



SMALL BUSINESS HEALTH OPTIONS PROGRAM
MARKETPLACE

EMPLOYER ENROLLMENT USER GUIDE

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SHOP Marketplace – Employer Enrollment Application

The online SHOP Marketplace is open for employers with 1-50 or 1-100 full-time employees (depending on which state your business is located) to enroll in coverage. If you already have coverage through the SHOP Marketplace, you'll need to visit [HealthCare.gov](https://www.healthcare.gov) to renew your coverage. Learn more about SHOP Marketplace renewals at marketplace.cms.gov/technical-assistance-resources/shop-renewal-guide.pdf.

If your business is in one of these states, use this document to guide you through the enrollment process:

| | | |
|------------------|-----------------------|-----------------------|
| Alabama | Maine | Oklahoma |
| Alaska | Michigan | Pennsylvania |
| Arizona | Missouri | South Carolina |
| Delaware | Montana | South Dakota |
| Florida | Nebraska | Tennessee |
| Georgia | Nevada | Texas |
| Illinois | New Hampshire | Virginia |
| Indiana | New Jersey | West Virginia |
| Iowa | North Carolina | Wisconsin |
| Kansas | North Dakota | Wyoming |
| Louisiana | Ohio | |

If your business is in a state that's not listed above, that means the state is running its own SHOP Marketplace. You'll need to follow your state's application enrollment process.

To find your state's SHOP Marketplace, visit [HealthCare.gov/smallbusinesses](https://www.healthcare.gov/smallbusinesses) and select your state from the drop down menu, or contact the SHOP Call Center at 1-800-706-7893, Monday - Friday, 9a.m. - 7p.m. ET. TTY users should call 711 to reach a call center representative.

If you're working with a SHOP Marketplace registered agent or broker, they'll follow the same process as employers to complete your application. You may authorize an agent or broker to help with your application and enrollment at any time.

Important: You can stop at any point in the application and save your information. To return to where you stopped, select **My eligibility**, then select **Edit enrollment** in the **Actions** field.

Create a HealthCare.gov account

To start the SHOP Marketplace enrollment process, visit HealthCare.gov and create your account. After you create an account, you can store all business, employee, and coverage information, and access the SHOP Marketplace enrollment application. If you're renewing your enrollment or shopping for a new plan, you can use your existing account.

- **Select your state.** Visit the small business employer page at [HealthCare.gov/small-businesses/employers](https://www.healthcare.gov/small-businesses/employers) and select your state from the drop down menu. Select the state where your primary business address is located. Then select **APPLY NOW**.

Note: If you already have a Marketplace account you created previously for individual and family coverage, you can select **Log in** to use the same account for the SHOP Marketplace (same username and password).

HealthCare.gov Individuals & Families **Small Businesses** Log in Español

For Employers For Employees Get Answers - Search SEARCH

Offer quality, affordable coverage to your employees any time

Have 50 employees or fewer? Use the Small Business Health Options Program (SHOP) Marketplace to offer them coverage.

Delaware

Apply for SHOP coverage online. Not sure your business qualifies for SHOP? Learn more first.

APPLY NOW **LEARN MORE**

Own a business in more than one state?

- **Answer a few questions.** On the **Create an account page**, you'll give your first and last name, email address, and preferred password.

Next you'll answer a few security questions. These questions will be helpful in case you forget your username and/or password and have trouble logging in.

- o Select the box about news and updates if you want us to email information to you.
- o Select the box stating that you understand and agree with HealthCare.gov's privacy policy and then select **CREATE ACCOUNT**.

Note: When you create your account, the information you provide is case sensitive. Remember to enter the information the same way when you log-in.

HealthCare.gov Individuals & Families Small Businesses Log in Español

Create an account

Create an account to apply for and manage your Marketplace coverage.

If you already have an account, [log in](#). Don't create another account. [Get help if you're having trouble logging into your account.](#)

First name Last name

Your email address will also be your username when you log in.

Email address

I want to have news and updates sent to this email address. (optional)

Use: 8-20 characters Upper & lowercase letters Numbers

Password

Retype password

We need you to pick a few questions that only you'll be able to answer. If you ever forget your password, we'll ask you these questions to verify your identity.

Pick a question Answer

Pick a question Answer

Pick a question Answer

I understand and agree with the HealthCare.gov privacy policy.

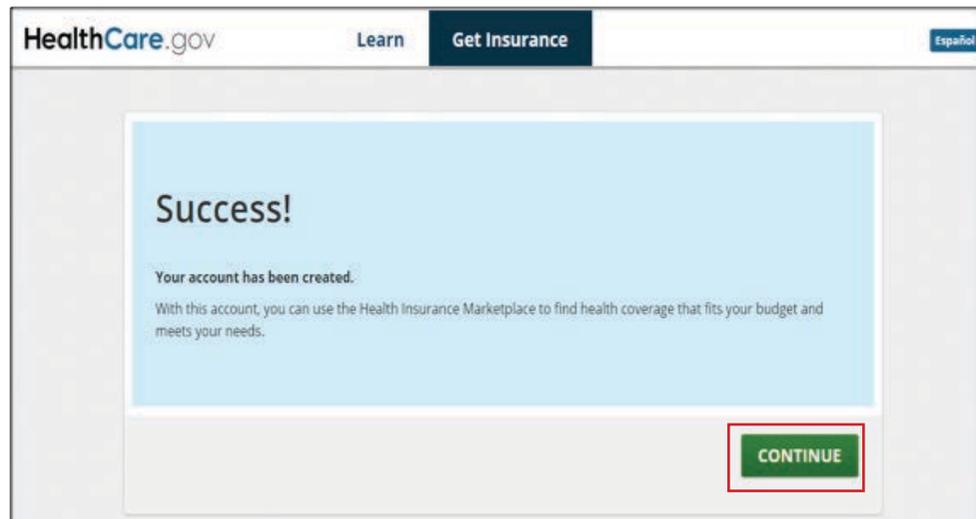
CREATE ACCOUNT

I ALREADY HAVE AN ACCOUNT

- **Verify your email address.** You must verify that the email address you gave for the account is correct. You'll get an email with a link that's unique to you. Follow the instructions on the screen. **Note:** If you don't verify your email address within 48 hours of getting the email, the link in the email will expire. You'll need to get another verification email before you try to log into your account.



After you verify your email address, you'll see a "Success!" page letting you know that your account has been created. Select **CONTINUE** to create your profile and verify your identity.

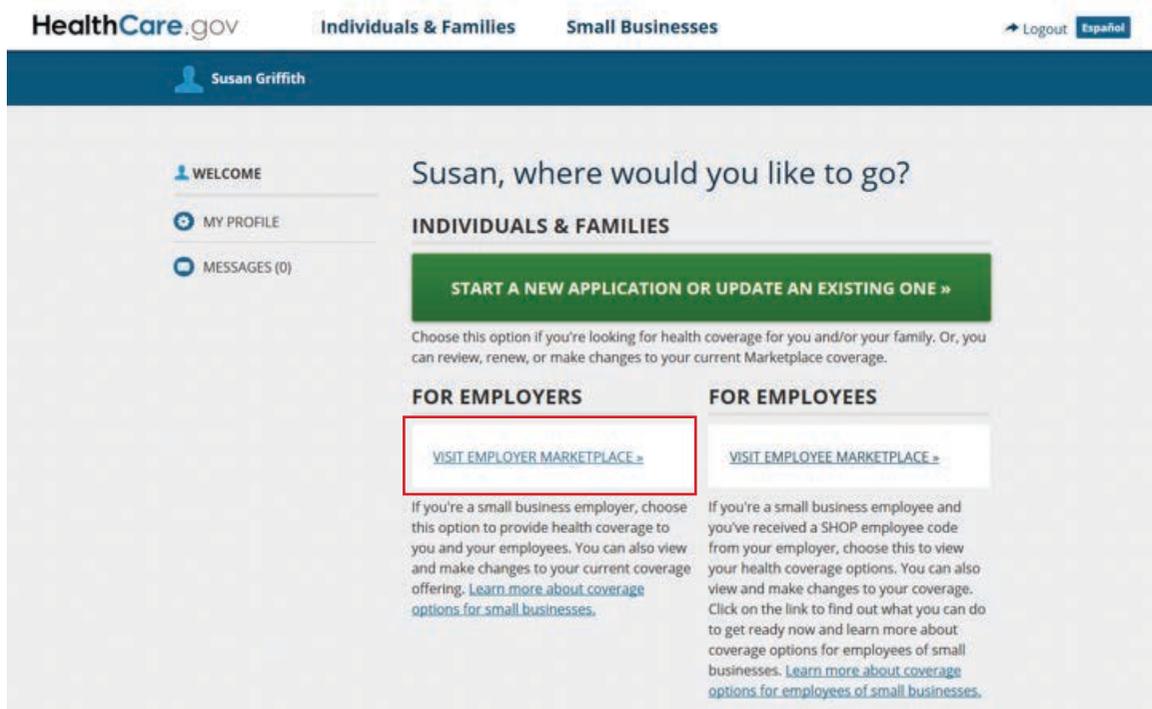


If you try to log into your account without verifying your email address, you'll get an expiration notice. Select **Resend Verification Email** on the expiration notice and follow steps above to verify your email address.

Create a profile

The next step to prepare for enrollment is to create your profile. This process is used to verify your identity and protect your privacy.

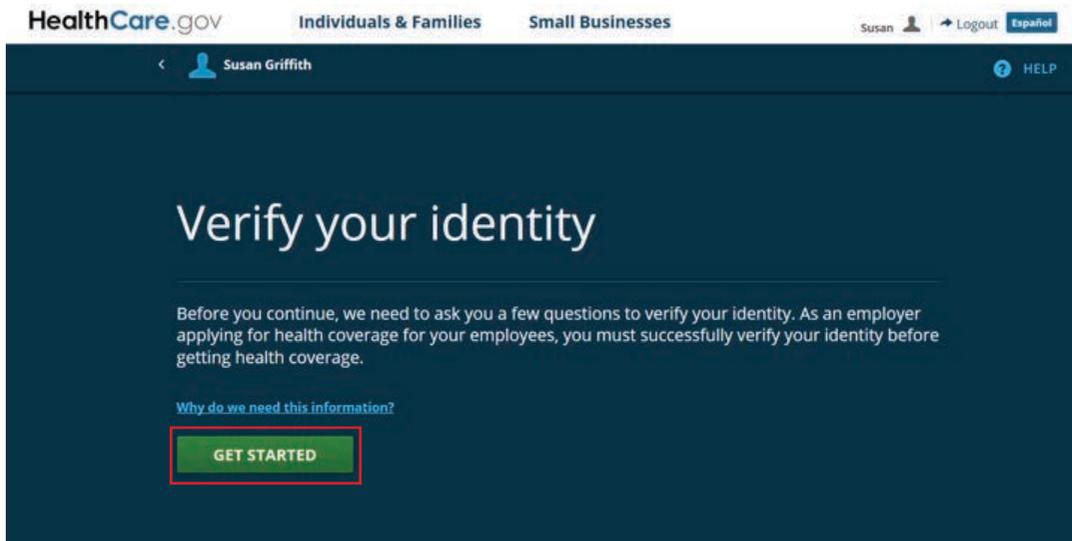
- **Log into your HealthCare.gov account.** Enter your new username and password, then select **I ACCEPT** on the **Terms & Conditions** page.
- **Select the employer application.** On the **WELCOME** page, select **VISIT EMPLOYER MARKETPLACE**.
- **Review your information.** Carefully review the details on the **My Profile** page and add or change any information that's missing, like your phone number and address. Select **Verify Now**.



Verify your identity

To protect your personal information, you must verify your identity.

- **Start identity proofing.** On the **Verify your identity screen**, select **GET STARTED**. This process will help protect your employees' and your personal information. Without this identity verification process, someone else could create an account in your name without your knowledge.



• **Enter data in required fields.** On the **Contact information** page, enter this data in the required fields:

- o First and last name. Enter as they appear in legal documents, like a driver's license or passport, and add any suffixes (like Sr, Jr, II, etc.)
- o Date of birth
- o Social Security Number (optional)
- o Email address
- o Street address, City, State, Zip code, preferred phone number, and phone type

Review and select **CONTINUE**.

HealthCare.gov Individuals & Families Small Businesses Susan Logout Español

Susan Griffith HELP

VERIFY YOUR IDENTITY

1 Contact information

2 Identity questions

Contact information

Tell us about yourself. Use your complete name, as it appears on legal documents (like your Social Security card).

All fields are required unless they're marked optional. Don't enter any letters with special characters, like accents, tildes, etc.

First name Middle optional

Last name Suffix optional

Date of birth Social Security number optional

Email address

Street address Apt./Ste #. optional

City State ZIP code

Phone number Ext. optional Phone type (Select one.) optional

CONTINUE

• **Answer questions to verify identity.** Answer personal questions on the **Identity questions** page to confirm your identity. These questions will be different for each person. You must answer all the required questions to start the SHOP Marketplace enrollment process. Select **CONTINUE**.

Note: If you don't answer the questions correctly after 2 tries, you'll get a failure message.

The screenshot shows the HealthCare.gov website interface. At the top, there are navigation links for "Individuals & Families" and "Small Businesses", along with a user profile for "Susan" and a "Logout" button. The main header identifies the user as "Susan Griffith" and includes a "HELP" link. On the left sidebar, a progress indicator shows "VERIFY YOUR IDENTITY" with sub-steps: "Contact information" (checked) and "Identity questions" (current step, highlighted in blue). The main content area is titled "Identity questions" and contains the following text: "Answer these questions so we can verify your identity." Below this are four numbered questions, each with radio button options:

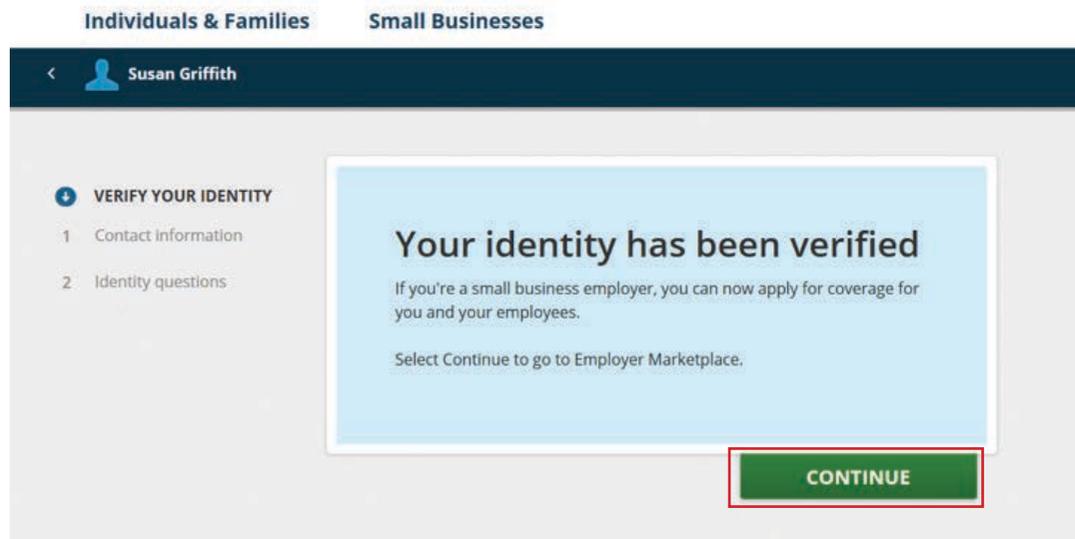
1. You may have opened an auto loan in or around March 2014. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.
 TOYOTA MOTOR CREDIT CO
 BANK AMERICA
 TRANSAMERICA
 AMERICAN HONDA FIN
 NONE OF THE ABOVE/DOES NOT APPLY
2. According to our records, you previously lived on (RR). Please choose the city from the following list where this street is located.
 TURTLE LAKE
 CUT BANK
 WOLF POINT
 BILLINGS
 NONE OF THE ABOVE/DOES NOT APPLY
3. According to our records, you currently own, or have owned within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to March 2013 from the following choices.
 JEEP WRANGLER
 PONTIAC 6000
 NISSAN 240
 GMC TRACKER
 NONE OF THE ABOVE/DOES NOT APPLY
4. Which of the following is the highest level of education you have completed? If there is not a matched educational level, please select 'NONE OF THE ABOVE'.
 HIGH SCHOOL DIPLOMA
 SOME COLLEGE
 BACHELOR DEGREE
 GRADUATE DEGREE
 NONE OF THE ABOVE/DOES NOT APPLY

At the bottom right of the question area, there is a green "CONTINUE" button highlighted with a red rectangle. The footer contains site map, glossary, contact us, archive, accessibility, privacy policy, links to other sites, plain writing, and viewers & players. It also includes the text: "A federal government website managed by the U.S. Centers for Medicare & Medicaid Services, 7500 Security Boulevard, Baltimore, MD 21244" and the USA.gov logo.

On the next screen, you'll see one of these messages:

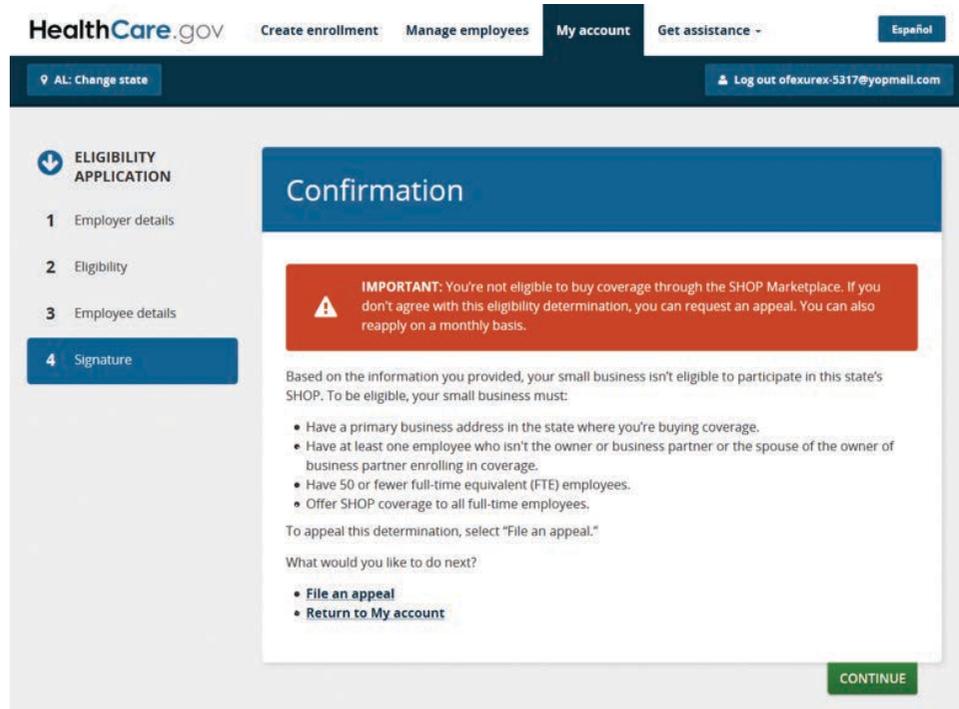
- **Your identity has been verified.**

If your identity is verified, select **CONTINUE** to start your SHOP application.



- **Your identity wasn't verified.**

If your identity wasn't verified, follow the directions on the screen. If you need help call, Experian Verification Services at 1-855-267-1515. In some cases you may be asked to submit documents to verify your identity. You'll have to finish this process before you can complete the SHOP Marketplace application. To learn more about identity verification, visit [HealthCare.gov/individual-privacy-act-statement](https://www.healthcare.gov/individual-privacy-act-statement).



Browse SHOP Marketplace plans

Before you get started, you have the option to preview health and dental plans that may be available to you at [HealthCare.gov/see-plans/small-business](https://www.healthcare.gov/see-plans/small-business).

The screenshot shows the HealthCare.gov Small Business Marketplace interface. At the top, there are navigation tabs for "Individuals & Families" and "Small Businesses" (which is selected). A "Log in" button and a "Español" language option are also visible. A dark blue banner below the navigation contains the text: "Important: The premiums below are only estimates. You'll need to submit a SHOP Marketplace application to get final plan prices. Some plans and details you see here may change."

The main content area is titled "23 Health Plans". Below this, there are filters for "Viewing" (Health Plans, Dental Plans) and "Sort" (by monthly premium). A "BACK TO QUESTIONS" button is located on the left.

The plan details for "CareFirst BlueChoice · BlueChoice HMO Referral HSA/HRA \$4,000" are displayed. It is a Bronze HMO plan with a National Provider Network and Plan ID: 10207VA0550002. A "Compare" button is present.

Key financial details are shown in three columns:

- EMPLOYER'S ESTIMATED MONTHLY PREMIUM:** \$160 (Number of people covered: 1)
- ESTIMATED DEDUCTIBLE:** \$4,000 (Estimated individual total) and \$8,000 (Estimated family total)
- ESTIMATED OUT-OF-POCKET MAXIMUM:** \$6,350 (Estimated individual total) and \$12,700 (Estimated family total)

Below these details is the "COPAYMENTS / COINSURANCE" section, which lists: Primary doctor: 20% Coinsurance after deductible; Specialist doctor: 20% Coinsurance after deductible; Emergency room care: 20% Coinsurance after deductible; Generic drugs: \$10 Copay after deductible.

On the right side, there are links for "Summary of Benefits" and "Provider directory".

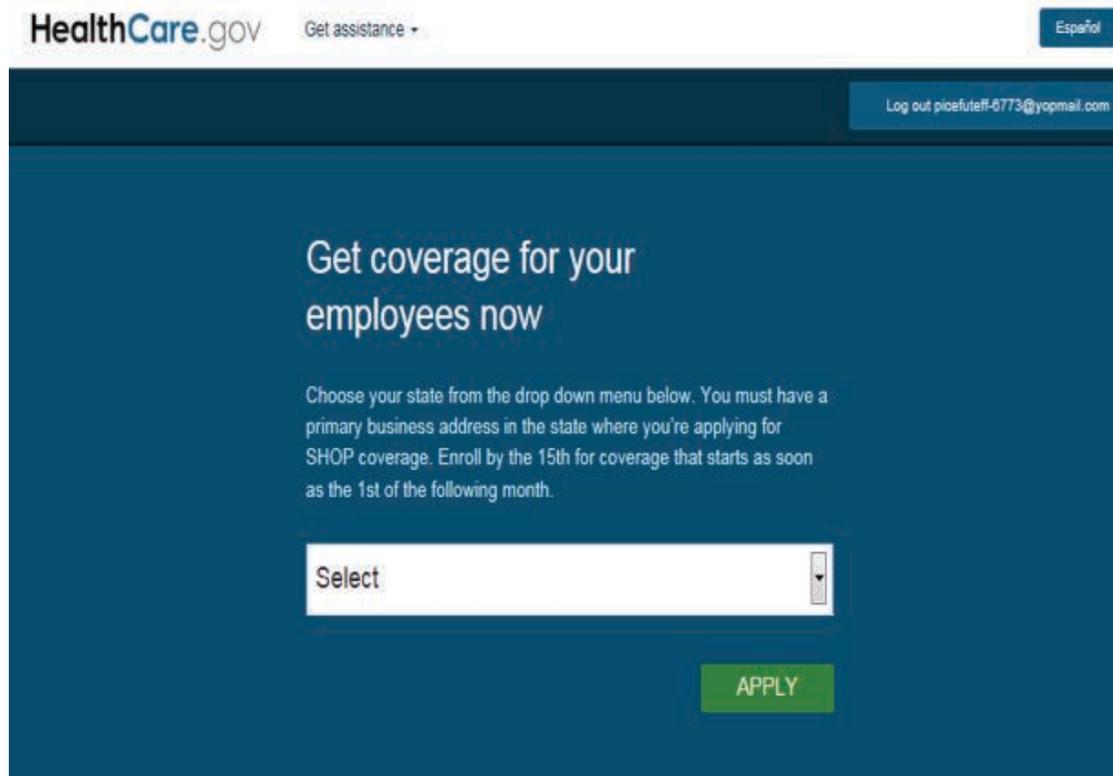
At the bottom of the plan details, there is a blue button that says "LEARN MORE ABOUT THIS PLAN".

On the left side of the plan details, there are three filter sections:

- NARROW YOUR RESULTS:** See only plans with these features. Premium filters: less than \$200 (3), less than \$300 (18), less than \$400 (22), less than \$600 (23).
- Health plan categories:** Bronze plans (5), Silver plans (5), Gold plans (7), Platinum plans (5).
- Plan Types:** PPO (4), HMO (15), POS (1).
- Insurance companies:** CareFirst BlueCross (1).

Start a SHOP Marketplace application

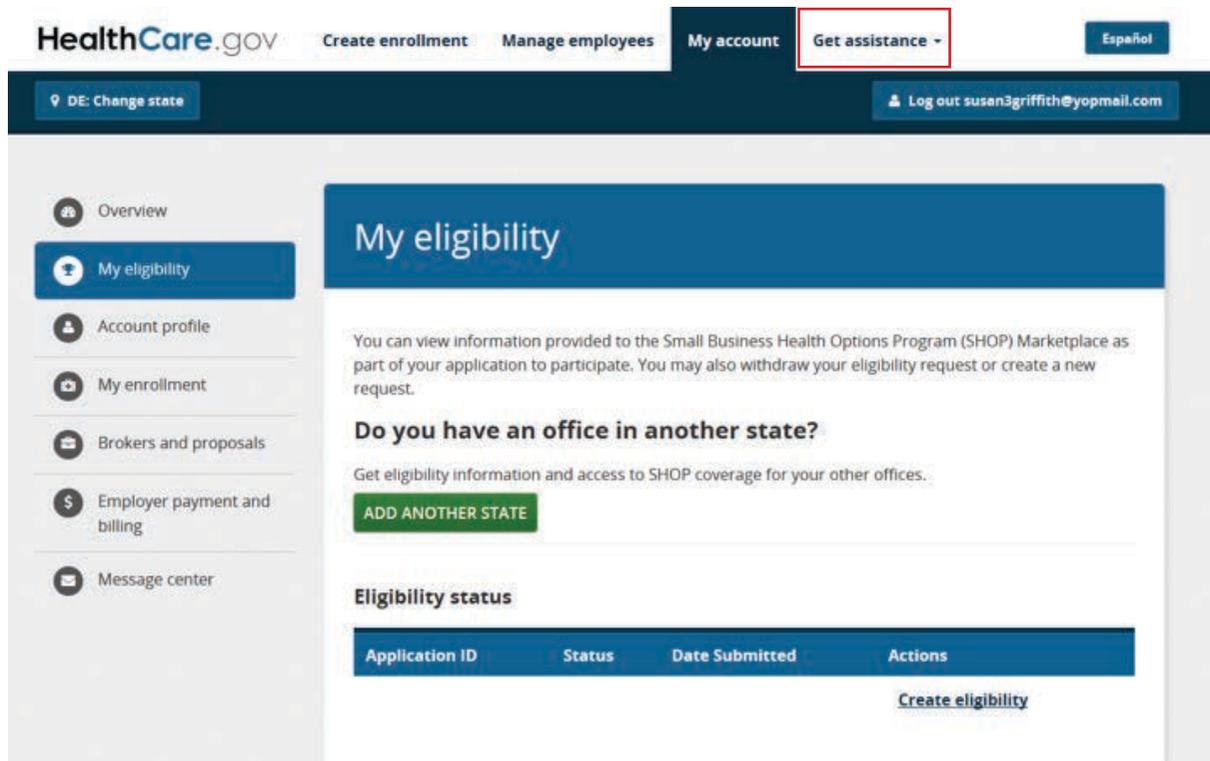
Once you decide that SHOP coverage might be right for you, you can start the application process. Choose the state where your business is located from the drop down menu, then select **APPLY**. You must have a primary business address in the state where you're applying for SHOP coverage. If you have multiple businesses or operate in multiple states, visit [HealthCare.gov/small-businesses/provide-shop-coverage/business-in-more-than-one-state](https://www.healthcare.gov/small-businesses/provide-shop-coverage/business-in-more-than-one-state) for more information.



The screenshot shows the HealthCare.gov website interface for applying for SHOP Marketplace coverage. At the top left is the "HealthCare.gov" logo, followed by a "Get assistance" dropdown menu and a "Español" button. In the top right corner, there is a "Log out piefuteff-6773@yopmail.com" button. The main content area has a dark blue background with the heading "Get coverage for your employees now". Below the heading is a paragraph of text: "Choose your state from the drop down menu below. You must have a primary business address in the state where you're applying for SHOP coverage. Enroll by the 15th for coverage that starts as soon as the 1st of the following month." Underneath this text is a white dropdown menu with the word "Select" and a downward arrow. At the bottom right of the form area is a green button labeled "APPLY".

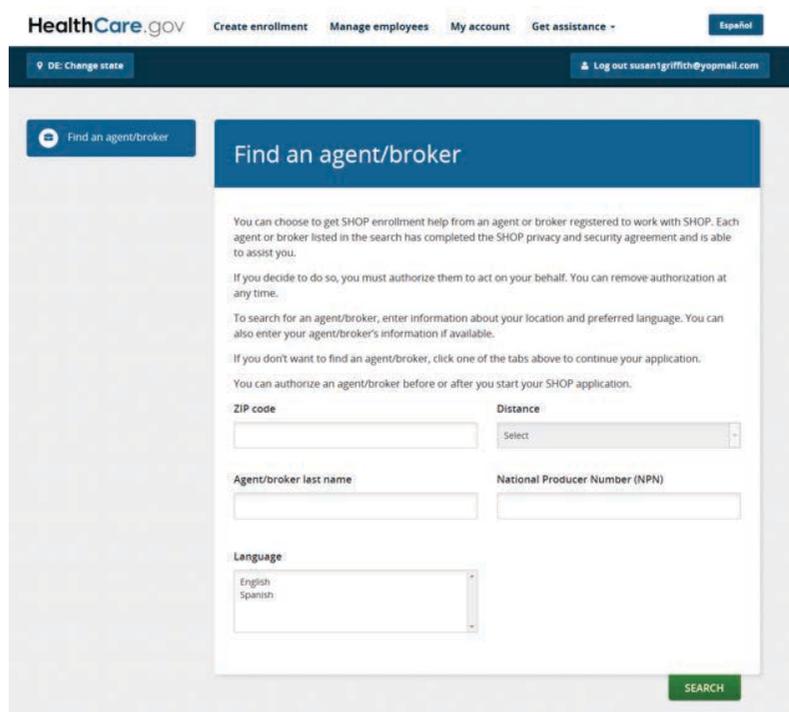
- **Get help with your SHOP Marketplace application.** You can get authorize an agent or broker to help with your SHOP Marketplace application at any time. They can help you with the enrollment process, health and/or dental plan selection, and provide account management support.

Select the **Get assistance** tab to get SHOP Marketplace enrollment help from an agent or broker. On the **Find an agent/broker** page, you can search a list of agents and brokers registered to work with the SHOP Marketplace in your area. Enter information about your location and preferred language.



You'll have to authorize the agent/broker to act on your behalf. You can revoke the agent/broker's authorization if you no longer want help or you want to change agents/brokers. **Note:** You can only change agents and brokers twice within twelve months.

- o If you already have an agent or broker, you can enter the agent/broker's name and National Producer Number (NPN), if available.
- o Make sure your agent or broker has completed their own SHOP Marketplace registration requirements, so you can authorize them to act on your behalf.



• **Enter information about your business.** On the **My account** tab, select **My eligibility**. Then select **Create eligibility**. On the **Employer details** page, enter details about your business, like business name, business address, phone number(s), federal tax ID, and employer type.

Select how you want to get official messages from the SHOP Marketplace, and your preferred language from the preferred method of contact and preferred spoken language drop down menus.

If you were previously enrolled in the SHOP Marketplace and had a lapse in coverage, the business information you entered before will display.

Here’s how you complete each field on the **Employer details** page:

| | |
|---|--|
| Legal business name | Enter the exact name of your business as listed on your tax documents. |
| Doing business as name (optional) | If your business runs under a different name, list the name here. |
| Federal Employer Identification Number (EIN) | Enter the 9-digit number that your business is registered under. HealthCare.gov will make sure the EIN is unique within your chosen state. |
| Business type | Select the best description of your business: <ul style="list-style-type: none"> • Church/Church affiliate • State/Local Government • Foreign Government • Non-profit organization • Tribal government • Private sector: <ul style="list-style-type: none"> • C Corporation • S Corporation • Limited Liability Company • 1040 Schedule C Business (self employed) • Tax Exempt organization (to include corporation, trust, or association) |
| Business billing address | Enter the address where all paper correspondence, including invoices, will be sent. |
| Business billing address phone number | Enter the phone number to contact you about billing questions. |
| Primary business address | Enter the address of your primary business location. To be eligible for SHOP, the address must be in the state you’re requesting coverage. |
| Primary business phone number | Enter the phone number of your business. |

Note: The county will fill automatically once you enter a ZIP code. If a ZIP code overlaps counties, you must manually select the county where your primary business address is located.

ELIGIBILITY APPLICATION

- 1 Employer details
- 2 Eligibility
- 3 Employee details
- 4 Signature

Business 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 enrolling in coverage. You must have 50 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.

A field with an asterisk () before it is a required field.*

***Business name**

***Doing business as" name**

***Federal Employer Identification Number (EIN)**

Business type

Corporation

Business billing address

***Street address**

Apt./Ste. #

***City**

***ZIP code**

***County**

***State**

***Phone number**

Ext.

Second phone number

Ext.

Fax number

Primary business address

Select if primary business address is the same as billing address.

The primary business address can't be a P.O. Box. If you provide a P.O. Box, your enrollment application will be rejected.

***Street address**

Apt./Ste. #

***City**

***ZIP code**

***County**

***State**

***Phone number**

Ext.

Second phone number

Ext.

Fax number

SAVE & CONTINUE

HealthCare.gov Create enrollment Manage employees My account Help Español

VA: Change state Log out esabajoxi-3091@yopmail.com

ELIGIBILITY APPLICATION

1 Employer details

2 Eligibility

3 Employee details

4 Signature

Business information

**Required field.*

***Business name**

***Name to display for SHOP**

***Preferred method of contact**

***Preferred spoken language**

BACK SAVE AND CONTINUE

- **Enter the primary contact for your business.** Enter the information for the person you want to have access to your account to make premium payments and update enrollment for the business. The full name will automatically appear with the name used to create the account. You must enter the title, email address, mailing address, and phone number of your primary contact. You can select the preferred method of contact and a language preference. If you don't make a selection, the language preference will default to English.

Note: You have the option to add a secondary contact. The secondary contact won't have the same rights as the primary contact, but will be authorized to talk to the health insurance company on behalf of the account.

ELIGIBILITY APPLICATION

1 Employer details

2 Eligibility

3 Employee details

4 Signature

Employer information – Primary contact

A field with an asterisk (*) before it is a required field.

Primary contact details

| | | | |
|------------------------------------|----------------------|---------------------------------------|-------------------------------------|
| *First name | Middle name | *Last name | Suffix |
| <input type="text" value="Susan"/> | <input type="text"/> | <input type="text" value="Griffith"/> | <input type="text" value="Suffix"/> |
| *Title (Examples: Owner, HR rep) | | *Email address | |
| <input type="text"/> | | <input type="text"/> | |

Mailing address

Select if mailing address is the same as billing address.

| | | | |
|----------------------|----------------------|-------------------------------------|----------------------|
| *Street address | Apt./Ste. # | | |
| <input type="text"/> | <input type="text"/> | | |
| *City | *ZIP code | *County | *State |
| <input type="text"/> | <input type="text"/> | <input type="text" value="County"/> | <input type="text"/> |

Contact preferences

| | | |
|--------------------------------------|--------------------------------------|-----------------------------------|
| *Phone number | Ext. | Phone type |
| <input type="text"/> | <input type="text"/> | <input type="text" value="Cell"/> |
| Second phone number | Ext. | Phone type |
| <input type="text"/> | <input type="text"/> | <input type="text" value="Home"/> |
| Fax number | | |
| <input type="text"/> | | |
| Preferred spoken language | Preferred written language | |
| <input type="text" value="English"/> | <input type="text" value="English"/> | |

Would you like to add a secondary contact?

Yes No

BACK

SAVE & CONTINUE

• **Verify that you meet all SHOP eligibility requirements.** On the **Eligibility** page, you'll verify that your business meets the requirements below to be eligible to participate in the SHOP Marketplace. Select the box next to each statement.

- This business has 50 or fewer full-time equivalent (FTE) employees (or 100 or fewer FTE employees depending on the state) and has a primary business address in the state where I'm applying for this SHOP Marketplace coverage.
- All full-time employees of this business will be offered SHOP Marketplace 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.

Select **SAVE & CONTINUE**.

Note: If you don't select all boxes verifying that you meet the requirements above, you'll see a message that you're ineligible for SHOP Marketplace coverage. **You can still continue with the application, but you won't be considered eligible for SHOP Marketplace coverage.**

The screenshot shows the HealthCare.gov interface for the 'Verify eligibility' step. The top navigation bar includes 'HealthCare.gov', 'Create enrollment', 'Manage employees', 'My account', 'Get assistance', and 'Español'. Below this, there's a dark blue bar with 'AL: Change state' and 'Log out of exurex-5317@yopmail.com'. The left sidebar shows the 'ELIGIBILITY APPLICATION' progress with steps 1-4, where step 2 'Eligibility' is active. The main content area has a blue header 'Verify eligibility' and a text block: '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.](#)' Below this are three checkboxes: the first is unchecked, the second is unchecked, and the third is checked. At the bottom right, there are 'BACK' and 'SAVE & CONTINUE' buttons, with 'SAVE & CONTINUE' highlighted by a red box.

• **Enter employee information.** On the **Employee details** page, you'll list all employees who will get a coverage offer, including you. To complete the employee roster, you'll need each employee's legal first and last name, date of birth, and Social Security Number. While not required, it's also important to include each employee's email address so they can be notified directly about your coverage offer. You'll also enter their address, employment status (like full or part-time), date of hire, and contact preferences. You can select one of these 3 options to list your employees:

1. Select **ADD EMPLOYEE** to enter employee information one at a time on the employee roster screen.
2. Select **BLANK ROSTER** to download an Excel roster template.
3. Select **COMPLETED ROSTER** to upload an Excel file with your employees' information. After you select the file from your computer, the file name will appear in the employee roster dialogue box.

Note: You can download the 1997-2003 Excel template on the employee roster page. You can only upload the 1997-2003 Microsoft Excel file. You'll get an error message if the file isn't in the right format.

You can also add dependent information, but this is optional. Your employees may enter this information when they review your coverage offer.

On the employee roster, each employee is assigned a participation code. The SHOP Marketplace will email this code to employees using the email address on the employee roster. Your employees need this code to review and respond to your coverage offer, and complete their applications.

Once you've created or uploaded an employee roster, select **SAVE & CONTINUE**. You can review and edit the roster as employees are added.

To update information for a specific employee, you can sort the roster and perform a search. You can't upload a new roster if it has an employee that's already entered in the current roster.

After you create your enrollment criteria, only employees included on the roster will be included in your initial Open Enrollment Period.

ELIGIBILITY APPLICATION

1 Employer details

2 Eligibility

3 Employee details

4 Signature

Employee roster

Submit a roster that lists all employees who'll get 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 coverage. You can include yourself, but you can't be the only one listed on the roster.
- At a minimum, you must offer coverage to each employee working an average of 30 or more hours a week throughout the year.
- All employees working 30 or more hours a week should be listed, even if they don't plan to accept coverage.

You need to list these people so you can track the percentage of employees who accept your offer of coverage. This lets you determine if you meet the minimum participate rate.

ADD EMPLOYEE ⓘ

[Blank roster \(.xls 180 KB\)](#) ⓘ

COMPLETED ROSTER ⓘ

Browse... No file selected.

Search roster for

Search by

SEARCH

Employee roster

0 - 0 of 0

| Employee ID | Employee name | Participation code | Status | Actions |
|---------------------|---------------|--------------------|--------|---------|
| No employees found. | | | | |

BACK

SAVE & CONTINUE

- **Review and sign your application.** On the **Signature** page, you'll need to certify that the information on your application is valid. Select the box showing that you agree to the terms of the application, enter your full name, and select **SAVE AND CONTINUE** (see the **Signature screen on the next page**).

HealthCare.gov Create enrollment Manage employees My account Get assistance Español

DE: Change state Log out susan1griffith@yopmail.com

ELIGIBILITY APPLICATION

- Employer details
- Eligibility
- Employee details
- Signature**

Signature

A field with an asterisk () before it is a required field.*

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 with the statement above.

*Enter your full name:
Susan Griffith

Date: 09/24/2015

BACK SAVE & CONTINUE

- **Get an eligibility confirmation.** You'll get a confirmation letting you know if you're eligible to buy coverage through the SHOP Marketplace for your business.

Select **CONTINUE** to go to the **My eligibility** page and start your enrollment criteria. You can also view, withdraw, or update your application there.

If you're not eligible, you can select **File an appeal** or **Return to My Account** to withdraw your current application and start a new one.

ELIGIBILITY APPLICATION

- Employer details
- Eligibility
- Employee details
- Signature**

Confirmation

COMPLETE: You're eligible to buy coverage through the SHOP Marketplace for your business. Next, you'll review coverage options and send the coverage offer to your employees.

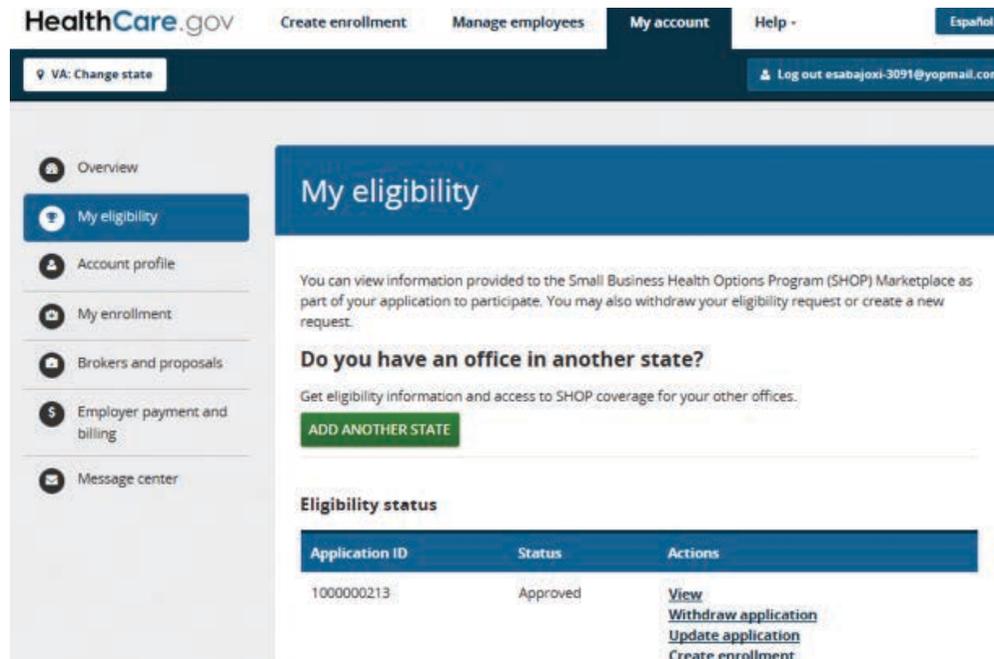
Select CONTINUE to

- Choose your premium contribution amounts
- Select your coverage
- Make your coverage offer to employees
- Enroll your business

CONTINUE

Submit a SHOP Marketplace appeal

To submit an appeal, select **Create appeal** in the **Actions** field to get the appeal request form. Print the appeal request form and mail it to the address on the form. You have 90 days from the date in your SHOP eligibility determination notice to request an appeal. You'll be notified by mail of the outcome of the appeal request within 90 days of the date you submit your appeal request form. Learn more about SHOP Marketplace appeals at Marketplace.cms.gov/outreach-and-education/shop-marketplace-appeals-2016.pdf.



Withdraw your application

If you want to terminate your application, select **Withdraw application** in the **Actions** field. Enter the reason for withdrawing your application from the drop down menu and select **WITHDRAW APPLICATION**.

Create your enrollment criteria

Select **Create enrollment** on the **My eligibility** page to start your enrollment criteria.

- **Set your enrollment period.** On the **Set enrollment period** page, you can set the:
 - o **Enrollment period.** Your group's enrollment period is the timeframe your employees have to review your coverage offer, and accept or decline coverage. Remember, you should submit your application by the 15th of the month if you want your coverage to start on the first of the following month.
 - o **Effective date of coverage.** The effective date of coverage is the day you want to start coverage for your employees.

- If the last day for employees to enroll is on or before the 15th of the current month, the effective date will be the first of the following month.
- If the last day for employees to enroll is after the 15th of the current month, the effective date will be the first of the second following month.

o **New employee waiting period.** You can decide how much time must pass before coverage can become effective for a new employee hired after your SHOP Marketplace initial Open Enrollment Period or coverage renewal. You're not required to set a waiting period, but if you do, you can choose 0, 15, 30, 45, or 60 days.

[Learn how your coverage start date might affect your costs.](#)

Select **SAVE & CONTINUE.**

HealthCare.gov Create enrollment Manage employees My account Get assistance Español

DE: Change state 0 Cart Log out susan1griffith@yopmail.com

ENROLLMENT CREATION

- 1 Set enrollment period
- 2 Decide how you offer coverage
- 3 Set employer premium contribution
- 4 Select plans
- 5 Summary & submit

Set enrollment period

The enrollment period is the timeframe your employees have to review your coverage offer and accept or decline coverage. Remember, you must submit your application by the 15th of the month if you want your coverage to start on the 1st of the following month.

Choose the day you want your enrollment period to start and the last day your employees have to enroll. If employees don't select coverage during this enrollment period, they may not be eligible for the coverage you offer. Be sure to leave enough time to allow your employees to respond to your offer of coverage. This will ensure that your completed application is submitted in time to meet the coverage start date you select below.

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.

A field with an asterisk () before it is a required field.*

*Start coverage on
11/01/2015

*Start enrollment period on

*Last day employees have to enroll

Employee waiting period

You have the option of setting up a waiting period for new employees before coverage can start. You can choose a waiting period of 0, 15, 30, 45, or 60 days.

How many days would you like new employees to wait to be enrolled after being hired?

0 days

SAVE & CONTINUE

• **Select how you'll offer coverage.** On the **Decide how you offer coverage** page, you'll choose whether you want to offer your employees a single plan or a choice of plans (called "Employee Choice"). You'll also decide if you'll offer dental coverage. You're not required to offer dental coverage.

Note: You don't have to offer both health and dental coverage to your employees. You may choose to offer dental coverage only. There's no minimum participation rate requirement to enroll in a dental plan. If dependent coverage is offered, dependents can enroll in a dental plan without also enrolling in a health plan, and vice versa. Similar to health plans, employees must enroll in a dental plan before their dependents may enroll in a dental plan.

You have 2 options to offer SHOP Marketplace coverage:

1. Single health plan. You may select one insurance company and health plan to offer your employees. If you offer one health plan, you'll select from a list of insurance companies in your area. You can make changes any time before you submit your application.

2. Employee Choice. You may select one plan category (like Bronze or Silver) and employees can choose any plan from any insurance company in that category.

The screenshot shows the HealthCare.gov website interface for creating enrollment. The top navigation bar includes 'Create enrollment', 'Manage employees', 'My account', and 'Get assistance'. A user is logged out as 'susan1griffith@yopmail.com'. The main content area is titled 'Decide how you offer coverage' and contains the following information:

- ENROLLMENT CREATION** sidebar with steps: 1. Set enrollment period, 2. Decide how you offer coverage (active), 3. Set employer premium contribution, 4. Select plans, 5. Summary & submit.
- Decide how you want to offer coverage:**
 - Option one - You'll select one plan category (like Bronze or Silver) with multiple plans from different insurance companies. Your employees can then select the plan that best suits their needs from the plan category you choose.
 - Option two - You'll select the insurance company and plan. Your employees must enroll in this plan in order to get SHOP coverage.
- Support text: "If you have any questions, call the SHOP Call Center at 1-800-706-7893, or select 'Get assistance' to chat online. TTY users should call 711 to reach a call center representative."
- Option one** (selected): Employees can select an insurance company and plan from the plan category you choose.
 - Health plans
 - Bronze
 - Silver
 - Gold
 - Platinum
 - Dental plans
 - LOW coverage category
 - HIGH coverage category
- Option two**: Employees can accept the insurance company and plan you choose.

Buttons at the bottom: BACK, SAVE & CONTINUE

• **Set your premium contribution.** On the **Set employer premium contribution** page, decide how much you want to contribute toward employee premiums. If you offer dependent coverage, you'll also decide how much you want to contribute towards dependent premiums.

Note: To qualify for the Small Business Health Care Tax Credit, you must contribute at least 50% of the total employee premium. Visit the SHOP Tax Credit Estimator at [HealthCare.gov/small-businesses/provide-shop-coverage/small-business-tax-credits](https://www.healthcare.gov/small-businesses/provide-shop-coverage/small-business-tax-credits) to see if you qualify for the tax credit and how much it may be worth to you.

o If you offer one health plan, you'll contribute a fixed percentage of the individual plan premium for each employee and dependent (if you offer dependent coverage). Under **Contribution method**, select the fixed percentage radio button for medical and dental coverage, if applicable. Then you can enter your percentage contribution in the contribution box for employees and dependents.

o If you offer your employees a choice of plans, you have 2 options:

1. Contribute a fixed percentage of any individual plan premiums within a health plan category (like Bronze or Silver) for each employee and dependent (if you offer dependent coverage). The fixed percentage amount will vary from employee to employee based on their age and the plan they choose.

For example: Jane is 25, and her premium is \$200 per month. John is 60, and his premium is \$300 per month. You decided to pay 80% toward your employees' individual plan premiums (which varies by their age). This means that you'll pay \$160 per month toward Jane's premium and \$240 per month toward John's premium.

If you choose this option, under **Contribution method**, select **Fixed percentage** for health and dental coverage, if applicable. Then you can enter your percentage contribution in the box for employees and dependents.

2. Contribute a fixed percentage of a specific “reference plan” premium amount that you choose. The reference plan is used only to determine the percentage amount you’ll contribute toward your employees’ premium.

For example: The reference plan premium is \$100 for Bob, and your contribution is 50%. You’ll pay \$50 toward Bob’s premium, even if he chooses a different plan. The reference plan premium amount will vary from employee to employee based on their age, but you’ll know up front what your cost will be for each employee and dependent regardless of the plan each employee chooses.

If you choose this option, select the **Reference plan** button for health and dental coverage, if applicable. Then you can enter your percentage contribution in the box for employees and dependents.

Select the box next to dependents if you want to contribute to dependent premiums. If you decide to offer dependent coverage without contributing toward coverage, add a “0” in the dependents box.

Whether you offer one plan or a choice of plans, your percentage contribution will convert to a specific dollar amount that you can use for budgeting purposes. You’ll see what the employees’ and your premium contribution will be when you compare plans.

Note: You may revise the percentage contribution any time prior to submitting the enrollment application.

After you enter your percentage contribution, select **SAVE & CONTINUE**.

- **Select a plan.** You’ll review and select coverage on the **Select plans** page. If you’re offering a single health plan, you can look through the available plans in your area, compare costs and benefits, and choose one that’s right for you and your employees.

- o **Review plan details:** To review more detailed information about a plan, like copayments, laboratory and outpatient services, medical devices, emergency care, prescription drugs, and inpatient stays, select **View Details**.

- o **Compare plans side-by-side:** To compare side-by-side, select the **Select to compare** checkbox for each plan you want to compare. You can compare up to three plans at a time. After choosing each plan you want to compare, select **Compare plans**.

Select **View Details** to see a side-by-side comparison of each plan's copayments, deductibles, covered services, and provider network information.

o **Sort plans:** You can sort plans using the **Sort by** drop-down menu and selecting any of the cost or deductible options listed.

o **Filter plans:** You can also filter your plan results under **Narrow your results**.

HealthCare.gov Create enrollment Manage employees My account Get assistance - Español

DE: Change state 0 Cart Logout susan1griffith@yahoo.com

ENROLLMENT CREATION

- 1 Set enrollment period
- 2 Decide how you offer coverage
- 3 Set employer premium contribution
- 4 Select plans
- 5 Summary & submit

Compare plans

BACK TO PLAN LIST ADD PLAN DOWNLOAD IN EXCEL PRINT

| Bronze-ational | Shopping for Gold |
|---|---|
| \$571.50 Employer monthly cost | \$801.50 Employer monthly cost |
| \$571.50 Employee monthly cost | \$801.50 Employee monthly cost |
| \$1,143.00 Total estimated cost | \$1,603.00 Total estimated cost |
| DETAILS | DETAILS |
| SELECT | SELECT |

Access to doctors and hospitals

National Provider Network

NO YES

Provider Directory

Refer to provider network Refer to provider network

Child dental coverage

| In Network (Tier 1) | In Network (Tier 2) | In Network (Tier 1) | In Network (Tier 2) |
|---------------------|---------------------|---------------------|---------------------|
| Basic dental care | | | |
| Copayment | | | |
| \$150 | Not Covered | \$150 | Not Covered |

• **Select a health plan category.** If you offer your employees a choice of health plans, you'll select one **health plan category** (like Bronze, Silver, Gold, or Platinum) and your employees can select any plan in that category. If you decide to contribute a fix percentage toward your employees' premium, you won't need to select a reference plan.

ENROLLMENT CREATION

- 1 Set enrollment period
- 2 Decide how you offer coverage
- 3 Set employer premium contribution
- 4 Select plans**
- 5 Summary & submit

PLAN CATEGORY

- Bronze
- Gold

NARROW YOUR RESULTS:

FILTER MANUALLY

Estimated employer contribution
Between \$571.50 - \$740.50
\$571.50 ————— \$801.50

Estimated employee contribution
Between \$571.50 - \$801.50
\$571.50 ————— \$801.50

Yearly deductible (per employee)
Between \$300.00 - \$4,000.00
\$300.00 ————— \$4,000.00

Yearly deductible (per family)
Between \$0.00 - \$4,000.00
\$0.00 ————— \$4,000.00

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](#).

1 Health plans

COMPARE 0 PLANS (UP TO 3)

Sort plans by
Sort by...

Compare

Bronze-ational

EPO | Bronze

Cost details

| Total estimated cost | Yearly deductible | Estimated employer contribution | Estimated employee contribution |
|----------------------|--|---------------------------------|---------------------------------|
| \$1,143.00 | \$4,000.00 per person \$0.00 per family | \$571.50 per month | \$571.50 per month |

• **Review dental coverage options.** If you're offering dental coverage, compare dental plans and choose one that's right for you and your employees. To do this, you'll follow the same process described above to review, compare, and select a dental plan.

You have 2 options when offering dental coverage through the SHOP Marketplace:

1. Single dental plan option. You may select one dental plan to offer your employees. If you offer one dental plan, you'll select from a list of insurance companies in your area. You can make changes any time before you submit your application. If you offer one dental plan, you can contribute based on a fixed percentage.

2. Employee Choice option. You may select one plan category (Low or High) and employees are free to choose any plan from any insurance company in that plan category. If you offer your employees a choice of dental plans, you can select a reference plan for dental coverage or contribute based on a fixed percentage.

• **Review coverage selection.** Before you submit your application, it's important that you review your application and verify business information.

o On the **Summary & submit** page, review the details of your coverage. If you need to make any changes, select **Edit**.

o When you're done reviewing your coverage offer, select **Submit**.

o Select the **My account** tab. Then select **My enrollment** to view your enrollment details, like your employee participation rate, coverage start date, and enrollment period date.

After you submit your application, you'll get a confirmation that your application was submitted and your employees are ready to review your coverage offer and select a plan.

The screenshot shows the 'Summary & submit' page on HealthCare.gov. The page is titled 'Summary & submit' and includes a sidebar for 'ENROLLMENT CREATION' with steps 1-5. Step 5, 'Summary & submit', is selected. The main content area displays a summary of estimated premium costs and plan selections. It includes sections for 'Enrollment period', 'Employer coverage offered', 'Employer's contribution', and 'Coverage selected for employees'. The 'Coverage selected for employees' section contains two tables: one for 'Health coverage' and one for 'Dental coverage'. Both tables list insurance carriers, total estimated costs, yearly deductibles, employer premium contributions, and estimated employee contributions.

Enrollment period

| | | | |
|---------------------|------------|-----------------|------------|
| Start date | 09/24/2015 | End date | 09/24/2015 |
| Coverage start date | 01/01/2016 | End coverage on | 12/31/2016 |

Employer coverage offered

| | | | |
|------------------------|-------------------------|------------------------|------------------------|
| Health coverage | World Insurance Company | Dental coverage | DE Health |
| Plan category | Gold | Plan category | HIGH coverage category |

Employer's contribution

| | |
|------------------------|------------------------|
| Health coverage | Dental coverage |
| Employee coverage | Employee coverage |
| 50.0% | 50.0% |
| Dependent coverage | Dependent coverage |
| 50.0% | 50.0% |

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

Health coverage

| Insurance Carrier | Total estimated cost | Yearly deductible | Employer health plan premium contribution | Estimated employee contribution |
|-------------------------------------|----------------------|--|---|---------------------------------|
| Shopping for Gold INDEMNITY Gold | \$1,603.00 | \$300.00 per person \$4,000.00 per family | \$801.50 | \$801.50 |

Dental coverage

| Insurance Carrier | Total estimated cost | Yearly deductible | Employer dental plan premium contribution | Estimated employee contribution |
|--|----------------------|--|---|---------------------------------|
| FFM Dental INDEMNITY HIGH coverage category | \$10.01 | \$20.00 per person \$20.00 per family | \$5.01 | \$5.00 |

- **Tell your employees about your coverage offer.** Once you submit your coverage offer, the SHOP Marketplace will send an email to all employees who you provided email addresses with your application. The email includes your participation code and a link to the SHOP Marketplace website where employees can fill out the employee application and accept or decline the coverage offer.

You're responsible for making sure that all your employees get information about how to enroll in SHOP Marketplace coverage. If you have employees without an email address, you'll have to notify them of your coverage offer and give them their unique participation code. Select the **Manage employees** tab to get the participation code.

Note: The employees' name, Social Security Number, and participation code must match exactly what you've entered or they won't be able to access the SHOP Marketplace application.

Track employee participation & submit application

- **View employee enrollment status.** Select **My enrollment** to see the list of employees who have accepted or declined your coverage offer. Your employees have to respond by the last day of the enrollment period you set for your employees.

- Overview
- My eligibility
- Account profile
- My enrollment**
- Brokers and proposals
- Employer payment and billing
- Message center

Employee enrollment & applications

[BACK TO MY ENROLLMENT](#)



Important: Have employees add your address to their email contact list so your offer isn't labeled as spam or junk mail.

The SHOP Marketplace will send an email about your coverage offer to each employee 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 & PREMIUM DETAILS](#)

[PRINT](#)

Coverage start date

01-01-2016, Enrollment period in progress

Last day employees have to enroll

09-25-2015

SHOP Application # 100004736

Status Pending submission

Your current participation rate

100.0%

[VIEW ENROLLMENT DETAILS](#)



Important: When you're ready to submit, be sure that:

- All employees have responded to your offer, even if they're not enrolling in your SHOP coverage now.
- Your enrollment meets the minimum participation rate for your state.
- You have at least one common law employee enrolling in your SHOP coverage.
- You'll submit your completed application by the 15th of the month before your SHOP coverage will start.

[WITHDRAW](#)

[REVIEW APPLICATION](#)

Enrollment status

| Employee ID | Employee name | Plan | Dependent coverage | Status | Actions |
|-------------|---------------|---------------------|--------------------|-----------|--|
| 1 | Bob Smith | Health / 59054DE002 | Yes | Completed | View employee enrollment details |
| | | Dental / FFM Dental | Yes | Completed | |

• **Submit your application.** After your enrollment period closes, you can submit your application. In **My enrollment**, you'll submit your enrollment application after your employees have responded to your coverage offer and you've met your [employee minimum participation requirement](#).

• **Review your application carefully.** Once your coverage starts, you won't be able to make changes to your coverage offer and contribution until your next enrollment period. Your plan year is a 12-month period starting with your effective date of coverage.

• **Select all of the boxes that apply to your business.** Certain Medicare and COBRA provisions may apply to your coverage, depending on the size of your business. Select the box next to each of these statements that apply to you:

Your business had fewer than 20 employees throughout last year and this year.

Your business had 20 or more employees (both full time and part time) on each working day of 20 or more weeks this calendar year or last calendar year.

Your business had 20 or more full-time equivalent employees on 50% or more of the working days in the last calendar year.

Your business had an average of 51 or more employees (both full time and part time) on business days during the last calendar year.

Your business had 100 or more employees (both full time and part time) on 50% or more of the working days in the last calendar year.

• **Sign the SHOP Marketplace user agreement.** You must agree to these statements to submit your application:

This business is legal and the total number of employees is accurate.

This SHOP Marketplace coverage will be offered to all full time employees and at least one employee works in the SHOP Marketplace service area.

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 SHOP Marketplace coverage may be impacted if I provide false or untrue information.

- **Submit your application.** Select **SUBMIT APPLICATION**.
- **Activate your coverage.** To activate your new coverage, you must pay the first month's premium by selecting **PAY NOW**.

The screenshot displays the 'Review application' page on HealthCare.gov. The page is divided into several sections:

- Header:** HealthCare.gov logo, navigation links (Create enrollment, Manage employees, My account, Get assistance), and a language selector (Español).
- Navigation:** A sidebar on the left contains links for Overview, My eligibility, Account profile, My enrollment (highlighted), Brokers and proposals, Employer payment and billing, and Message center.
- Review application section:**
 - BACK TO EMPLOYEE ENROLLMENT & APPLICATIONS** button.
 - Employer information:** Susan's Auto Body, LLC. Address: 123 Test st, Test, DE 19805. EIN: 34-5345345.
 - Employer contact information:**
 - Name: Susan Griffith, Title: Owner
 - Mailing address: 123 Test st, Test, DE 19805, Email address: susan1griffith@yopmail.com
 - Primary phone number: (555) 555-5555
 - Contact preferences:**
 - Preferred language: Spoken: English, Written: English
 - Get notices and invoices by mail: No
 - Employer coverage offered:** Below are the plans your employees have selected.
 - Coverage start date: 01/01/2016
 - Waiting period for new employees to enroll: 0 Days

Review and sign user agreement

Read, attest if accurate, and sign to indicate your agreement.

Attest before buying SHOP coverage

A field with an asterisk () before it is a required field.*

Important: Certain Medicare and COBRA provisions may apply to your employees' coverage, depending on the size of your business. (Check all that apply)

- Your business had fewer than 20 employees throughout last year and this year.
- Your business had 20 or more employees (both full time and part time) on each working day of 20 or more weeks this calendar year or last calendar year.
- Your business had 20 or more full-time equivalent employees on 50% or more of the working days in the last calendar year.
- Your business had an average of 51 or more employees (both full time and part time) on business days during the last calendar year.
- Your business had 100 or more employees (both full time and part time) on 50% or more of the working days in the last calendar year.

By signing this section, you are agreeing to the following statements:

- This business is legal and the total number of employees is accurate.
- This SHOP coverage will be offered to all full time employees and at least one employee works in the SHOP service area.
- 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 SHOP coverage may be impacted if I provide false or untrue information.

- *I've read and agree to these statements.

*Electronic signature

Susan Griffith

Date: 09/25/2015

SUBMIT APPLICATION

HealthCare.gov Create enrollment Manage employees My account Get assistance - Español

DE: Change state Log out susan1griffith@yopmail.com

Overview
My eligibility
Account profile
My enrollment
Brokers and proposals
Employer payment and billing
Message center

Employee enrollment & applications

[BACK TO MY ENROLLMENT](#)

Important: Have employees add your address to their email contact list so your offer isn't labeled as spam or junk mail.

The SHOP Marketplace will send an email about your coverage offer to each employee 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.

[PAY NOW](#)

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

Coverage start date
01-01-2016, Enrollment period closed

Last day employees have to enroll
09-25-2015

SHOP Application # 1000004736
Status Submitted for enrollment

Your current participation rate
100.0%

[VIEW ENROLLMENT DETAILS](#)

Enrollment status

| Employee ID | Employee name | Plan | Dependent coverage | Status | Actions |
|-------------|---------------|---------------------|--------------------|--------------------------|--|
| 1 | Bob Smith | Health / 59054DE002 | Yes | Submitted for enrollment | View employee enrollment details |
| | | Dental / FFM Dental | Yes | Submitted for enrollment | |

- **Pay your first month's premium.** You must submit your first month's premium payment by the enrollment deadline (the 15th of the month prior to the coverage effective date) for coverage to start on the first of the month. The fastest way to submit a payment is online. You can also mail in SHOP payments to:

SHOP Marketplace
PO Box 2130
South Portland, ME 04116

Make checks payable to the SHOP Marketplace.

Minimum Participation Rate

The minimum participation requirement doesn't apply between November 15 and December 15. Outside of this enrollment period, you must meet the minimum participation rate for your state to qualify for SHOP Marketplace coverage. If you don't have enough employees to enroll, you won't be allowed to submit your application. At this point, you have 2 options:

- 1. Change your coverage offer.** You can do this if you want to enroll any time during the year. For example, you can increase the amount you contribute to employees' premiums to encourage more of them to participate. If you change your coverage offer, you'll need to withdraw your current coverage offer and start the process over using the information from your initial application. You'll also need to set up a new employee enrollment period.
- 2. Withdraw your coverage offer.** If you decide not to offer coverage, go to the **My account** tab and select **My enrollment**. Then select **Withdraw** on the **Employee enrollment & applications** page.

HealthCare.gov Create enrollment Manage employees My account Get assistance - Español

DE: Change state Log out John810@yopmail.com

Overview
My eligibility
Account profile
My enrollment
Brokers and proposals
Employer payment and billing
Message center

Employee enrollment & applications

[BACK TO MY ENROLLMENT](#)

Important: Have employees add your address to their email contact list so your offer isn't labeled as spam or junk mail.

The SHOP Marketplace will send an email about your coverage offer to each employee 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 & PREMIUM DETAILS](#) [PRINT](#)

| | |
|---|--|
| Coverage start date 01-01-2016, Enrollment period in progress | Last day employees have to enroll 10-09-2015 |
| SHOP Application # 1000004847 Status Pending submission | Your current participation rate 0.0% |

[VIEW ENROLLMENT DETAILS](#)

Important: When you're ready to submit, be sure that:

- All employees have responded to your offer, even if they're not enrolling in your SHOP coverage now.
- Your enrollment meets the minimum participation rate for your state.
- You have at least one common law employee enrolling in your SHOP coverage.
- You'll submit your completed application by the 15th of the month before your SHOP coverage will start.

[WITHDRAW](#) [REVIEW APPLICATION](#)

Calculating the minimum participation rate

- The SHOP Marketplace minimum participation rate is based on the rate of employee participation in the SHOP Marketplace and in other minimum essential coverage, including employees enrolled in coverage through another group health plan, like Medicare, Medicaid, TRICARE, coverage sold through the individual market, or in other minimum essential coverage.
- The SHOP Marketplace Minimum Participation Rate Calculator is available to help you predict if you'll meet the Minimum Participation Rate for your state. Visit [HealthCare.gov/small-businesses/choose-and-enroll/tools-and-calculators](https://www.healthcare.gov/small-businesses/choose-and-enroll/tools-and-calculators).

For more information, visit [HealthCare.gov/small-businesses/provide-shop-coverage/qualify-for-shop-marketplace](https://www.healthcare.gov/small-businesses/provide-shop-coverage/qualify-for-shop-marketplace).

Cancel or terminate coverage

If you decide not to offer coverage, or an employee wants to cancel their enrollment, you have until 11:59pm EST to cancel before the coverage effective date. The SHOP Marketplace will provide a refund for any payments collected.

Important: Employees should work with their employers to cancel enrollment.

If you want to terminate enrollment after the coverage effective date, your coverage will be terminated on the last day of the month in which you terminated coverage. In this case, you won't get a refund from the SHOP Marketplace. For example, if your group enrolls with a January 1 coverage effective date and you change your mind on or after January 1, the earliest you can terminate coverage is January 31.

To cancel or terminate coverage:

- Select the **My account** tab and then select **My eligibility**.
- On the **My eligibility** page, select **Withdraw application** under the **Actions** field.
- Enter the reason for withdrawing your application from the drop down menu and select **WITHDRAW APPLICATION**.

You can also contact the SHOP Call Center at 1-800-706-7893, Monday–Friday, 9 a.m. - 7 p.m. ET. TTY users should call 711 to reach a call center representative.

HealthCare.gov Create enrollment Manage employees My account Get assistance - Español

DE: Change state Log out susan1griffith@yopmail.com

Overview
My eligibility
Account profile
My enrollment
Brokers and proposals
Employer payment and billing
Message center

My eligibility

You can view information provided to the Small Business Health Options Program (SHOP) Marketplace as part of your application to participate. You may also withdraw your eligibility request or create a new request.

Do you have an office in another state?

Get eligibility information and access to SHOP coverage for your other offices.

[ADD ANOTHER STATE](#)

Eligibility status

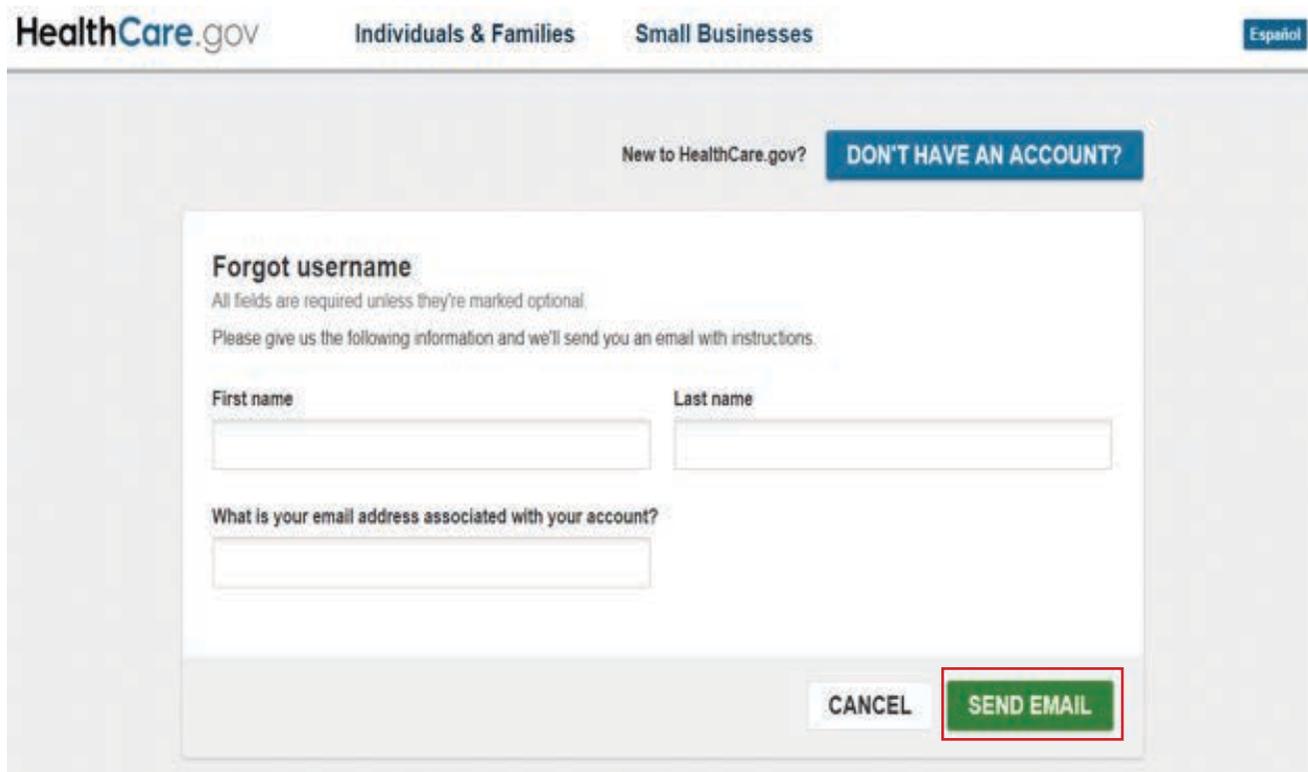
| Application ID | Status | Date Submitted | Actions |
|----------------|----------|----------------|---|
| 1000006763 | Approved | 2015-09-24 | View Withdraw application Update application Create enrollment |

Special Enrollment Period

Qualified employees and their dependents (if you offer dependent coverage) may have a right to sign up for your coverage or make changes to their coverage choices outside of your initial Open Enrollment Period. Job-based plans must provide this Special Enrollment Period (SEP) of 30 days following certain life events that involve a change in dependent status or loss of other health coverage. If you don't offer dependent coverage, an SEP applies only to qualified employees. [Learn more about the Special Enrollment Period](#) and qualifying life events.

Forgot your HealthCare.gov username and/or password?

If you forgot your **username**, enter your name and email address, and select **SEND EMAIL**. An email with your username will be sent to the email address in your account.



The screenshot shows the HealthCare.gov website interface. At the top, there is a navigation bar with the HealthCare.gov logo, links for 'Individuals & Families' and 'Small Businesses', and a language selector for 'Español'. Below the navigation bar, there is a section for 'New to HealthCare.gov?' with a blue button labeled 'DON'T HAVE AN ACCOUNT?'. The main content area is a white box titled 'Forgot username'. Below the title, it says 'All fields are required unless they're marked optional.' and 'Please give us the following information and we'll send you an email with instructions.' There are three input fields: 'First name', 'Last name', and 'What is your email address associated with your account?'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SEND EMAIL', with the 'SEND EMAIL' button highlighted with a red border.

If you forgot your **password**, enter your Marketplace username and select **SEND EMAIL**. An email with a temporary password will be sent to the email address in your account.

The screenshot shows the HealthCare.gov website interface. At the top, there are navigation tabs for 'Individuals & Families' and 'Small Businesses', with 'Small Businesses' selected. A 'Español' link is visible in the top right. Below the navigation, there is a link for 'New to HealthCare.gov?' and a blue button labeled 'DON'T HAVE AN ACCOUNT?'. The main content area is titled 'Forgot password' and includes the text: 'All fields are required unless they're marked optional. Please give us the following information and we'll send you an email with instructions.' Below this is a text input field labeled 'What is your Marketplace username?'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SEND EMAIL', with the 'SEND EMAIL' button highlighted by a red border.

Have questions or need help?

For more information on the SHOP Marketplace, visit [HealthCare.gov/small-businesses](https://www.healthcare.gov/small-businesses), or you can contact the SHOP Call Center at 1-800-706-7893, Monday–Friday, 9 a.m. - 7 p.m. ET. TTY users should call 711 to reach a call center representative.