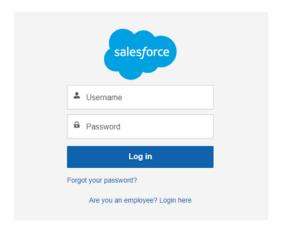
# QUOTING AND ENROLLING AN INDIVIDUAL AND FAMILY MEMBER OFF EXCHANGE

# Broker Log-in page

• Log into your Salesforce account at <a href="https://enroll.hometownhealth.com/s/login/">https://enroll.hometownhealth.com/s/login/</a>



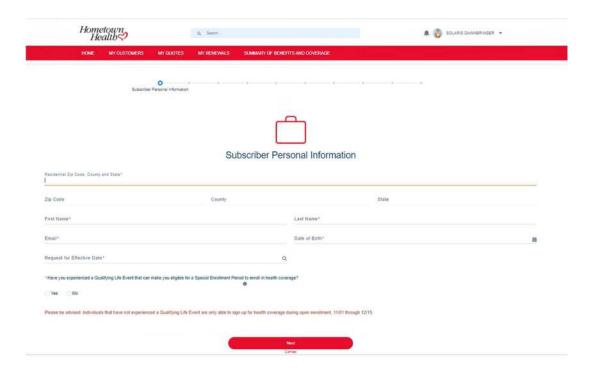


• Choose Individual & Family Plan from the icons below



• Enter the information in the Subscriber Personal Information section as shown below. \*IF YOU DO NOT COMPLETE THE ENTIRE ENROLLMENT PROCESS, YOU MUST SELECT **SAVE FOR LATER** TO BE ABLE TO RESUME YOUR QUOTE\*



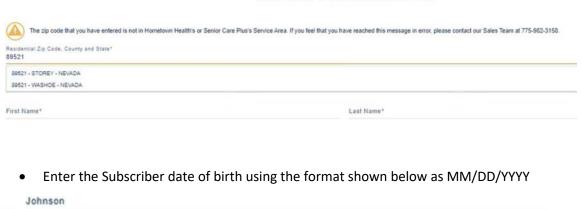






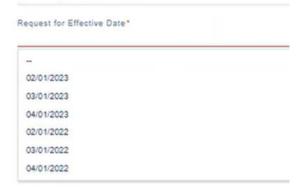
Enter the zip code and select the appropriate county from the drop-down list







• Enter the Effective Date using the drop-down, as shown below



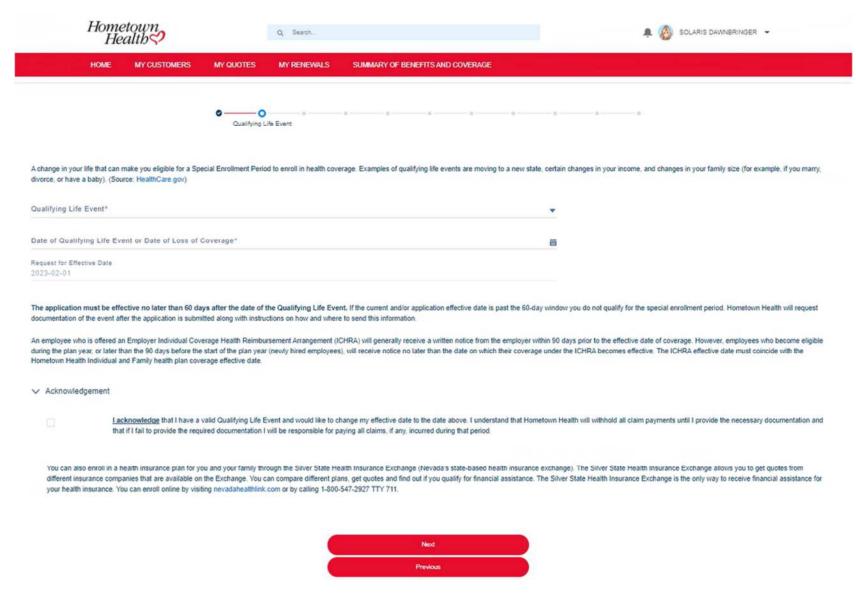


• With the exception of the annual Open Enrollment period, you must have a Qualifying Life Event (QLE) within 60 days of the effective date

*Have you experienced a Qualifying Life Event that can make you eligible for a Special Enrollment Period to enroll in health coverage?	
○ Yes ○ No	
Please be advised: Individuals that have not experienced a Qualifying Life Event are only able to sign up for health coverage during open enrollment, 11/01 through 12/15.	

• Enter the Qualifying Life Event information as shown below.





• Choose from one of the available Qualifying Life Events from the drop-down box as shown below



A change in your life that can make you eligible for a Special Enrollment Period to enroll in health coverage. Examples of qualifying life events are moving to a new state, certain changes in your income, and changes in your family size (for example, if you marry, divorce, or have a baby). (Source: HealthCare.gov)

Qualifying Life Event\*

	<u> </u>
Clear	
Involuntary Loss of Essential Health Coverage	
Marriage	
Divorce	
Moved Outside of Insurer's Coverage Area	dow you do not qualify for the special enrollment period. Hometown Health will request
Birth	2017 you do not qualify for the special enforment period, incrinetown means will reques
Adoption/Placement for Adoption	0 days prior to the effective date of coverage. However, employees who become eligit
Employer Individual Coverage Health Reimbursement Arrangement Enrollment (ICHRA)	er the ICHRA becomes effective. The ICHRA effective date must coincide with the
PORTODOTTI TOMAS MATERIAL MATERIAL PROPERTY OF STREET STREET	

### Acknowledgement

Lacknowledge that I have a valid Qualifying Life Event and would like to change my effective date to the date above. I understand that Hometown Health will withhold all claim payments until I provide the necessary documentation and that if I fail to provide the required documentation I will be responsible for paying all claims, if any, incurred during that period.

You can also enroll in a health insurance plan for you and your family through the Silver State Health Insurance Exchange (Nevada's state-based health insurance exchange). The Silver State Health Insurance Exchange allows you to get quotes from different insurance companies that are available on the Exchange. You can compare different plans, get quotes and find out if you qualify for financial assistance. The Silver State Health Insurance Exchange is the only way to receive financial assistance for your health insurance. You can enroll online by visiting nevadahealthlink.com or by calling 1-800-547-2927 TTY 711.



## • Completed example shown below. Click Next.



A change in your life that can make you eligible for a Special Enrollment Period to enroll in health coverage. Examples of qualifying life events are moving to a new state, certain changes in your income, and changes in your family size (for example, if you marry, divorce, or have a baby). (Source: HealthCare.gov)

Qualifying Life Event* Involuntary Loss of Essential Health Coverage	*
Your Current/Previous Carrier*	
Anthem	
Date of Qualifying Life Event or Date of Loss of Coverage*	
01-31-2023	8
Request for Effective Date	
2023-02-01	

The application must be effective no later than 60 days after the date of the Qualifying Life Event. If the current and/or application effective date is past the 60-day window you do not qualify for the special enrollment period. Hometown Health will request documentation of the event after the application is submitted along with instructions on how and where to send this information.

An employee who is offered an Employer Individual Coverage Health Reimbursement Arrangement (ICHRA) will generally receive a written notice from the employer within 90 days prior to the effective date of coverage. However, employees who become eligible during the plan year, or later than the 90 days before the start of the plan year (newly hired employees), will receive notice no later than the date on which their coverage under the ICHRA becomes effective. The ICHRA effective date must coincide with the Hometown Health Individual and Family health plan coverage effective date.

### Acknowledgement



Lacknowledge that I have a valid Qualifying Life Event and would like to change my effective date to the date above. I understand that Hometown Health will withhold all claim payments until I provide the necessary documentation and that if I fail to provide the required documentation I will be responsible for paying all claims, if any, incurred during that period.

You can also enroll in a health insurance plan for you and your family through the Silver State Health Insurance Exchange (Nevada's state-based health insurance exchange). The Silver State Health Insurance Exchange allows you to get quotes from different insurance companies that are available on the Exchange. You can compare different plans, get quotes and find out if you qualify for financial assistance. The Silver State Health Insurance Exchange is the only way to receive financial assistance for your health insurance. You can enroll online by visiting nevadahealthlink.com or by calling 1-800-547-2927 TTY 711.



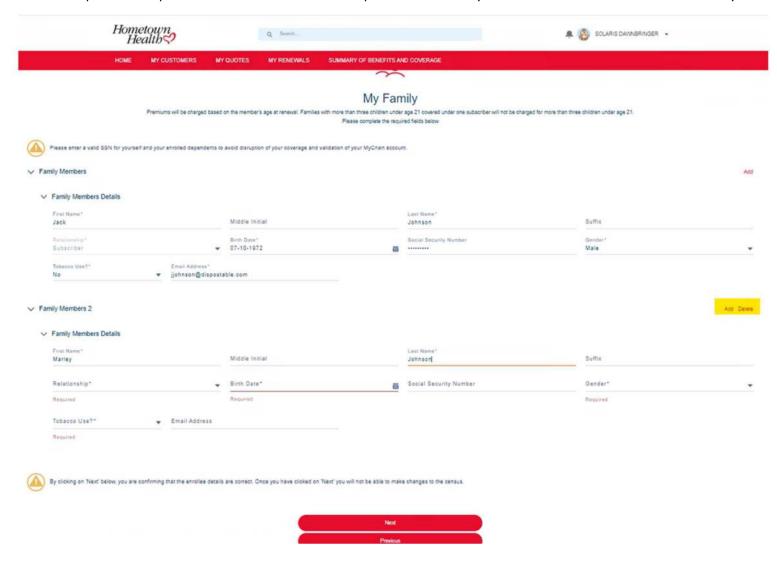


• Complete the Subscriber's data as shown below, including the Subscriber's Social Security number and Tobacco Use attestation. Add dependents if needed, including the Tobacco Use attestation for each member. \*Please note that if you click next and you have forgotten to add a dependent, you cannot return to this screen\*

Hometown Health	Q Search		♣ Ø SOLARIS DAWNBRINGER. ➤	
HOME MY CUS	TOMERS MY QUOTES MY RENEWA	LS SUMMARY OF BENEFITS AND COVERAGE		
	• O O		- Family Mannager	
			✓ Family Manders Debatis     From Source*     And And Source Sourc	SATIN
		My Family	Tobasco Uncl <sup>2+</sup> • Entra Autority  - Entra	Gender*
		My Family  Families with more than three children under age 21 covered under one subso		
	Middle Initial	Last Name * Johnson	Add	
✓ Family Members Details First Name*	Middle Initial  Birth Date*  ▼ 07-10-1972			
Jack Relancoship*	Birth Date*	Johnson	Suffox	
First Name" Jack  Relancoship" Subscriber	Birth Date*  07-10-1972 Email Address*	Johnson	Suffox	
First Name* Jack  Relanceship* Subscriber  Tobacco Use?*	Birth Date*  ▼ 07-10-1972  Email Address*  Johnson@dispostable.com	Johnson	Suffix  Gender*	
First Name* Jack  Relanceship* Subscriber  Tobacco Use?*	Birth Date*  ▼ 07-10-1972  Email Address*  Johnson@dispostable.com	Johnson  Social Security Number	Suffix  Gender*	

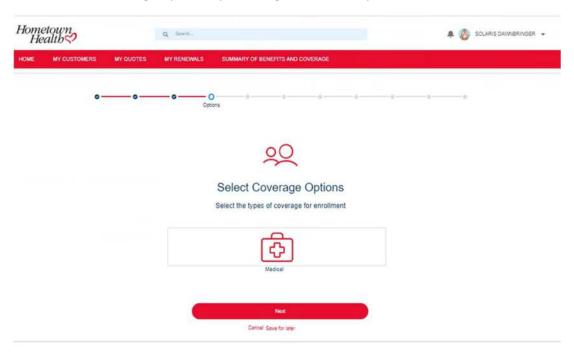


• Completed example shown below. Select the Add option next to Family Members Detail to enter additional family members.



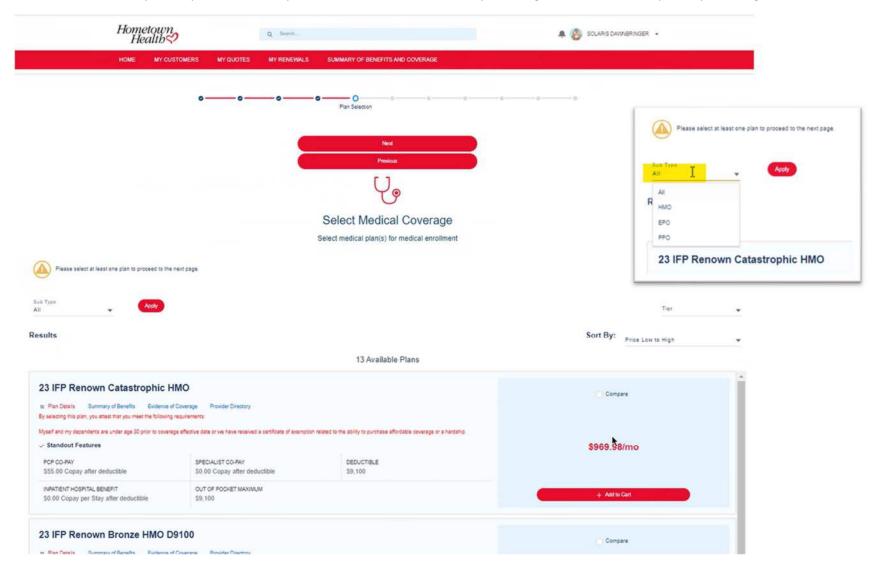


• Select Coverage Options by selecting the Medical option and Next.

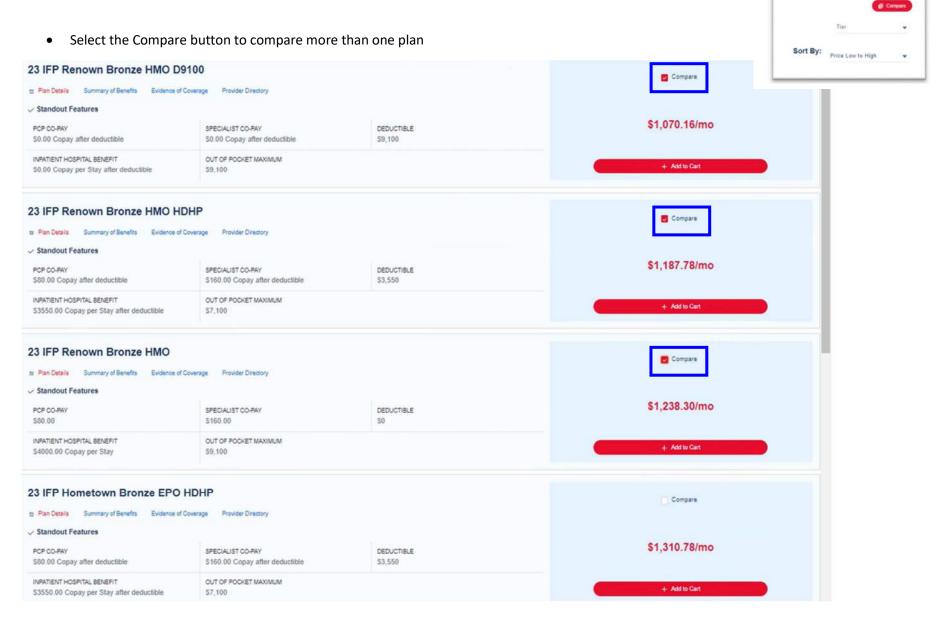




• You can view plans, options, and compare benefits, as well as view all plan designs or filter to view specific plan designs.

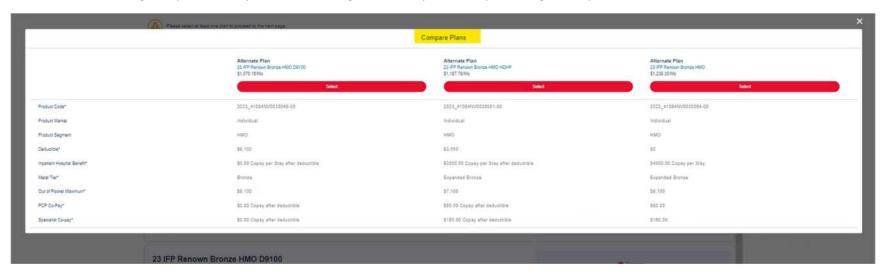






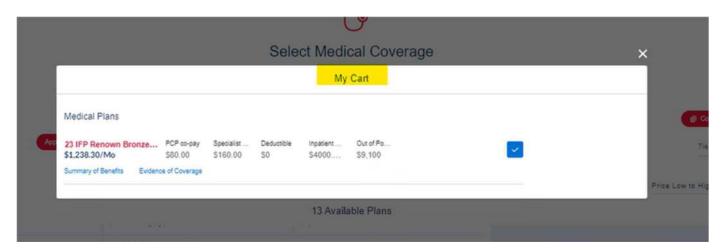


• After selecting Compare Plans, you can view a high level comparison of plan designs and premiums



• You can select the desired plan for enrollment from the comparison or from the main benefits screen, then view the cart to confirm. You can only choose one plan to be added to the cart, which will be the intended plan for enrollment.



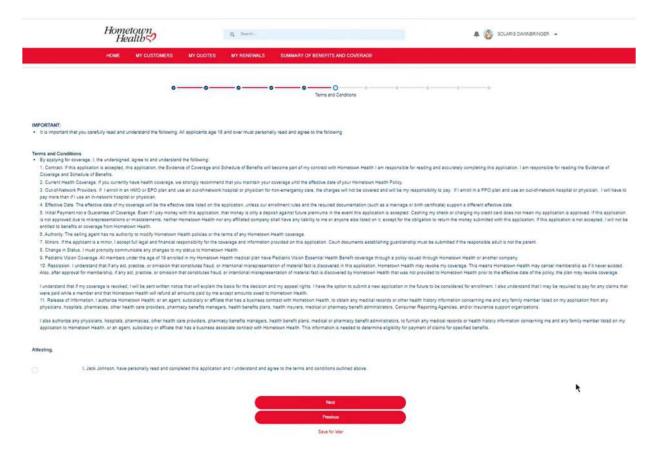


• FOR HMO PLANS ONLY You will need to acknowledge that you are required to select a Renown Primary Care Physician (PCP)



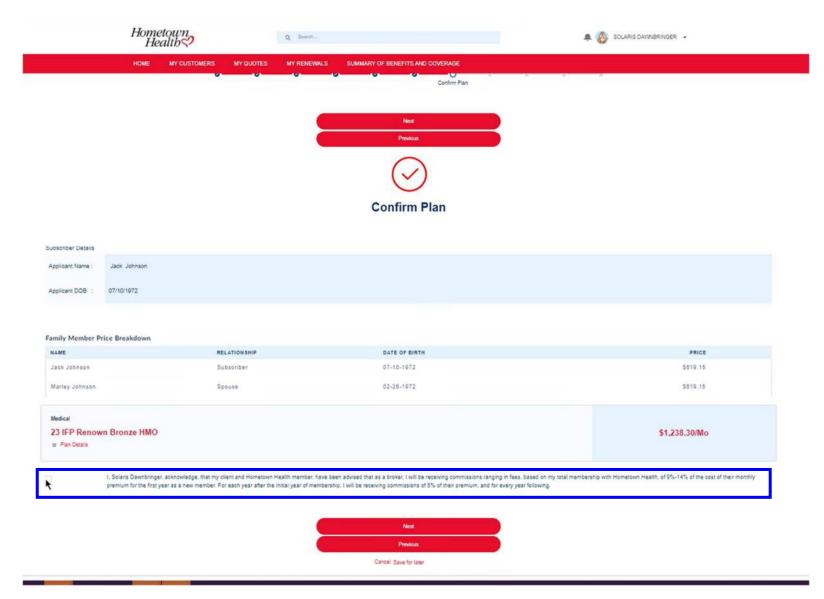
Review Terms and Conditions and click on the Attesting box to proceed.





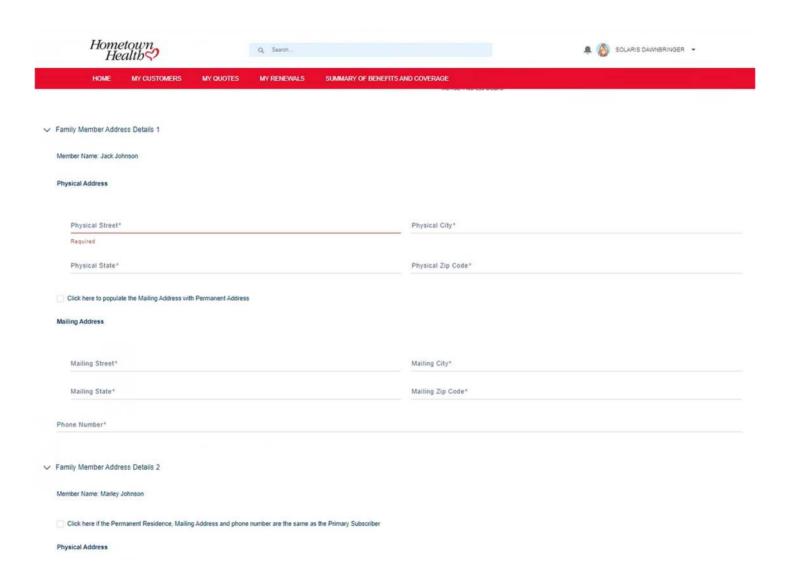
• Review and Confirm Plan, including Premium Rates, and advise your client that, as a Broker, you will be receiving commissions.





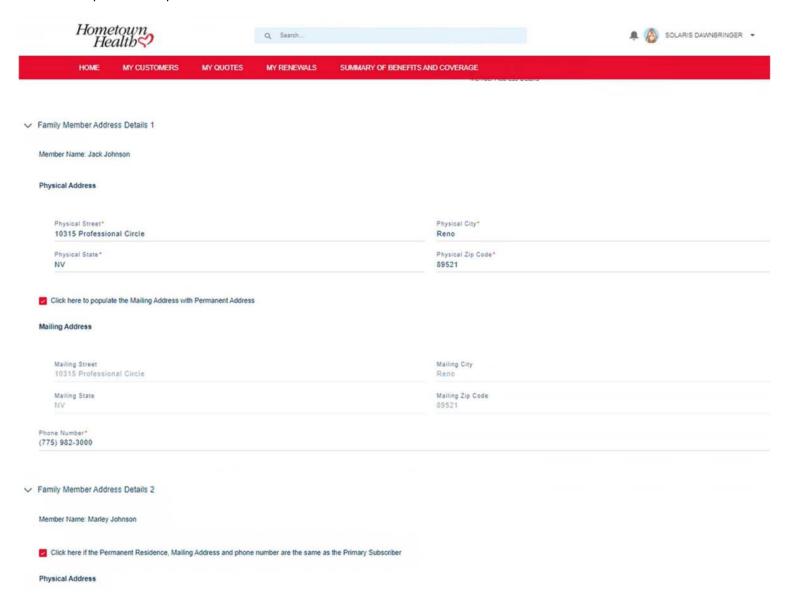
• Enter the physical and mailing addresses of all members





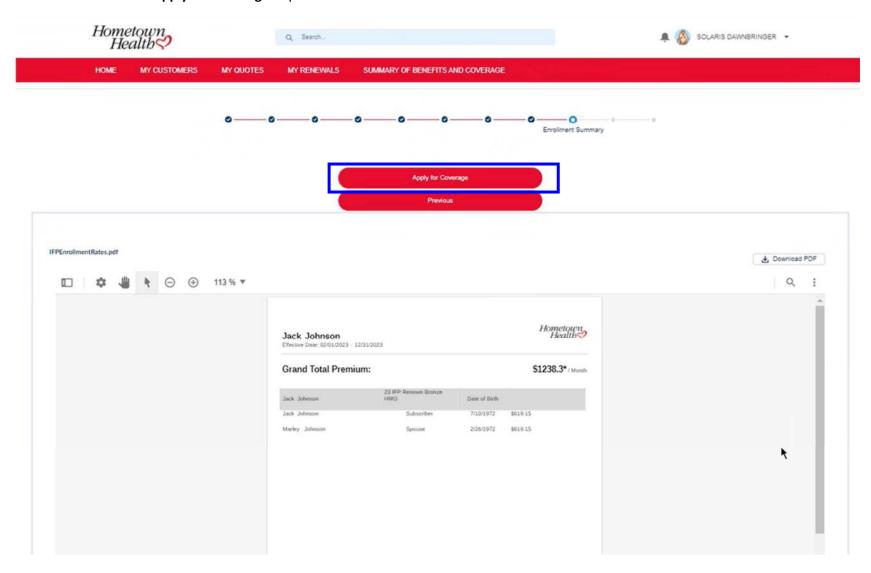


# • Completed example below





• You will have the option to download and print the Premium Rate sheet. Please share with your client. *No signature is required from the client*. Click on **Apply for Coverage** to proceed.



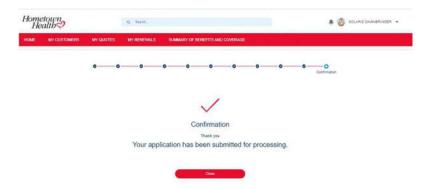


• Enter Credit Card or Electronic Funds Transfer information for payment. This will be a one-time payment and payment information will **not** be saved for future payments. Members will need to set up payment preferences through their <a href="MyChart">MyChart</a> account. Once the information is entered, click on Next (**CLICK ONCE ONLY**) to proceed.

Hometown Health	Q Searth.	A SOLARIS DAWASRINGER •
HOME MY CUSTOMERS	MY QUOTES MY RENEWALS SUMMARY OF BENEFITS AND COVER	AGE .
	o	Premium Payment
	\$	
	Payment	
	Enter the group's payment informat The payment will not be processed until the members are en	
ayment Method		
Creds Card	Electronic Funds Transfer	
Creat Card	Electronic Funds Transfer	
Name on Card®	Electronic Funds Transfer	
Name on Card®	Electronic Funds Transfer	Conf. Monhard
	Electronic Pynds Transfer	Card Number*
Name on Card®		Card Number*
Name on Card*  Exp. Date (MM/YY)*  CVV*	Electronic Funds Transfer  What is CVV?	Card Number*
Name on Card*  Exp. Date (MM/YY)*		Card Number*
Name on Card*  Exp. Date (MM/YY)*  CVV*		Card Number*  Billing Zip Code*
Name on Card*  Exp. Date (MM/YY)*  CVV*  Billing Address*	What is CVV?	
Name on Card*  Exp. Date (MM/YY)*  CVV*  Billing Address*	What is CVV?	
Name on Card*  Exp. Date (MM/YY)*  CVV*  Billing Address*	What is CVV?	Billing Zip Code*
Name on Card*  Exp. Date (MM/YY)*  CVV*  Billing Address*	What is CVV?	Billing Zip Code*



• You will receive a Confirmation screen when transaction is complete



Broker and Client will receive a confirmation email as shown below

### Hello George N Jetson.

Thank you for choosing Hometown Health Individual and Family coverage to meet your medical and pharmacy insurance needs. Please note that you will also be receiving an official Welltome email about two weeks after the date your coverage becomes effective. Below are a few things to know as a member.

### Your Application ID:00018713

#### Member ID Cards

You will receive a physical member ID card in the mail within 7 - 10 business days.

#### MyChart Registration

The MyChart system allows you to securely manage your personal health insurance information. You can make monthly premium payments, check the status of your claims, download and print member ID cards, and much more.

Additionally, if you are a patient of Renown Health, you can communicate with your doctor, access test results, schedule appointments and so much more.

If you haven't already done so, we recommend that you create your MyChart account by visiting https://mychart.renown.org/mychart/Authentication/Login

If you encounter any problems, please contact Hometown Health Customer Service at (775) 982-3232 or toll free (800) 336-0123.

SBC Document: Download

Please be aware that this email was sent from an unattended mailbox. Please do not reply.

Thank You.

