



# Coverage Checklists

## Creating an Employer Account

When creating a new *Washington Healthplanfinder Business* account, here is the information you will need about your business:



### Company information

- Business name
- Business mailing address
- Business phone number
- Business fax number



### Business owner information

- Full name
- Date of birth
- Social Security number
- Email address



### Federal Employer Identification Number (FEIN)

## Creating an Employee Roster

When setting up or updating a *Washington Healthplanfinder Business* account, here is the information you will need about your employees and their dependents:



### Employees

- Full name
- Date of birth
- ZIP Code
- County
- Email address
- Social Security number
- Employment status
- Tobacco use status
- Employee participation status (election of coverage, waiver of coverage, non-participation)



### Dependents of employees (if employer offers coverage for dependents)

- Relationship to employee
- Date of birth
- Tobacco use status