

# Changes to Income on your Washington Healthplanfinder Account



The dashboard shows a navigation menu on the left with 'Application', 'Account', and 'Help'. Under 'Application', the 'Report a Change' link is highlighted. The main content area shows 'Household Coverage Summary' and 'Next Year Coverage Summary' for Jane Palau and Villi Pulau.

To make a change to your employment (or employer) information screen in Washington Healthplanfinder, log onto [wahealthplanfinder.org](http://wahealthplanfinder.org). From your Dashboard, select **'Report a Change'**

The 'Report your changes' screen contains several sections with 'YES' and 'NO' buttons. The 'My household income has changed by \$150 or more, and is expected to last for at least two consecutive months' section has its 'YES' button highlighted. Other sections include 'My household wants to apply for a full cost Qualified Health Plan...', 'Someone needs to be added to or removed from my list of household members...', 'My address has changed', and 'Something else has changed...'.

Review the **'Report your changes'** screen, select yes in the household income section then select **'Next'**

The 'INCOME FROM A JOB' section shows an entry for 'Judy's Jets' with an amount of '\$ 4,500.00'. The 'Remove' button is highlighted. Below, the 'AMOUNT' input field is highlighted and contains '\$ 4,500.00'. The 'FREQUENCY' is set to 'Monthly'. An 'Income Calculator' link is also visible.

Under **'Income from a job'** you can remove an employer by selecting **'Remove'**

You can make a new entry or update the current employment information

Underneath the section where you provide your employer's name and address, you'll be asked whether your employer offered health insurance

The 'COMPANY INFORMATION' form includes fields for 'EMPLOYER NAME', 'EMPLOYER ADDRESS LINE 1', 'CITY', 'ZIP', 'EMPLOYER APT/SUITE/OTHER', 'STATE', and 'COUNTY'. At the bottom, the question 'Did your employer offer you health insurance coverage?' is highlighted, with the 'YES' button also highlighted.

It is **very important** to answer this question correctly. If your employer offered health insurance that meets minimum essential coverage and minimum value requirements of the Affordable Care Act, you need to select **YES**, even if you chose not to enroll or missed open enrollment.



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If you don't know whether your employer offered coverage, or whether the coverage meets ACA minimum essential coverage and value, ask your employer.

NOTE: If you select **NO**, your employer will receive notification when you enroll in a *Washington Healthplanfinder* Qualified Health Plan with advance premium tax credits. Your employer has a right to appeal if they offered ACA-compliant health insurance to you. An appeal is a legal process where a judge would decide the dispute and an appeal may result in the removal of your tax credit. If your employer did not offer coverage, selecting **NO** would be the correct response.

If you select **YES**, *Washington Healthplanfinder* will ask who in your household could enroll in the coverage

Check the box beside each family member's name who is eligible for the coverage, even if they aren't enrolled in it.

Did your employer offer you health insurance coverage? *	[ YES ]
Select all members offered coverage under this plan *	<input type="checkbox"/> Carol Brady <input type="checkbox"/> Greg Brady

Next, *Washington Healthplanfinder* asks:

How much is the lowest-cost health plan your employer offered to only cover you? If you're not sure, check with your employer for this information. If you are eligible for tax credits, we will notify your employer that the coverage they offered didn't meet the requirements of the Affordable Care Act. * (Note: Your answer to this question will only be used to check your eligibility for Health Insurance Premium Tax Credits.)	<input type="text"/>
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This question is asking how much it would cost for **YOU** to purchase coverage **for yourself** in the lowest cost plan your employer offers that meets ACA requirements. **DO NOT** include the cost to enroll your family.

It is **very important** to answer this question correctly. If you don't know the cost for you to purchase coverage for yourself, ask your employer.

NOTE: If you report an amount that is unaffordable (as defined in the ACA) and are determined eligible for tax credits, your employer will receive notification when you enroll in a *Washington Healthplanfinder* Qualified Health Plan with tax credits toward the premium. Your employer has a right to appeal if they offered affordable health insurance to you. An appeal is a legal process where a judge would decide the dispute and an appeal may result in the removal of your health insurance premium tax credit.

Go through the rest of your application to make sure it contains accurate information, then e-sign and submit. Your reported changes won't go into effect until you e-sign and submit! You will receive updated eligibility results upon submitting your application.

If you need help updating the income in your *Washington Healthplanfinder* account, you are welcome to contact **Customer Support at 1-855-923-4633**. There is also a chat function available if you log on and find you need assistance.

**If your employer filed an appeal and you need assistance, please call the Appeals Program at 1-855-859-2512 so the Appeals Specialist assigned to your case can help you.**