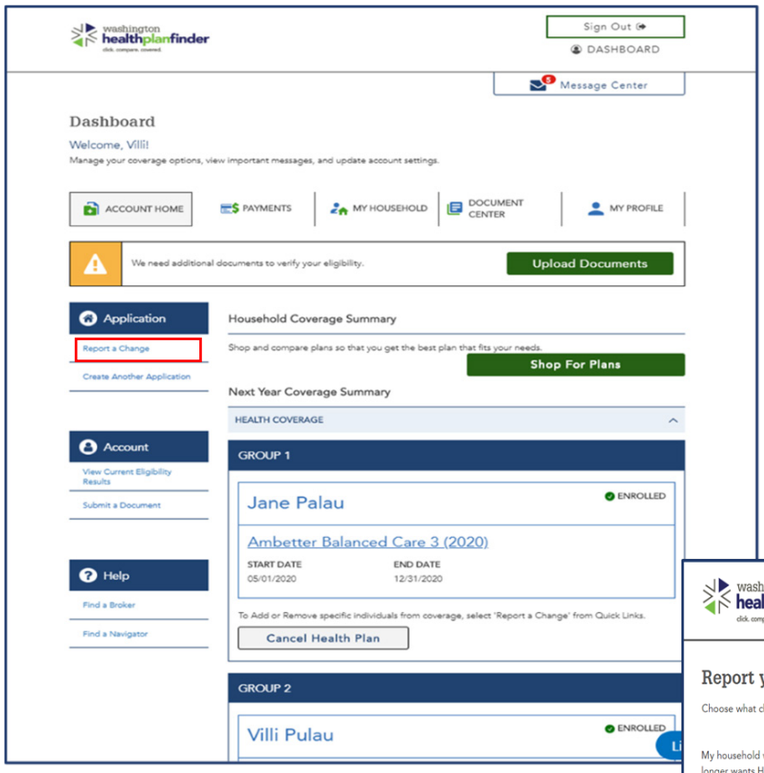
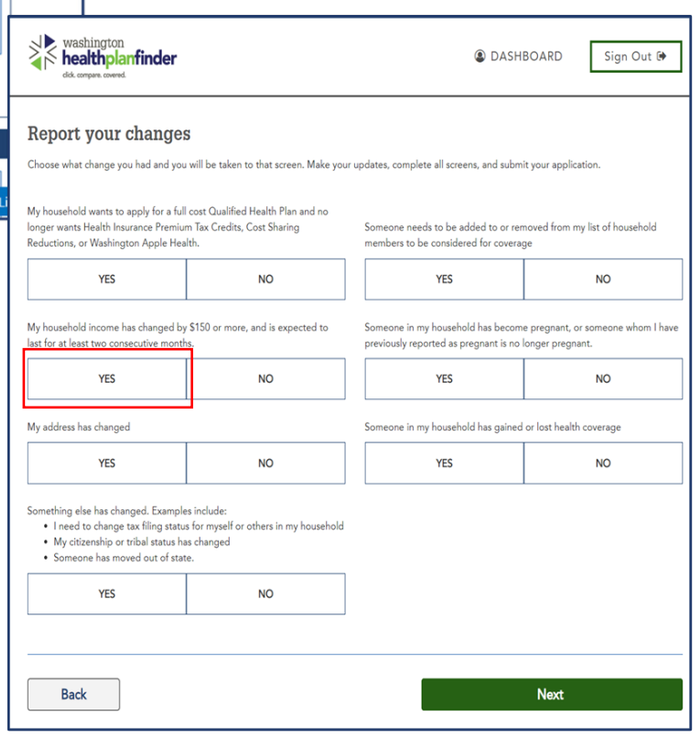
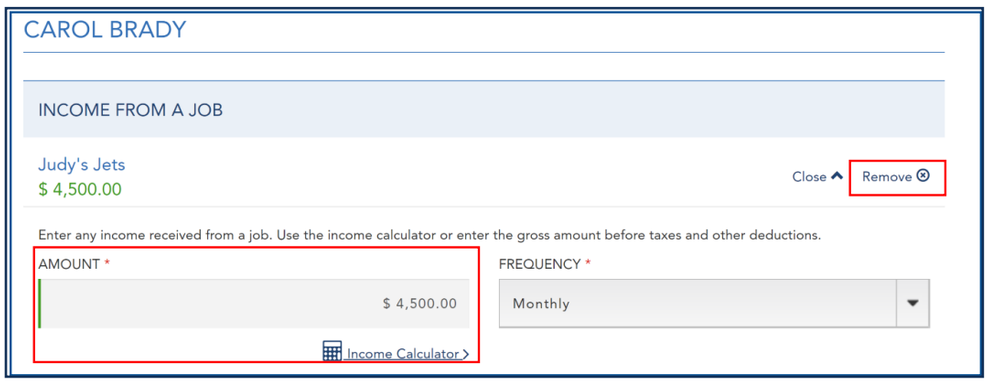
Changes to Income on your *Washington Healthplanfinder* Account



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



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

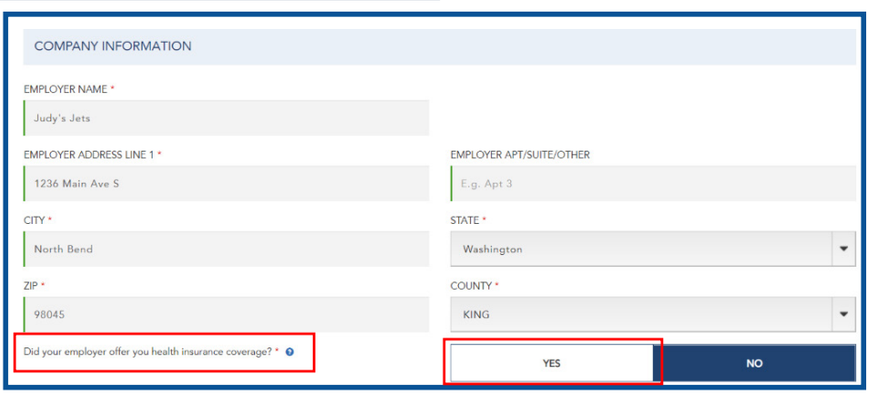


Under **'Income from a job'**, you can remove an employer by selecting **'Remove'**

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



It is **very important** to answer his 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.

Changes to Income on your *Washington Healthplanfinder* Account

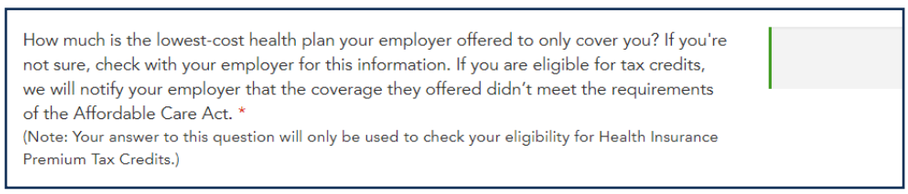
If you don't know whether your employer offered coverage, or whether the coverage meets ACA minimum essential coverage and value, ask your employer.

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.

Next, *Washington Healthplanfinder asks:*



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.