

Preparing to Enroll



Harold wants to schedule an appointment with an assister to help him fill out his insurance application. But he wants to be sure he's prepared for the meeting. So, he starts reviewing the basic information needed for the application.



The Healthcare.gov website includes a detailed checklist called “Get ready to apply for or re-enroll in your Health Insurance Marketplace coverage”. Harold can use this checklist as a guide.

- Your Information – Name, DOB
- Information about your household
- Home and mailing address
- Information about everyone applying for coverage
- Social Security Numbers for everyone on your application
- Information about the professional helping you apply (if applicable)
- Immigration Document information (if any)
- Information on how you file your taxes
- Your best estimate of your household income
- Health coverage information (if already enrolled)
- Employer information for each person in household
- A completed “Employer Coverage Tool” (if applicable)

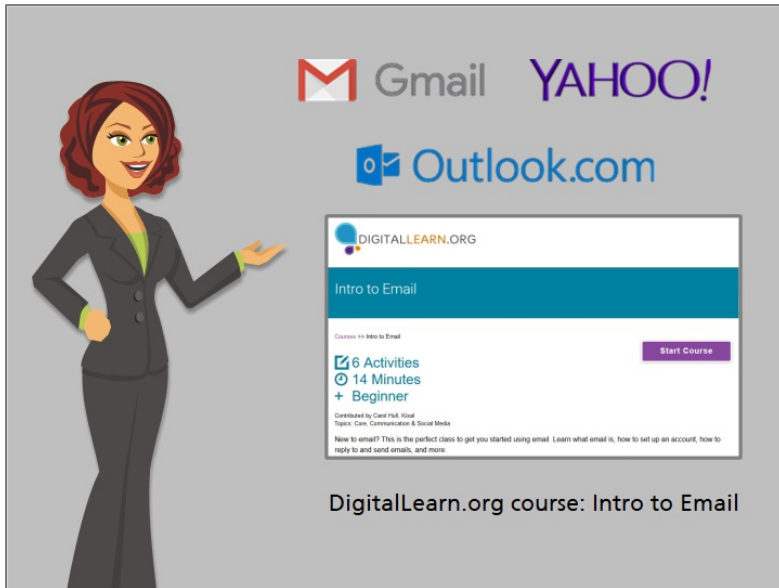
<https://marketplace.cms.gov/outreach-and-education/apply-for-or-renew-coverage.pdf>

click the link to download

Continue

Review the information shown on your screen, which lists the basic information needed. For detailed information, you can download the checklist document, and either save or print it. If you want to do that, you can click on the link here.

Click the green button when you are ready to continue.



Here are some tips for getting ready to fill out the insurance enrollment application. You will need to have an email address in order to create an account on healthcare.gov.

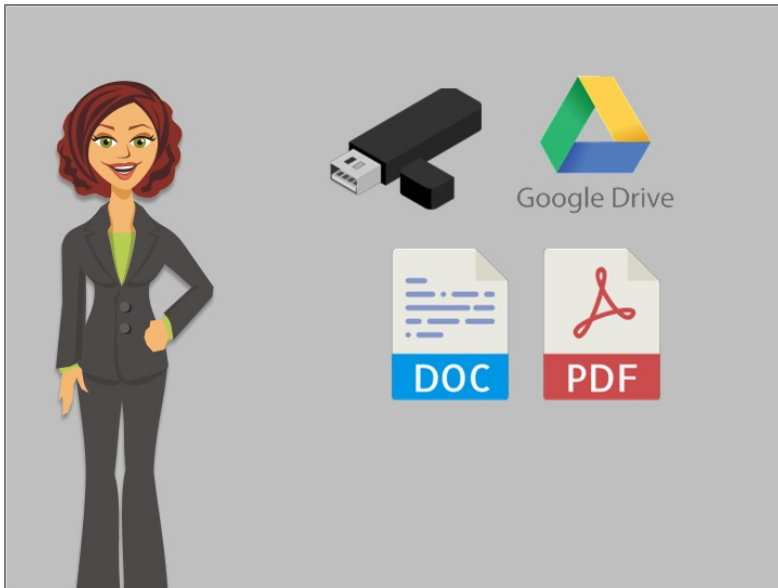
The email address needs to be one that you can check regularly for updates from the marketplace and your health insurance provider. If you do not have an email address, you will need to create one.

You can learn how to create an email address in the DigitalLearn.org course, "Intro to Email".

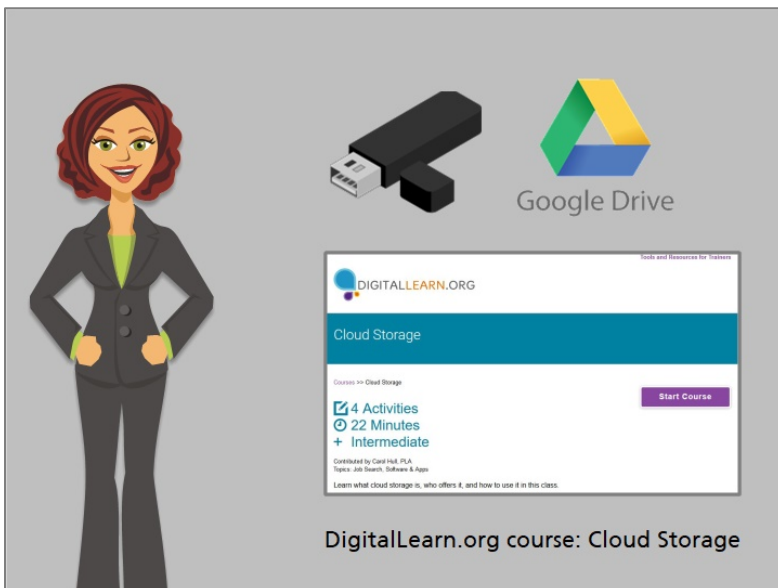


When completing a health insurance application, many people need to confirm some basic information with proof of identification documentation. Try to have these documents ready before you begin filling out the application with your assister.

Other documents may be needed to confirm your income, citizenship, or immigration status.



The documents must be saved on the computer in an electronic format like a Word Document or PDF file in order to attach them to your application. You can also store your documents on a USB flash drive, or using a cloud storage site like Google Drive.



You can learn more about Cloud storage in the Digitallearn.org “Cloud Storage” course.



Harold wants to be prepared to upload documents to the healthcare.gov website, so he has saved the documents he may need to a flash drive. He then reviews how to upload them to his application if needed.

From the healthcare.gov main page, Harold sees the “Need to submit documents?” banner and clicks the “See How” button to review.

HealthCare.gov tips & troubleshooting

EMAIL PRINT

Uploading documents

Health coverage application tips & troubleshooting

Uploading documents

Creating an account

Logging in to your account

Web browser, cookie & cache settings

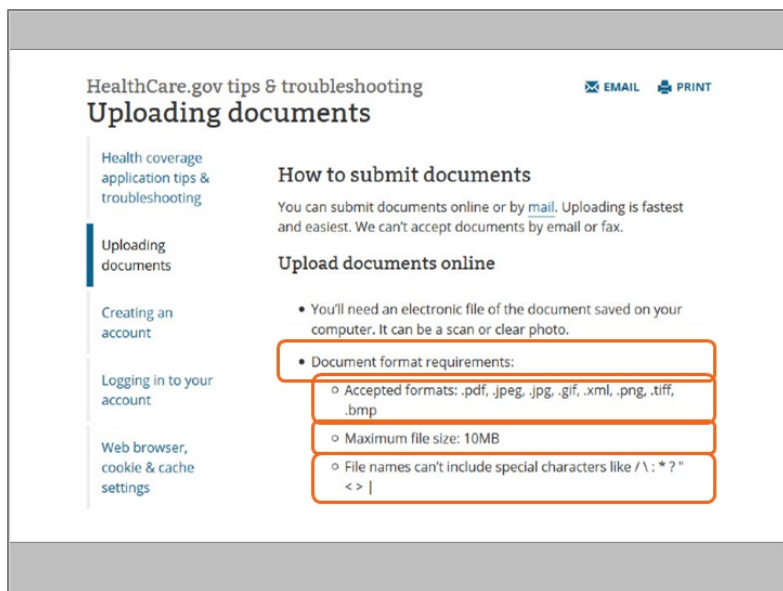
How to submit documents

You can submit documents online or by mail. Uploading is fastest and easiest. We can't accept documents by email or fax.

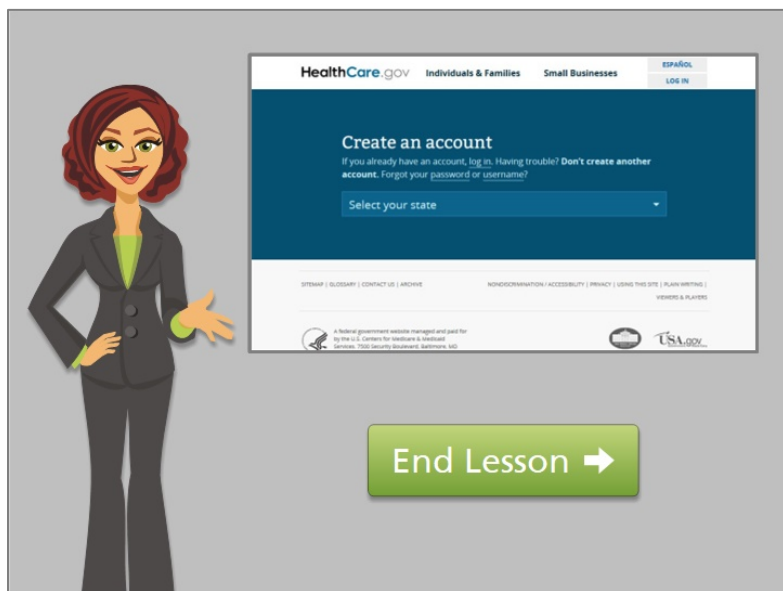
Upload documents online

- You'll need an electronic file of the document saved on your computer. It can be a scan or clear photo.
- Document format requirements:
 - Accepted formats: .pdf, .jpeg, .jpg, .gif, .xml, .png, .tiff, .bmp
 - Maximum file size: 10MB
 - File names can't include special characters like / \ : * ? " < > |

According to Healthcare.gov, documents must be submitted online or via mail, if they are needed for an application. The website allows applicants to upload any supporting documents directly to the site. Documents cannot be accepted by email or fax.



Harold reads through the document format requirements, and makes sure that his documents are the correct file types, aren't too large, and have file names that don't have special characters.



Once Harold has gathered all of his information, he is ready to create an account on healthcare.gov. We'll review how to create an account in the next lesson. Click on the green button to end this lesson.