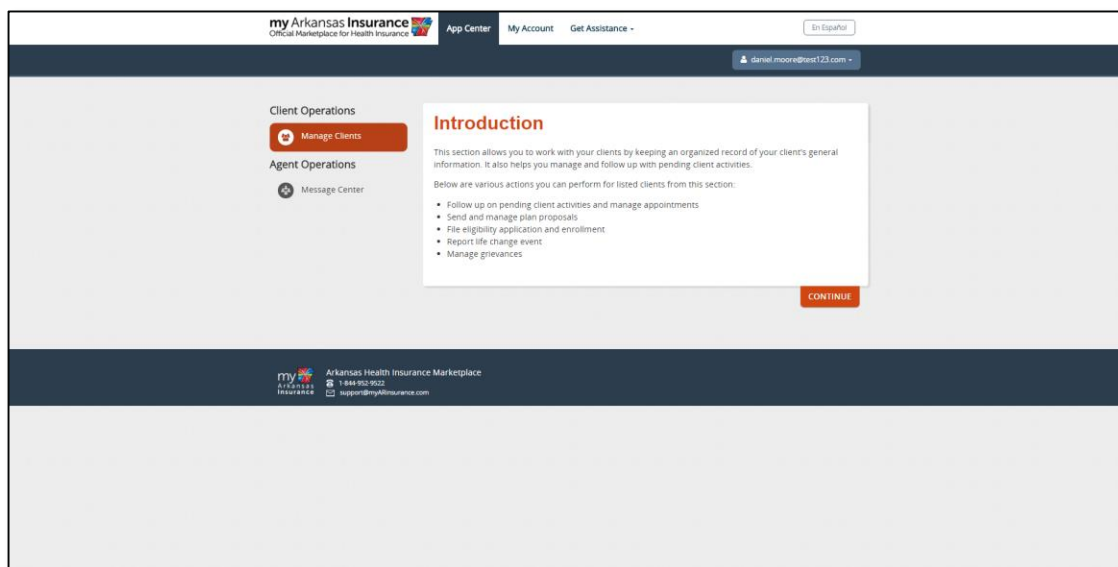


Figure 24. Client Operations Apps

To access the Apps specific to your employer clients:

1. Click **App Center** from the top navigation menu.
2. In the **Client Operations** section, click **Manage Clients**.
3. On the **Manage Clients - Introduction** page, click **Continue** to display the Clients page.
4. In the **Actions** column, click **View Client**.
5. On the **Client Operations** page, click an app to perform an operation for your employer client.

6.1: Managing Proposals

The Proposals sections enables Broker Admin to perform the following tasks for employer clients:

- Create proposal
- View proposal summary
- Filter proposals

1. Click **Manage Proposal**.
2. Click **Continue** to proceed.

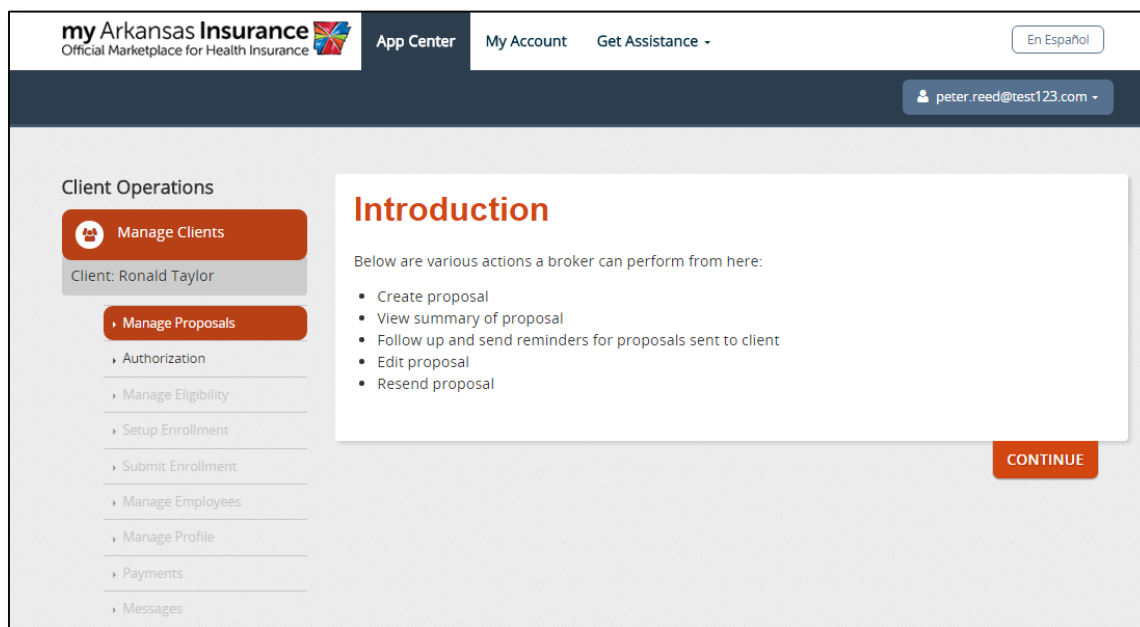
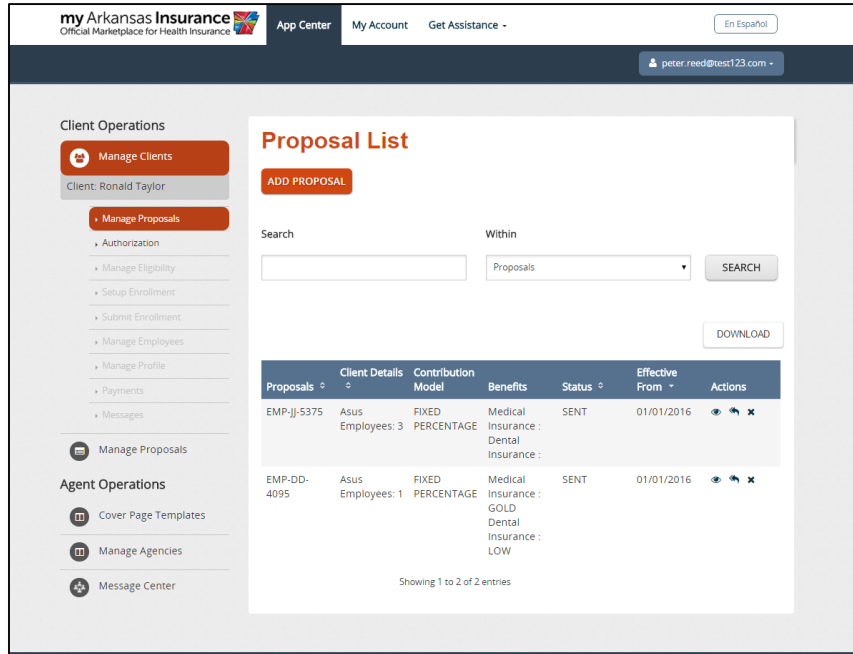


Figure 25. Manage Proposals

6.1.1: Creating Proposals

To create a proposal:

1. Click Add **Proposal**.



The screenshot shows the 'my Arkansas Insurance' web application interface. The top navigation bar includes the logo, 'App Center', 'My Account', 'Get Assistance', and a language toggle for 'En Español'. A user profile dropdown shows 'peter.reed@test123.com'. The left sidebar is divided into 'Client Operations' and 'Agent Operations'. Under 'Client Operations', 'Manage Proposals' is selected, showing a list of actions: Authorization, Manage Eligibility, Setup Enrollment, Submit Enrollment, Manage Employees, Manage Profile, Payments, and Messages. Under 'Agent Operations', there are links for Cover Page Templates, Manage Agencies, and Message Center. The main content area is titled 'Proposal List' and features an 'ADD PROPOSAL' button. Below this is a search section with a 'Search' input field and a 'Within' dropdown menu set to 'Proposals', with a 'SEARCH' button. A 'DOWNLOAD' button is also present. The table below displays two proposals:

Proposals	Client Details	Contribution Model	Benefits	Status	Effective From	Actions
EMP-JJ-5375	Asus Employees: 3	FIXED PERCENTAGE	Medical Insurance : Dental Insurance :	SENT	01/01/2016	👁️ 🔄 ✕
EMP-DD-4095	Asus Employees: 1	FIXED PERCENTAGE	Medical Insurance : GOLD Dental Insurance : LOW	SENT	01/01/2016	👁️ 🔄 ✕

Showing 1 to 2 of 2 entries

Figure 26. Proposal List

6.1.1.1: Proposal Details

The Proposal Details enables Broker Admin to enter general information about the proposal.

You can add the following details about the proposal:

- Proposal Name
- Proposal Description
- Effective Date

Figure 27. Proposal Details

To enter proposal details:

1. Click **View Client Details** from the Actions column next to the client.
2. Click **Manage Proposals** from the left navigation menu.
3. Click **Create Proposal**.
4. Enter **Proposal Name**.
5. Enter **Proposal Description**.
6. Enter **Effective Date**.
7. Click **Continue**.

6.1.2: Enter Employee Details

On the **Employee Details** page:

1. Download the **Employee Roster Template**.
2. Complete the **Employee Roster in Excel**.
3. Upload **Employee Roster**.
4. Click **Continue**

Employee Details

Add employee roster for more accurate proposal amount.

DOWNLOAD ROSTER TEMPLATE UPLOAD EMPLOYEE LIST

Employee List

Employee ID	Date of Birth	Tobacco User	Zip Code	County	Dependents
No Employees Found					

PREVIOUS CONTINUE

Figure 28. Employee Details

6.1.3: Selecting Plan Benefits

The Plan Benefits page enables Broker Admin to select the types of health plans for the enrollment offer. The plan benefits Broker Admin select on this page will filter the plans that are rolled out to the employees on the enrollment offer.

There are two options when selecting plan benefits:

- Option One: Employees can select plans in one metal tier from all carriers.
- Option Two: Employees can select one plan from one carrier.

Decide How You Offer Coverage

Select Plan Benefits to be rolled out to the employees. (Every employee will be able to select one plan from this list)

- You'll select a plan category (like Bronze or Silver) from any insurance company. Your employees can select the insurance company and plan the best suits their needs in from plan category you choose.
- You'll select the insurance company and the plan. Your employees must enroll in this plan in order to get SHOP coverage.

If you have any questions, call the SHOP Employer Call Center at 1-844-952-9522, or select "Get assistance" to chat online. TTY users should call 711 FREE to reach a call center representative.

☐ **Option One**
Employees can select plans in one metal tier from all carriers.

☐ **Option Two**
Employees can select one plan from one carrier.

Figure 29. Decide How You Offer Coverage

6.1.4: Defining Contribution

The Define Contribution page enables Broker Admin to define the percentage or maximum dollar amount that the employer wants to contribute towards the employees' health plans, as a premium for employees and their dependents. To qualify for tax credits, the employer must pay at least 50% of full-time employees' premium costs.

Define Contribution

**Required Information*

Please enter contribution details

- You can contribute a fixed percentage that will be calculated based on the individual plan premium for each employee and dependent.
- You can base your percentage contribution on a reference plan premium if your employees are selecting coverage from a plan category you chose.

The percentage in both contribution methods will translate to a dollar amount you can use for budgeting purposes. This amount will also be applied to your monthly cost as you compare plans. You can come back here and change your contribution any time as you compare plans.

Contribution Method

☒ Fixed Percentage ☐ Fixed Dollar Amount

Will you offer coverage for dependents?

☐ Yes ☒ No

Health coverage

To qualify for the tax credit, you must pay at least 50% of your full-time employees' premium costs.

***Contribution % for employee**

***Contribution % for dependent**

Dental coverage

***Contribution % for employee**

***Contribution % for dependent**

PREVIOUS

SAVE AND CONTINUE

Figure 30. Define Contribution page

To define employer contribution towards the employee's health insurance premium:

1. Select **Fixed Percentage** or **Fixed Dollar Amount** to specify your contribution type.
2. Select **Yes** or **No** to specify if you want to contribute for the dependents of the employees.
3. Enter your contribution for medical and dental insurance in the specific fields for both employees and their dependents, if applicable.
4. Click **Save and Continue**.

6.1.5: Select Plans

The Select Plans page enables Broker Admin to select the plans for the enrollment offer to be rolled out to the employees. The premium rates mentioned for the plan on the Select Plans page are monthly employer contributions.

Each standalone plan may have associated entities. Entities are add-on insurance plans that cover health-related services that are not typically covered by the selected health plan.

Select A Plan For Health Coverage

Use the SHOP Tax Credit Estimator to find out if your business may qualify for the Small Business Health Care Tax Credit, and if it does, how much it may be worth to you. Take me to the [Tax Credit Estimator](#). PRINT

3 Medical Insurance Plans

COMPARE PLANS (UP TO 3) Sort Plans By
Sort By

SHOP Bronze 3000-1 VIEW DETAILS
PPO | Bronze ADD TO PROPOSAL

Cost details			
Total monthly premium	Annual Deductibles	Total employer contribution	Total employee contribution
\$740.73	Individual Not Applicable	\$370.38 per month	\$370.35 per month
	Family Not Applicable per person		
	Not Applicable per group		

Figure 31. Select A Plan For Health Coverage page

On the **Select A Plan For Health Coverage** page, Broker Admin can:

- Add to proposal
- Sort plans
- Filter plans
- Compare plans
- View plan details

6.1.5.1: Adding to Proposal

To add plans to proposal:

1. On the **Select A Plan For Health Coverage** page, click **Add to Proposal**.

ADD TO PROPOSAL

2. Click **Continue**.

6.1.5.2: Sorting Plans

On the **Select A Plan For Health Coverage** page, Broker Admin can sort the available plans to view plans matching your preference.

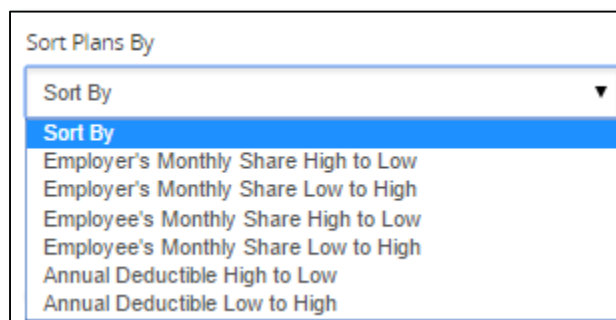


Figure 32. Sort Plans By Section

6.1.5.3: Filtering Plans

On the **Select A Plan For Health Coverage** page, use the filter option to view plans matching your filter criteria

To filter plans:

1. On the **Select A Plan For Health Coverage** page, click **Accessible Filters**

on the left panel to expand or collapse the Contribution filtering list.

Broker Admin can narrow down the accessible filters using the following filter options:

- Estimated Employer Contribution (minimum and maximum)
- Estimated Employee Contribution (minimum and maximum)
- Yearly Deductible (per employee) (minimum and maximum)
- Yearly Deductible (per family) (minimum and maximum)

PLAN CATEGORY

☒ Bronze
 ☒ Silver
 ☒ Gold

FILTER OPTIONS

ACCESSIBLE FILTERS

Estimated Employer Contribution

Between \$370.38 - \$533.88

\$370.38

\$533.88

Estimated Employee Contribution

Between \$370.35 - \$533.85

\$370.35

\$533.85

Yearly deductible (per individual)

Between \$0.00 - \$2,000.00

\$0.00

\$2,000.00

Yearly deductible (per group)

Between \$0.00 - \$4,000.00

\$0.00

\$4,000.00

Figure 33. Filter Section

6.1.5.4: Comparing Plans

The Compare Plan page enables Broker Admin to compare two or three different plans by displaying the plan details in a side-by-side comparison.

To compare plans:

1. On the **Select Plans Health Coverage** page, select the **Compare** check box for the plans that you want to compare.
2. Click **Compare Plans**.
 - The Compare Plans page displays the selected plans in a side-by-side comparison

Compare Plans	
BACK TO PLAN LIST ADD PLAN DOWNLOAD IN EXCEL PRINT	
<p>SHOP Bronze 3000-1</p> <p>\$370.38 Employer Monthly Share</p> <p>\$370.35 Employee Monthly Share</p> <p>\$740.73 Total monthly premium</p> <p>VIEW DETAILS</p> <p>ADD TO PROPOSAL</p>	<p>SHOP Silver 2000-1</p> <p>\$434.58 Employer Monthly Share</p> <p>\$434.55 Employee Monthly Share</p> <p>\$869.13 Total monthly premium</p> <p>VIEW DETAILS</p> <p>ADD TO PROPOSAL</p>

Figure 34. Compare Plans page

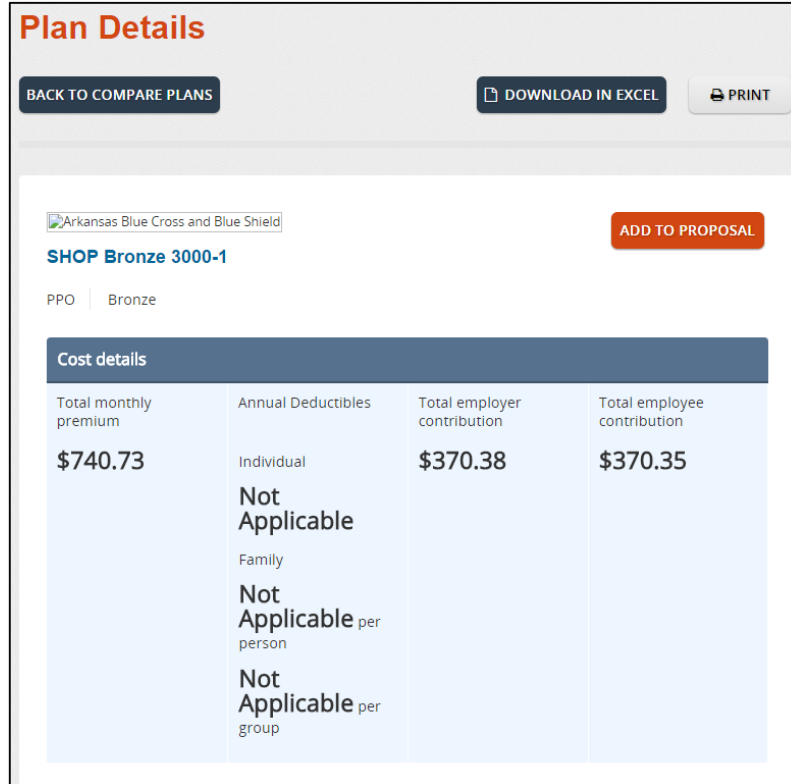
6.1.5.5: Viewing Plan Details

The Plan Details page enables Broker Admin to review available plans in detail before making a selection. The Plan Details page displays the following information:

- Monthly Premium
- Issuer
- Plan Name
- Annual Deductible
- Metal Level
- Quality Rating

- Co-pays
- Coinsurance
- Deductibles

On the **Select Plans Health Coverage** page, click **View Details** for the preferred plan.



Plan Details

BACK TO COMPARE PLANS DOWNLOAD IN EXCEL PRINT

Arkansas Blue Cross and Blue Shield

SHOP Bronze 3000-1 ADD TO PROPOSAL

PPO | Bronze

Cost details			
Total monthly premium	Annual Deductibles	Total employer contribution	Total employee contribution
\$740.73	Individual	\$370.38	\$370.35
	Not Applicable		
	Family		
	Not Applicable per person		
	Not Applicable per group		

Figure 35. Plan Details page

6.1.6: Adding Documents

Broker Admin can add documents to include in the proposal sent to clients.

On the **Document Selection** page:

1. Click the **Cover page** checkbox and select a template from the dropdown menu to include with the proposal.

See the Adding Cover page Templates section for more information on loading templates.

2. Select **Employee List (with cost details)**, to include with proposal.
3. Select **Employee Details**, to include a list of employees with proposal.
4. Click **Continue**.

Document Selection

Please select the documents to be added to proposal.

☒ Cover Page

Select a template

Initial Proposal

☒ Employee List (with cost details)

☒ Benefit Details

PREVIOUS CONTINUE

Figure 36. Document Selection page

6.1.7: Reviewing Proposal Details

The Review Proposal page, enables Broker Admin to review the enrollment offer thoroughly after you have completed the plan selection for your client's employee group.

The enrollment details previously entered while setting up enrollment, and the selected plans added to your enrollment, are displayed on the Review Proposal page.

Review Proposal

You have completed the plan selection for the proposal. Please review the details below.

Below is the summary of the estimated premium costs and your plan selections

COPY PRINT DOWNLOAD

Enrollment Period

Effective Date	End coverage on
01/01/2016	

Proposal Id	EMP-JJ-5375
Effective Date	2016-01-01
Description	
Client Name	Asus
Primary Contact	

Figure 37. Review Proposal page

6.1.8: Sharing Proposals

The Share Proposal page, enables Broker Admin to share the created proposal to the client. Broker Admin can also save the proposal to revisit and complete the proposal. Once the proposal is complete, it cannot be edited.

Broker Admin can enter a unique message and subject line specific to the client.

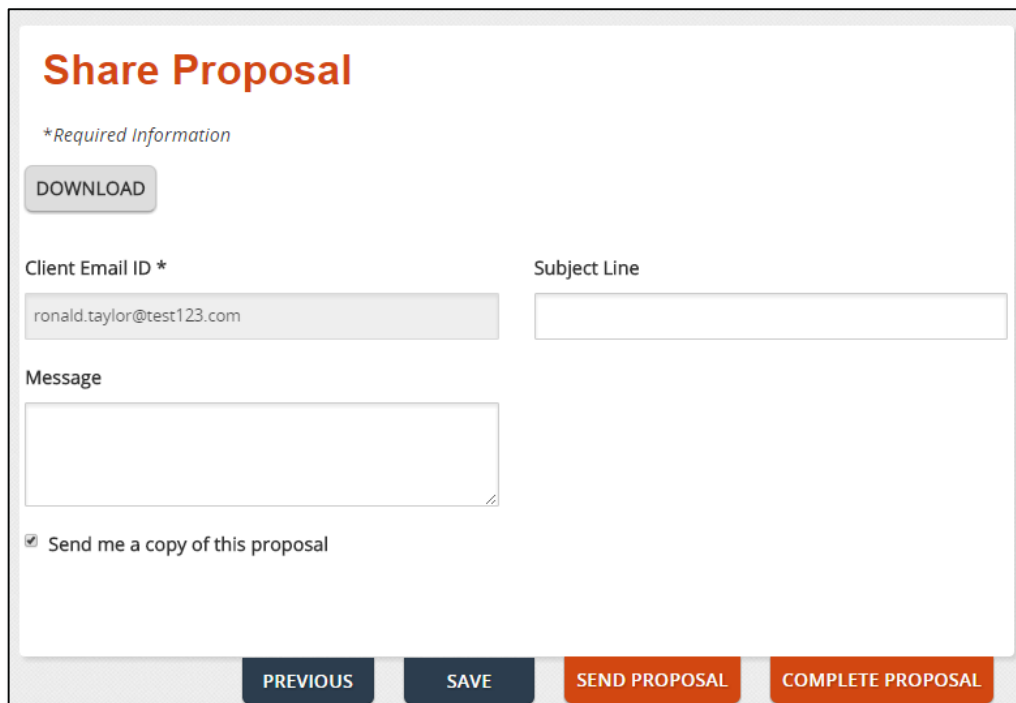


Figure 38. Share Proposal page

Once proposal is shared, a Proposal Sent message will display directing you to go to the Client Operations page for more options for the client.

ronald.taylor@test123.com'." data-bbox="159 714 829 832"/>

Figure 39. Proposal Sent page

6.2: Managing Eligibility

The Manage Eligibility section enables Broker Admin to check if your client qualifies to purchase plans on the SHOP marketplace.

To be eligible to purchase plans on the SHOP marketplace, your client must:

- Have a valid EIN
- Have a primary business address in the state of Arkansas
- Provide a self-attestation for the following required:
 - You are a small business with less than 100 employees.
 - You will offer coverage to all full time employees.
 - Your business should have at least one employee who isn't owner or business partner.

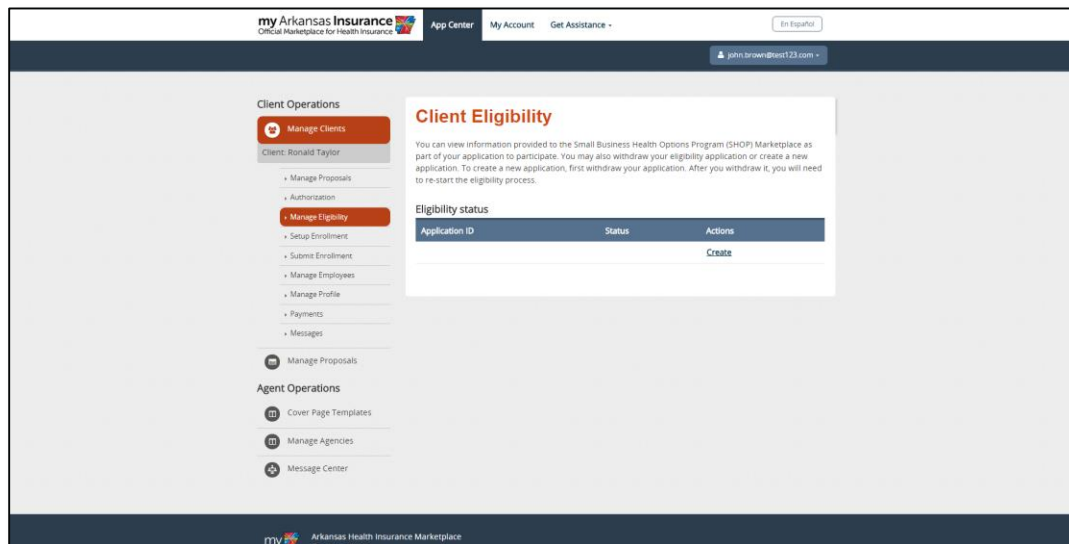
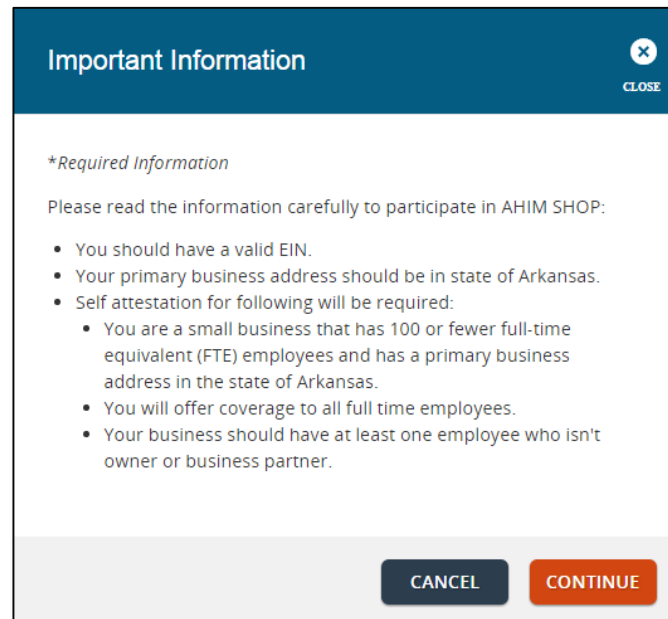


Figure 40. Client Eligibility page

6.2.1: Create Eligibility Application

To create an eligibility application:

1. On the Client Eligibility page, click **Create** under the Actions column.
2. Read the self-attestation message, and click **Continue**.



The screenshot shows a modal dialog box titled "Important Information" with a close button (X) and a "CLOSE" link. The content is as follows:

**Required Information*

Please read the information carefully to participate in AHIM SHOP:

- You should have a valid EIN.
- Your primary business address should be in state of Arkansas.
- Self attestation for following will be required:
 - You are a small business that has 100 or fewer full-time equivalent (FTE) employees and has a primary business address in the state of Arkansas.
 - You will offer coverage to all full time employees.
 - Your business should have at least one employee who isn't owner or business partner.

At the bottom of the dialog are two buttons: "CANCEL" and "CONTINUE".

Figure 41. Self-Attestation Message

6.2.1.1: Enter Employer Details

To create the employer profile on the Agent Portal:

Business Information

**Required Information*

Start here to create a SHOP account and verify your eligibility to purchase a plan.

To be eligible, your small business must have a primary business address in the state where you're buying coverage, and have at least one employee who isn't the owner or business partner or the spouse of the owner or business partner. You must have 100 or fewer full-time equivalent (FTE) employees, and offer SHOP coverage to all full-time employees.

All information is required unless otherwise noted. You may save your data at any point and return later to finish.

Select "Get assistance" and "Learn about SHOP" if you have questions about how to calculate the number of full time equivalent employees or for answers to other questions.

*** Legal Business Name**

Asus

***Name to be displayed on the SHOP**

***EIN**

***Business type**

Select

Figure 42. Business Information page

1. Enter the Legal Business Name, Name to be displayed on the SHOP, Employer Identification Number (EIN), and Business type.
2. In the **Business Address** fields, enter the legal business address.
3. In the **Primary Business Address** fields, enter the legal business address.
4. Enter **Preferred Mode of Communication**: Email address or Mailing address
5. Enter **Preferred Language**: English or Spanish
6. Click **Save & Continue**
7. On the Employer Information – Primary page, enter primary contact details, mailing address, and, contact preferences.

Employer Information - Primary Contact

**Required Information*

Primary contact details

*First Name	Middle Name	*Last Name	Suffix
<input type="text" value="Ronald"/>	<input type="text"/>	<input type="text" value="Taylor"/>	<input type="text" value="Suffix"/>

*Title (Examples: Owner, HR)

*Email Address

*Confirm Email

Mailing address ☐ Select if it's the same as the business billing address

*Street Address

Apt./Ste. #

Figure 43. Employer Information-Primary page

8. Click **Save & Continue**.

6.2.1.2: Verify Eligibility

To be eligible to purchase plans on the SHOP marketplace, your client must:

- Have a valid EIN
- Have a primary business address in the state of Arkansas
- Provide a self-attestation for the following required:
 - You are a small business with less than 100 employees.
 - You will offer coverage to all full time employees.
 - Your business should have at least one employee who isn't owner or business partner.

Verify Eligibility

**Required Information*

To be eligible to participate in the SHOP, you must indicate that your business or organization meets all of these qualifications. [Learn more about how to count full-time equivalent employees.](#)

- ☒ * This business has 100 or fewer full-time equivalent (FTE) employees and has a primary business address in the state of Arkansas where I'm applying for this SHOP coverage.
- ☒ * All full-time employees of this business will be offered SHOP coverage.
- ☒ * This business has at least one employee who isn't the owner or business partner, or the spouse of the owner or business partner.

BACK
SAVE AND CONTINUE

Figure 44. Verify Eligibility page

1. On the Verify Eligibility page, read the self-attestation.
2. Check the checkbox next to each attestation.
3. Click **Save and Continue**.

6.2.1.3: Managing Employees

Once you complete the eligibility attestation for your client, Broker Admin can manage their employee list on the Employee Details section.

Employee Roster

Submit a roster that lists all employees who will receive an offer of coverage, including you. You can upload a complete employee roster or add employees manually.

- List all eligible employees, even if some may not accept the coverage offer.
- At a minimum, you must offer coverage to each employee working an average of 30 or more hours per week throughout the year.
- All employees working 30 or more hours per week should be listed, even if they do not plan to accept coverage.

These employees should be listed so you can track the percentage of employees who accept your offer of coverage. This will allow you to determine if you meet the minimum participation rate.

ADD EMPLOYEE
BLANK ROSTER
UPLOAD COMPLETED ROSTER

Search employee by

Within

Employee Code

SEARCH

1 to 1 of 1

Employee Code	Employee Name	Participation Code	Status	Actions
99999	Kevin Lee	hAZUkvfi4ARLFDN u-32cGA	ACTIVE	View Remove

BACK
SAVE AND CONTINUE

Figure 45. Employee Roster page

Broker Admin can add new employees to the roster, edit their details, and remove them from the employee list on the Employee List page.

6.2.1.4: Adding New Employees

To add employees to the roster, Broker Admin can upload the information of multiple employees using an Excel spreadsheet Roster Template or click Add Employee to add each employee individually via a web form.

Adding Employees Using Roster Template

To add employees using the employee template:

1. Click **Blank Roster** to download the Excel template to your computer and **Save** the template.
2. Enter details for your employees in the template and **Save** the template.
3. Click **Choose File** and then follow the instructions to upload your Excel template spreadsheet.

	A	B	C	D	E	F	G	H	I
		Employee First Name*	Employee Last Name*	Employee Middle Name	Employee Gender*	Employee Email Address	Employee Date of Birth*	Employee Social Security Number*	Pre-Medical Code
1	Suffix								
2		Jane	Doe		Female	jane.doe@employee.com	02/02/1985	324-78-9090	EV
3		Josh	Smith		Male	josh.smith@employee.com	03/03/1983	123-89-6789	EV
4		Lynn	Roberts		Female	lynn.roberts@employee.com	04/04/1988	345-89-6789	EV
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Figure 46. Employee Roster Template

Adding Employees Manually

To add each employee individually:

1. On the **Employee Roster** page, click **Add Employee**.
2. On the **Enter Employee Details** page, enter the following employee details:
 - a. **Employee Name**
 - b. **Social Security Number**
 - c. **Date of Birth**
 - d. **Email Address**
 - e. **Employment Type**

Figure 47. Enter Employee Details page

3. On the Enter Employee Details page, enter the following:
 - a. Employee code
 - b. Date of Hire
 - c. Gender
 - d. Phone Number
 - e. Preferred Method of Contact
 - f. Mailing Address
 - g. Add Dependents

4. On the **Employee Dependent Details** page, enter the following dependent details:
 - a. **Name**
 - b. **Date of Birth**
 - c. **Social Security Number**
 - d. **Relationship to Employee**
 - e. **Sex**
 - f. **Tobacco User**
5. Click **Add Dependent** to add more dependents.
6. Click **Save and Continue**.

6.2.1.5: Review and Sign

Once Broker Admin complete the employee roster, Broker Admin can review and sign the Eligibility Application.

To sign the Eligibility Application:

1. Check the self-attestation checkbox.
2. Enter full name in Authorized Assister's E-Signature field.
3. Click **Save & Continue**.

Review & Sign

**Required Information*

SHOP attestation

I'm signing this application under penalty of perjury, which means I've provided true answers to all of the questions to the best of my knowledge.

- I know that I may be subject to penalties under federal law if I intentionally provide false or untrue information.
- I know that my information on this form will only be used to determine eligibility for health coverage and will be kept private as required by law. If my business or organization is eligible, it will be used to facilitate enrollment.
- I know that I must tell the SHOP and any programs I'm enrolled in if anything changes (and is different than) what I wrote on this application. I have consent from everyone I'll list on the application to include personally identifiable information, like dates of birth, Social Security Numbers, addresses, and phone numbers.
- I know that under federal law, discrimination isn't permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, or disability. I can file a complaint of discrimination by visiting www.hhs.gov/ocr/office/file.

☐ *I have read and agreed to terms and service

**Authorized Assister's E-Signature:*
John Brown

Date: 10/16/2015

PREVIOUS

SAVE AND CONTINUE

Figure 48. Review & Sign page

6.3: Create Enrollment

The Client Eligibility page enables Broker Admin to create an enrollment application to send to employees as an enrollment offer.

There are eight steps to creating an enrollment:

- Set Enrollment Period
- Decide How to Offer Coverage
- Set Employer Premium Contribution
- Select Plans
- View Summary & Submit

To create an enrollment:

1. Click **Create Enrollment** from the Client Eligibility page.

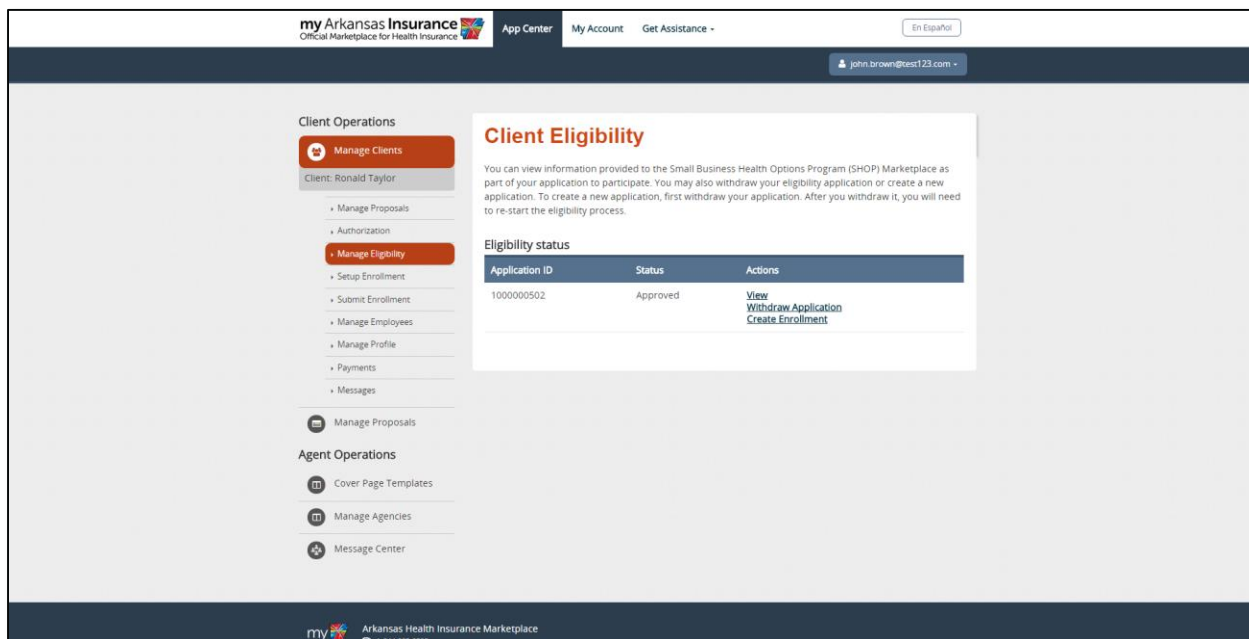


Figure 49. Client Eligibility page

6.3.1: Set Enrollment Period

To set enrollment period:

8. Select **Start coverage on date**.
9. Select **Open Enrollment Start Date and End Date**.
10. Select **Waiting Period**.
11. Click **Save and Continue**.

Set Enrollment Period

**Required Information*

Enrollment period is the time specified by you during which employees can enroll in and make changes to the plans on offer.

The coverage start date may affect your costs. This is due to quarterly rate increases that may be set by insurance companies. Once you enroll, your premium is locked in for 12 months.

***Start coverage on**

01/01/2016

***Open Enrollment Start Date**

***Open Enrollment End Date**

Employee waiting period

Waiting period is the number of days for which employee has to wait to enroll into the employer sponsored health coverage.

Waiting period for new employees

0 days

SAVE AND CONTINUE

Figure 50. Set Enrollment Period page

6.3.2: Decide How to Offer Coverage

The Decide How to Offer Coverage page enables Broker Admin to select the types of health plans for the enrollment offer. The plan benefits Broker Admin select on this page will filter the plans that are rolled out to the employees on the enrollment offer.

There are two options when selecting plan benefits:

- Option One: Employees can select plans in one metal tier from all carriers.
- Option Two: Employees can select one plan from one carrier.

Decide How You Offer Coverage

Select Plan Benefits to be rolled out to the employees. (Every employee will be able to select one plan from this list)

- You'll select a plan category (like Bronze or Silver) from any insurance company. Your employees can select the insurance company and plan the best suits their needs in from plan category you choose.
- You'll select the insurance company and the plan. Your employees must enroll in this plan in order to get SHOP coverage.

If you have any questions, call the SHOP Employer Call Center at 1-844-952-9522, or select "Get assistance" to chat online. TTY users should call 711 FREE to reach a call center representative.

☐ Option One
Employees can select plans in one metal tier from all carriers.

☐ Option Two
Employees can select one plan from one carrier.

Figure 51. Decide How You Offer Coverage

6.3.3: Defining Contribution

The Define Contribution page enables Broker Admin to define the percentage or maximum dollar amount that the employer wants to contribute towards the employees' health plans, as a premium for employees and their dependents. To qualify for tax credits, the employer must pay at least 50% of your full-time employees' premium costs.

Define Contribution

**Required Information*

Please enter contribution details

- You can contribute a fixed percentage that will be calculated based on the individual plan premium for each employee and dependent.
- You can base your percentage contribution on a reference plan premium if your employees are selecting coverage from a plan category you chose.

The percentage in both contribution methods will translate to a dollar amount you can use for budgeting purposes. This amount will also be applied to your monthly cost as you compare plans. You can come back here and change your contribution any time as you compare plans.

Contribution Method

☒ Fixed Percentage ☐ Fixed Dollar Amount

Will you offer coverage for dependents?

☐ Yes ☒ No

Health coverage

To qualify for the tax credit, you must pay at least 50% of your full-time employees' premium costs.

*Contribution % for employee

*Contribution % for dependent

Dental coverage

*Contribution % for employee

*Contribution % for dependent

PREVIOUS

SAVE AND CONTINUE

Figure 52. Define Contribution page

To define employer contribution towards the employee's health insurance premium:

5. Select **Fixed Percentage** or **Fixed Dollar Amount** to specify your contribution type.
6. Select **Yes** or **No** to specify if you want to contribute for the dependents of the employees.
7. Enter your contribution for medical and dental insurance in the specific fields for both employees and their dependents, if applicable.
8. Click Save and Continue.

6.3.4: Select Plans

The Select Plans page enables Broker Admin to select the plans for the enrollment offer to be rolled out to the employees. The premium rates mentioned for the plan on the Select Plans page are monthly employer contributions.

Each standalone plan may have associated entities. Entities are add-on insurance plans that cover health-related services that are not typically covered by the selected health plan.

To add plans to enrollment application:

1. On the **Plans** page, click **Add to Cart**.
2. Scroll to the bottom of the page and click **Save and Continue**.

3 Medical Insurance Plans

COMPARE PLANS (UP TO 3)

Sort Plans By
Sort By

Arkansas BlueCross BlueShield

SHOP Bronze 3000-1

PPO | Bronze

Compare

VIEW DETAILS

ADD TO CART

Cost details			
Total monthly premium	Annual Deductibles	Total employer contribution	Total employee contribution
\$248.52	Individual Not Applicable	\$124.26 per month	\$124.26 per month
	Family Not Applicable per person		
	Not Applicable per group		

Figure 53. Plans page

6.3.5: View Summary and Submit

The final step to creating the enrollment application is to review the detail. A summary of estimated premium costs and your plan selections. Select “Edit” to make any changes. To change plans, go to “Select plans” on the left. Select “Submit” when you’re ready to offer coverage

Summary & Submit

You have completed the plan selection for the proposal. Please review the details below.

Below is a summary of estimated premium costs and your plan selections. Select “Edit” to make any changes. To change plans, go to “Select plans” on the left. Select “Submit” when you’re ready to offer coverage.

PRINT

Enrollment Period

From Date

10/16/2015

To Date

10/31/2015

Effective Date

01/01/2016

End coverage on

12/31/2016

Employer's Offer Of Coverage

Employees can accept the health insurance company and plan you selected, or select any plan from the plan category and insurance company below (if applicable).

Health coverage

- Arkansas Blue Cross and Blue Shield

Dental coverage

- BEST Life

Metal

Metal

Figure 54. Summary & Submit page

Once edits are complete, click **Submit**.
A notification email will be sent to the employees submitting with the enrollment application.


6.4: Manage Enrollment

Once the enrollment application is submitted, enrollment details can be viewed from the Client Enrollments page.

Broker Admin can perform the following activities on the Client Enrollments page:

- View Member and Premium Details
- View Enrollment Details
- Withdraw Enrollment Application
- Submit Enrollment Application

Client Enrollments



Important: To ensure that your offer isn't identified as spam or junk mail, have employees add your address to their email contact list.

The SHOP Marketplace will send an email about your offer of coverage to all employees whose email address you provided with your application. The email includes your participation code and a link to the SHOP website where they can fill out the employee application.

It's your responsibility to ensure that all your employees get information about how to enroll in a health plan through SHOP.

[VIEW MEMBER AND PREMIUM DETAILS](#)
[PRINT](#)

Effective Date:

01-01-2016, Enrollment period in progress

Open Enrollment End Date

10-31-2015

SHOP Application # 1000000575

Status: Pending submission

Current participation ratio

0.0%

[VIEW ENROLLMENT DETAILS](#)

[WITHDRAW](#)
[SUBMIT APPLICATION](#)

1 to 1 of 1

Enrollment status					
Employee Code	Employee Name	Dependent Coverage	Status	Plan	Actions
99999	Kevin Lee	No	NOTIFIED		Send reminder Email Enroll

Figure 55. Client Enrollments page

6.4.1: View Member and Premium Details

Broker Admin can view the current enrollment and premium amounts on the View Member and Premium Details page. Broker Admin can view:

- Total premium amount
- Total number of employees enrolled
- Employer's total cost
- Employee's total cost
- Detailed plan member and premium information


View Member And Premium Details

BACK TO ENROLLMENTS

Current enrollment and premium amounts

Total premium amount	Total number of employees enrolled
\$0.00	0
Employer's total cost	Employee's total cost
\$0.00	\$0.00

Detailed plan member and premium information are below



Important: No employee enrollments found.

Figure 56. View Member and Premium Details page

6.4.2: View Enrollment Details

Broker Admin can view details of the enrollment applications from the Employer Enrollment Details page: Broker Admin can view:

- Enrollment Period
- Employer's Offer of Coverage
- Employer's Contribution
- Plans Selected

Employer Enrollment Details

You have completed the plan selection for the proposal. Please review the details below.

[BACK TO EMPLOYEE ENROLLMENT & APPLICATIONS](#)
[PRINT](#)

Enrollment Period

From Date	To Date
10/16/2015	10/31/2015
Effective Date	End coverage on
01/01/2016	12/31/2016

Employer's Offer Of Coverage

Employees can accept the health insurance company and plan you selected, or select any plan from the plan category and insurance company below (if applicable).

Health coverage <ul style="list-style-type: none"> Arkansas Blue Cross and Blue Shield Metal	Dental coverage <ul style="list-style-type: none"> BEST Life Metal
--	--

Employer's Contribution

Health Insurance	Dental Insurance
For Employee	For Employee
50.0%	0.0%

Figure 57. Employer Enrollment Details page


6.4.3: Withdraw Enrollment Application

Broker Admin can withdraw the enrollment application from the Client Enrollments page.

To withdraw the application:

1. Click **Withdraw**.
2. Click **OK**.

Client Enrollments



Important: To ensure that your offer isn't identified as spam or junk mail, have employees add your address to their email contact list.

The SHOP Marketplace will send an email about your offer of coverage to all employees whose email address you provided with your application. The email includes your participation code and a link to the SHOP website where they can fill out the employee application.

It's your responsibility to ensure that all your employees get information about how to enroll in a health plan through SHOP.

[VIEW MEMBER AND PREMIUM DETAILS](#)
[PRINT](#)

Effective Date: 01-01-2016, Enrollment period in progress	Open Enrollment End Date 10-31-2015
SHOP Application # 1000000575 Status: Pending submission	Current participation ratio 0.0%

[VIEW ENROLLMENT DETAILS](#)

[WITHDRAW](#)
[SUBMIT APPLICATION](#)

Figure 58. Withdraw Application

Warning

Are you sure you want to withdraw this application?

[CANCEL](#)
[OK](#)

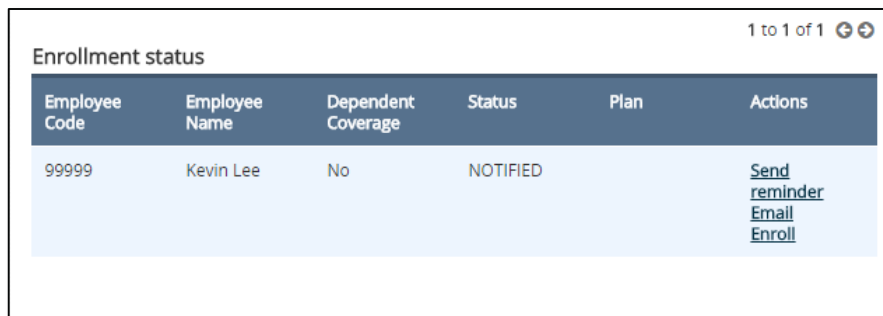
Figure 59. Withdraw Warning Message

6.4.4: Send Reminder Email

Broker Admin can send a reminder email to employees to remind them to select or waive coverage offered by their employer.

To send a reminder email:

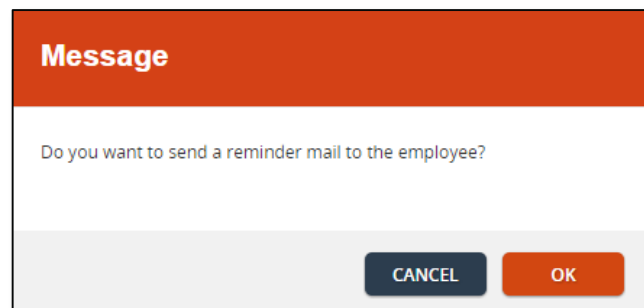
1. From the Clients Enrollment page, click **Send Reminder Email** next to the employee's name.
2. Click **OK** to confirm.



Enrollment status 1 to 1 of 1

Employee Code	Employee Name	Dependent Coverage	Status	Plan	Actions
99999	Kevin Lee	No	NOTIFIED		Send reminder Email Enroll

Figure 60. Send Reminder Email link



Message

Do you want to send a reminder mail to the employee?

CANCEL OK

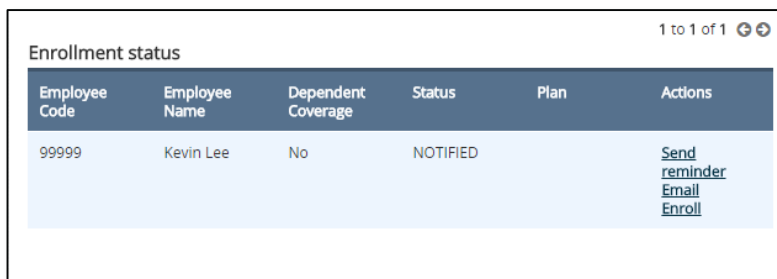
Figure 61. Confirmation to Send Reminder Email

7: Enroll Employees

Brokers can enroll employees in health coverage plans offered by their employers. They can also waive employees.

To enroll employees:

1. From the Client Enrollment page, click **Enroll** next to the employee you wish to enroll.

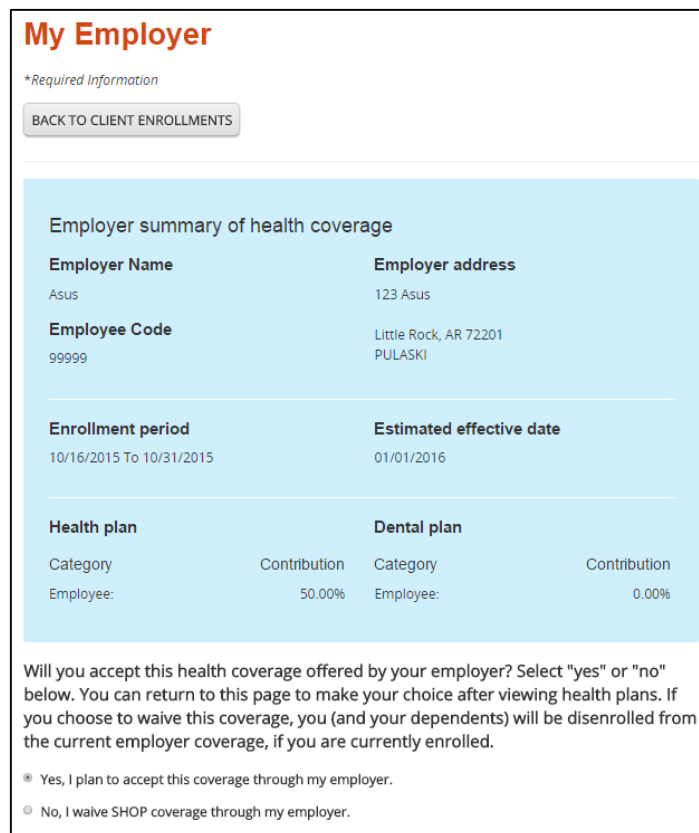


Employee Code	Employee Name	Dependent Coverage	Status	Plan	Actions
99999	Kevin Lee	No	NOTIFIED		Send reminder Email Enroll

Figure 62. Enroll link

To accept coverage on behalf of the employee:

1. From the My Employer page, click the **Yes** radio button.



My Employer

**Required Information*

[BACK TO CLIENT ENROLLMENTS](#)

Employer summary of health coverage

Employer Name Asus	Employer address 123 Asus
Employee Code 99999	Little Rock, AR 72201 PULASKI

Enrollment period 10/16/2015 To 10/31/2015	Estimated effective date 01/01/2016
--	---

Health plan	Dental plan								
<table> <tr> <th>Category</th> <th>Contribution</th> </tr> <tr> <td>Employee:</td> <td>50.00%</td> </tr> </table>	Category	Contribution	Employee:	50.00%	<table> <tr> <th>Category</th> <th>Contribution</th> </tr> <tr> <td>Employee:</td> <td>0.00%</td> </tr> </table>	Category	Contribution	Employee:	0.00%
Category	Contribution								
Employee:	50.00%								
Category	Contribution								
Employee:	0.00%								

Will you accept this health coverage offered by your employer? Select "yes" or "no" below. You can return to this page to make your choice after viewing health plans. If you choose to waive this coverage, you (and your dependents) will be disenrolled from the current employer coverage, if you are currently enrolled.

☒ Yes, I plan to accept this coverage through my employer.

☐ No, I waive SHOP coverage through my employer.

Figure 63. Accept coverage link

2. Scroll down the page and complete the employee's profile information.

☒ Self

Important: Verify all information before you submit. You won't be able to make changes once you sign and submit your application.

*First Name: Kevin Middle Name: Last Name: Lee Suffix:

*SSN/TIN: XXXXX7412 *Birth Date: 01/01/1980 *Sex: ☒ Male ☐ Female

Household Income:

Home address

*Street Address: 120 N. 11 Street Apt./Ste. #:

*City: Little Rock *Zip: 72201 *County: PULASKI *State: AR

Mailing Address

*Street Address: 23 Felix St. Apt./Ste. #:

*City: Little Rock *Zip: 72201 *County: PULASKI *State: AR

Figure 64. Employee Profile

3. Scroll down and sign the attestation form.

I know that I must tell the SHOP if information I listed on this application changes.

I'm signing this application under penalty of perjury, which means I've provided true answers to all the questions to the best of my knowledge. I know that I may be subject to penalties under federal law if I intentionally provide false or untrue information. In addition, I know that my coverage and the coverage for my dependents (if applicable) may be impacted if I provide false or untrue information.

Following federal law, discrimination isn't permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, or disability. I can file a complaint of discrimination by visiting www.hhs.gov/ocr/office/file.

*Assistant's E-Signature

John Brown
Date: 10/16/2015

Figure 65. Attestation Form


- # Review Employer's Health Coverage

[PRINT](#)

Plan(s) offered with effective date 01/01/2016

COMPARE X PLANS

Sort By ▾



**Arkansas
BlueCross BlueShield**
A Member Company of The UnitedHealth Group

☐ Compare

[VIEW DETAILS](#)

SHOP Bronze 3000-1

PPO | BRONZE

Cost details

Total monthly premium	Annual Deductibles	Total employer contribution	Total employee contribution
\$248.52	Individual Not Applicable Family Not Applicable per person Not Applicable per group	\$124.26 per month	\$124.26 per month

[BACK](#)

[SAVE AND CONTINUE](#)

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6. Review the plans with the employee.
7. Click Waive to waive coverage.
8. Click Confirm to accept coverage.

Review And Confirm Your Plans

Client: Ronald Taylor

Arkansas BlueCross BlueShield
SHOP Bronze 3000-1
PPO Bronze

Cost details			
Total monthly premium	Annual Deductibles	Total employer contribution	Total employee contribution
\$248.52	Individual Not Applicable	\$124.26 per month	\$124.26 per month
	Family Not Applicable		
	per person Not Applicable		
	per group Not Applicable		
			\$142.83 Total monthly premium

WAIVE BACK CONFIRM

Figure 67. Review and Confirm Your Plans page

