How to correct Healthplanfinder to accurately reflect Employer Sponsored Coverage

1) Log into your Healthplanfinder application at www.wahealthplanfinder.org
2) Click on your “My Household” tab.
3) Click on “Report Income or Eligibility Change”
4) Answer “yes” to the statement, “My household income has changed by $150 .....”
5) Click the green “Next” button at the bottom of the page.
6) Verify that the household income information on this page is correct. Make changes if necessary. When everything is correct, click the green NEXT button at the bottom.

7) Change the question “Does your employer offer a health plan....”
   a. If you’re eligible for employer sponsored coverage, whether you take it or not, you must answer “YES” to this question.
   b. If you’re not eligible for your employer’s insurance or your employer doesn’t offer health insurance to employees, then answer “NO” to this question. Go to step 9 if you don’t have or aren’t eligible for employer-sponsored insurance.

8) If you answered YES, a couple more questions will pop up. Answer these questions, including the cost of the monthly premium for the lowest cost plan for employee-only coverage. TIP: If you don’t know this information, contact your employer’s human resources department.
9) Click the green “Next” button at the bottom of the page.

10) Review the next screen, “Application Review Screen” to be sure all the information is correct. If it isn’t, use the “Edit” buttons to make changes. When everything is correct, click the green NEXT button at the bottom of the page.

11) On the “Primary Applicant’s Signature Page”, check the boxes highlighted below, “sign” your full name, and click on the green SUBMIT MY APPLICATION button.

12) Read the next screen carefully. There may or may not be more things you need to do before you’re able to enroll in coverage. Depending on your income and the cost of to insure you on your employer’s plan, you may or may not be eligible for tax credits.

13) Don’t forget to go to your “Account Home” tab and Select a Plan. You don’t have health insurance until you complete this step and pay for your new plan. NOTE: For your new health insurance coverage to start next month, you must select a plan and pay for it before the 23rd of this month.

If YOU NEED HELP: If you have any difficulties, please call Customer Support at 1-855-923-4633. They can help you update your application.