

Healthcare.gov Instructions

(call-in number is 1.800.318.2596 – provide NPN # in red below)

1. Access <https://www.healthcare.gov/>
2. Click on the “Apply Now For Health Coverage” Orange Circle in the middle of the page
3. “Choose Your State and We will Tell You The Next Steps” – choose Ohio in drop down
4. Select “Apply Online”
5. “Let’s Get Started” page will come up, click the “Let’s Get Started” Green button
6. Create an account:
 - a. Enter your personal information as requested
 - b. Create a user name and password
 - c. Answer security questions
 - d. Click green “Create An Account” button
 - e. An email will be sent to the email address you entered, go to that email and click on the link then you will see a Success page
 - f. Click the green “Continue” button on the Success page
 - g. You will then log in to your account using the user name and password you created when you created account
 - h. Terms and Conditions page will come up and you have to click “I Accept”
7. **To Apply** “Your Name” What Would You Like To Do? Page will come up
 - a. Under the “Apply For New Coverage” section select “Apply and Shop For Coverage for Me/And Or My Family”
 - b. “Ohio Application For Individuals and Families” page will come up, read and click the green “Next” button
 - c. You will have to verify your identity, enter the requested contact information
 - d. You will be asked to verify your identity again and they will ask three questions related to past addresses or banking – answer the questions
 - e. Your Identity has been verified and you can now complete and Application
 - f. If you have completed a paper application in the past, you can find it. If you are starting a new application, click the green “Continue” button
8. **Start Your Application**
 - a. Start Your Application page, read and click the green “Next” button
 - b. Privacy Policy page will come up, read and agree by clicking the box with the agreement button, click the green “Save and Continue” button.
 - c. Enter the contact information used when you created your account
 - d. Enter phone number used when you created your account
 - e. Do you want to read notices related to your application on the website or have a paper copy – choose which you prefer
 - f. Choose email or txt for notices about application
 - g. Click the green “Save and Continue” button

- h. You will be asked to verify your home address to make sure it matches what they have found
- i. **You will be asked if anyone is helping you, select Agent/Broker**
 - i. **Name – Jim Toth**
 - ii. **Company Name – The Legacy Group**
 - iii. **NPN Number – 2345855**
- j. ‘You’ve told us another person is helping you complete the application’ page and you will have to create a new security question. Click the green Save and Continue button
- k. ‘Help Paying For Coverage’ page will come up. Select YES, NO or I AM NOT SURE. If you have an Adjusted Gross Income of less than \$44,000 you will receive a subsidy.
- l. In this example I selected I AM NOT SURE. Select the green ‘Save and Continue’ button
 - i. Answer tax related questions, number of independents and projected income for 2014. If user \$82, 000, then you will be redirected back to YES
 - ii. Select YES,
 - iii. Who needs coverage – select family members who need coverage
 - iv. Add information about each family member, age, gender, social security number, US citizen
 - v. Answer tax related questions about family members
 - vi. Answer questions related to race/ethnicity of each family member
 - vii. Answer questions related to mental and physical health of each family member and their ability to work
 - viii. Review all the household information that was entered and save and continue
- m. Income
 - i. Answer questions related to income (job, alimony, student loans) form 2013 and if you think it will remain the same in 2014
 - ii. Review income summary and Save and Continue
- n. Additional Information –read and hit the green Next button
- o. Answer questions about current coverage for each family member
- p. Review and Sign – If you review you can walk through each page and you can make changes