

SHOP Online Enrollment

Lessons Learned

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1. General Overview (30 minutes)
 - a. Employer Eligibility
 - b. Tax Credit
 - c. Employee Choice Model
 - d. Enrollment
 - e. Participation Requirements
 - f. Premiums and Payments
 - g. Employee Groups

2. Online Enrollment (20 minutes)
 - a. Group contact registration/identity proofing
 - b. Employer data entry
 - c. Employee data entry (individual entry vs. spreadsheet enrollment)
 - d. Plan/contribution selection
 - e. Employee registration/identity proofing/plan selection
 - f. Group submission
 - g. Group Payment

3. Broker Assistance (10 minutes)
 - a. Broker portal
 - b. Accepting employer request for assistance
 - c. Proposal preparation