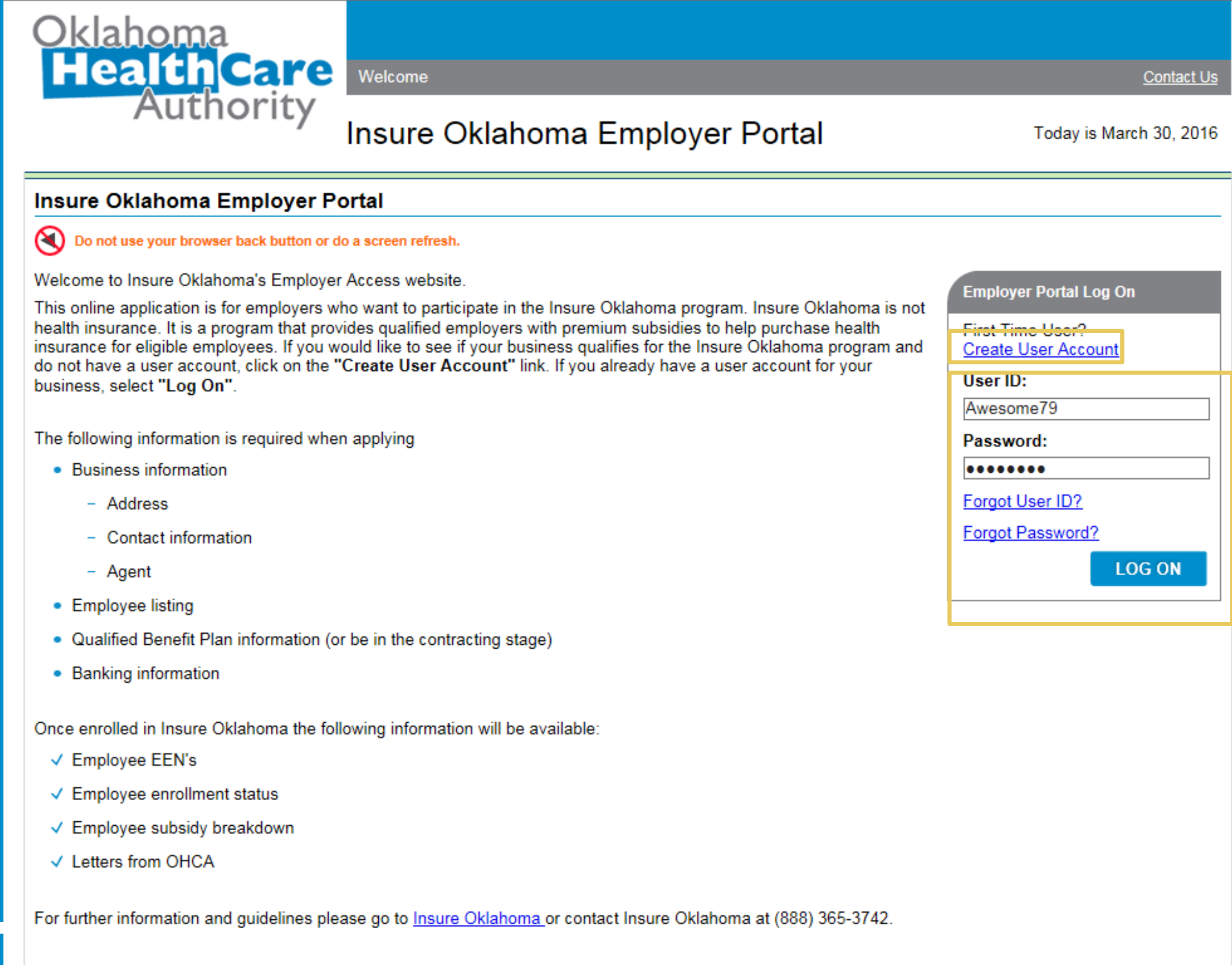
If you already have an account, you can log in.

If you would like to apply for Insure Oklahoma, click “Create User Account.”


Oklahoma Health Care Authority

Welcome | Contact Us

Insure Oklahoma Employer Portal

Today is March 30, 2016

Insure Oklahoma Employer Portal

Do not use your browser back button or do a screen refresh.

Welcome to Insure Oklahoma's Employer Access website.

This online application is for employers who want to participate in the Insure Oklahoma program. Insure Oklahoma is not health insurance. It is a program that provides qualified employers with premium subsidies to help purchase health insurance for eligible employees. If you would like to see if your business qualifies for the Insure Oklahoma program and do not have a user account, click on the **"Create User Account"** link. If you already have a user account for your business, select **"Log On"**.

The following information is required when applying

- Business information
  - Address
  - Contact information
  - Agent
- Employee listing
- Qualified Benefit Plan information (or be in the contracting stage)
- Banking information

Once enrolled in Insure Oklahoma the following information will be available:

- ✓ Employee EEN's
- ✓ Employee enrollment status
- ✓ Employee subsidy breakdown
- ✓ Letters from OHCA

For further information and guidelines please go to Insure Oklahoma or contact Insure Oklahoma at (888) 365-3742.

Employer Portal Log On

First Time User?

Create User Account

User ID:

Awesome79

Password:

••••••••

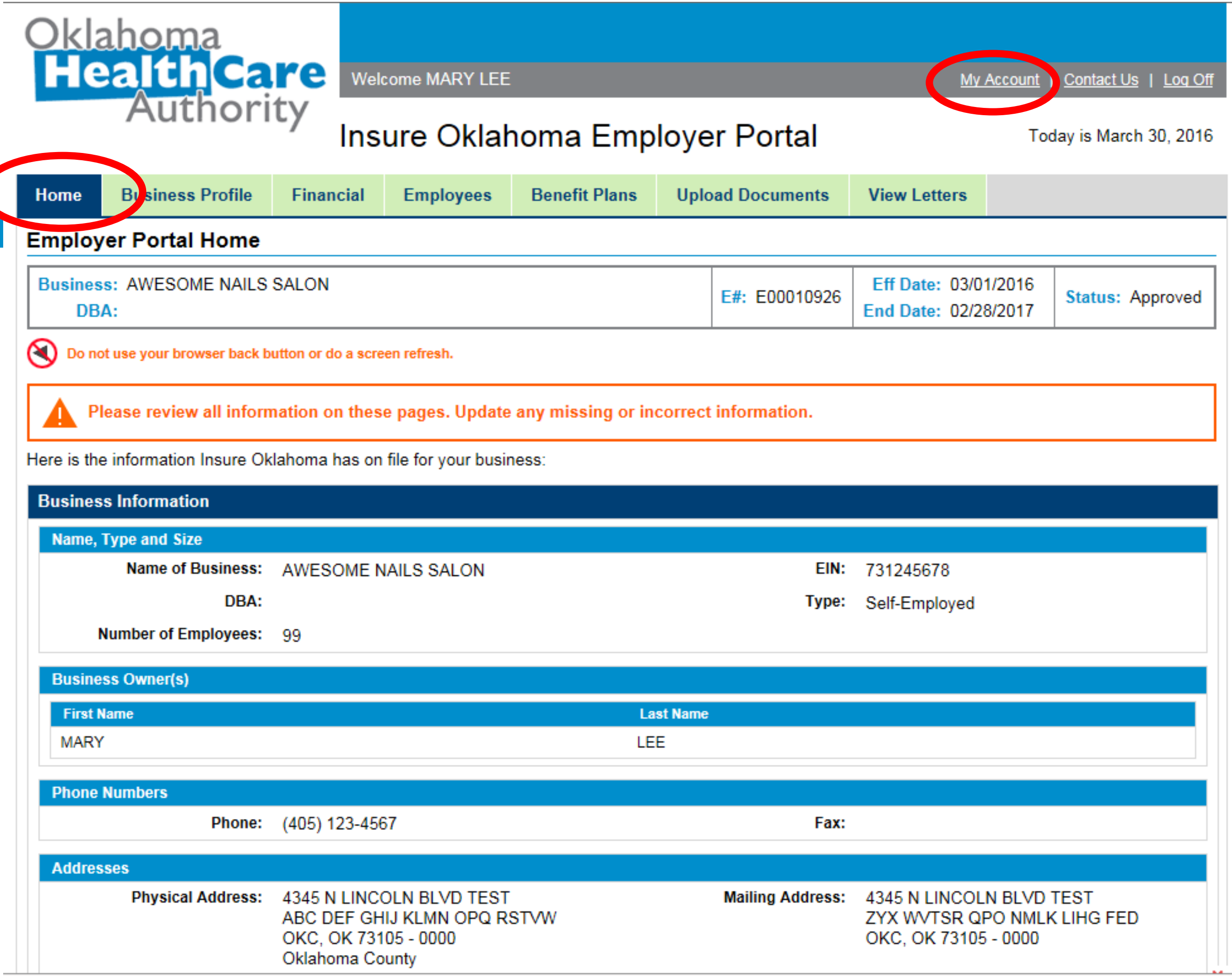
Forgot User ID?

Forgot Password?

LOG ON

The Home page shows a summary of your business's information.

No changes can be made on this page. If you would like to change the information shown on this page, click "My Account."



Summary page, continued.

Addresses

Physical Address: 4345 N LINCOLN BLVD TEST
ABC DEF GHIJ KLMN OPQ RSTVW
OKC, OK 73105 - 0000
Oklahoma County

Mailing Address: 4345 N LINCOLN BLVD TEST
ZYX WVTSR QPO NMLK LIHG FED
OKC, OK 73105 - 0000

Contacts

Agent of Record

Name:

Address:

Agent Phone:

Agent Fax:

Agent Email:

Primary Contact

Name: MARY LEE

Phone: (405) 123-4567

Fax:

Email: [redacted]

Health Insurance Information

Amount spent on Health Insurance Premiums last year: 500

Number of hours per week an employee must work to be eligible for a Qualified Benefit Plan: 40

Qualified Benefit Plans

Plan ID	Plan Name	Group Number	Effective Date
[redacted]		PENDING	03/01/2016

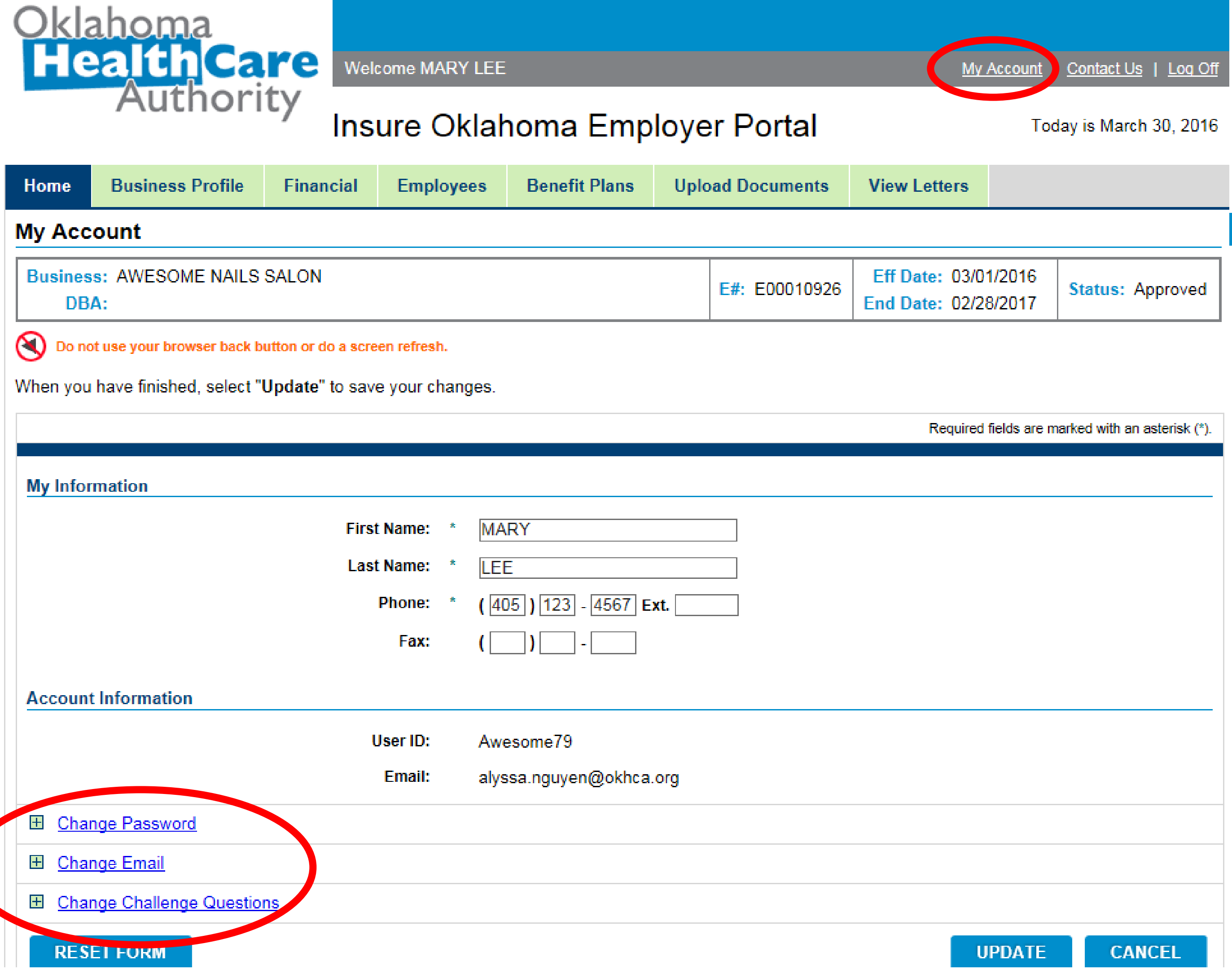
Banking Information

Bank Routing Number: [redacted]

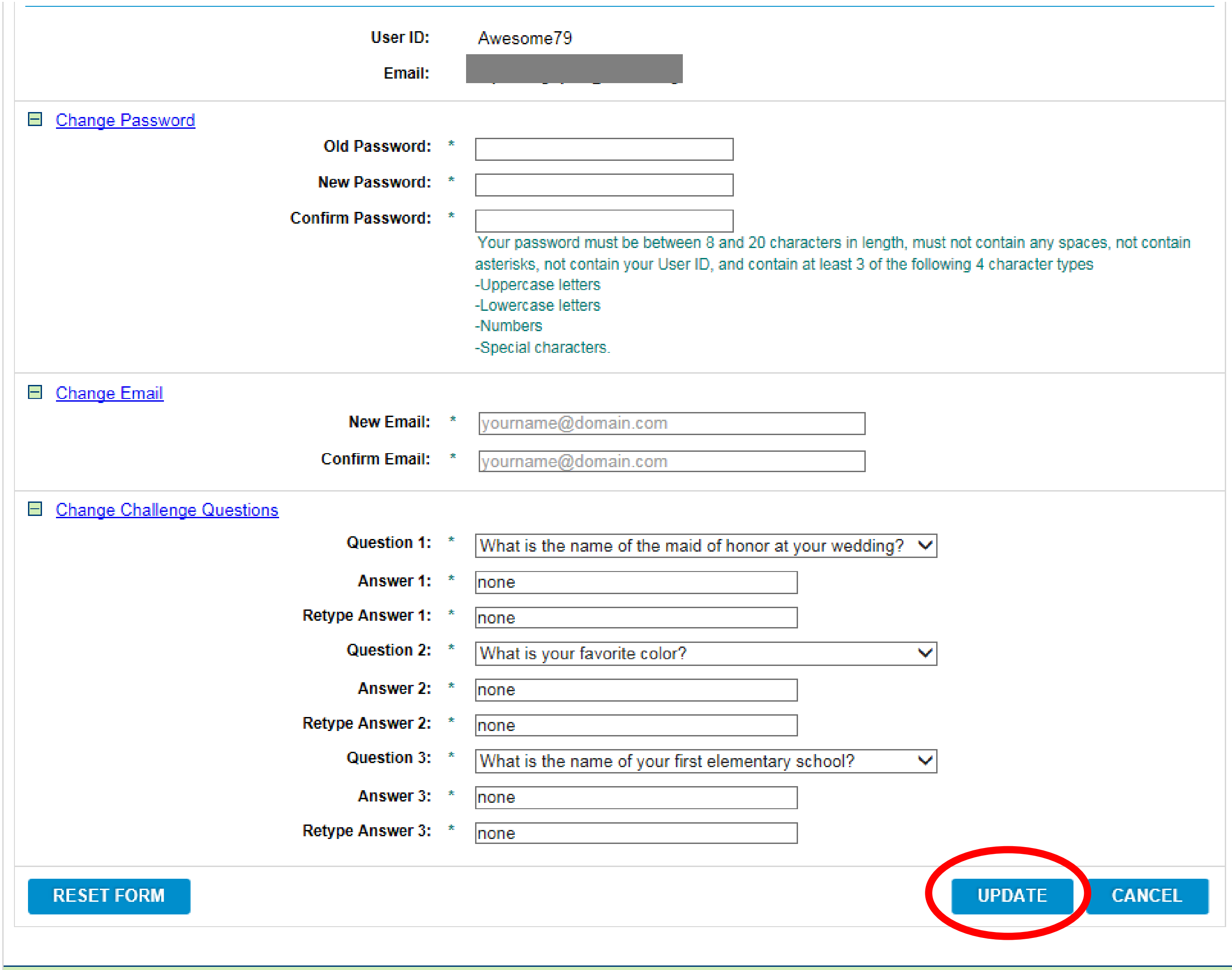
Financial Institution Name: TINKER FEDERAL CREDIT UNION

Account Number: [redacted]

Information shown in the “My Account” section. Here, you can update your password, email and challenge questions. You can also change the employer contact information found under “My Information.”



Please enter only one email address.


User ID: Awesome79

Email: [redacted]

Change Password

Old Password: *

New Password: *

Confirm Password: *

Your password must be between 8 and 20 characters in length, must not contain any spaces, not contain asterisks, not contain your User ID, and contain at least 3 of the following 4 character types
-Uppercase letters
-Lowercase letters
-Numbers
-Special characters.

Change Email

New Email: * yourname@domain.com

Confirm Email: * yourname@domain.com

Change Challenge Questions

Question 1: * What is the name of the maid of honor at your wedding?

Answer 1: * none

Retype Answer 1: * none

Question 2: * What is your favorite color?

Answer 2: * none

Retype Answer 2: * none

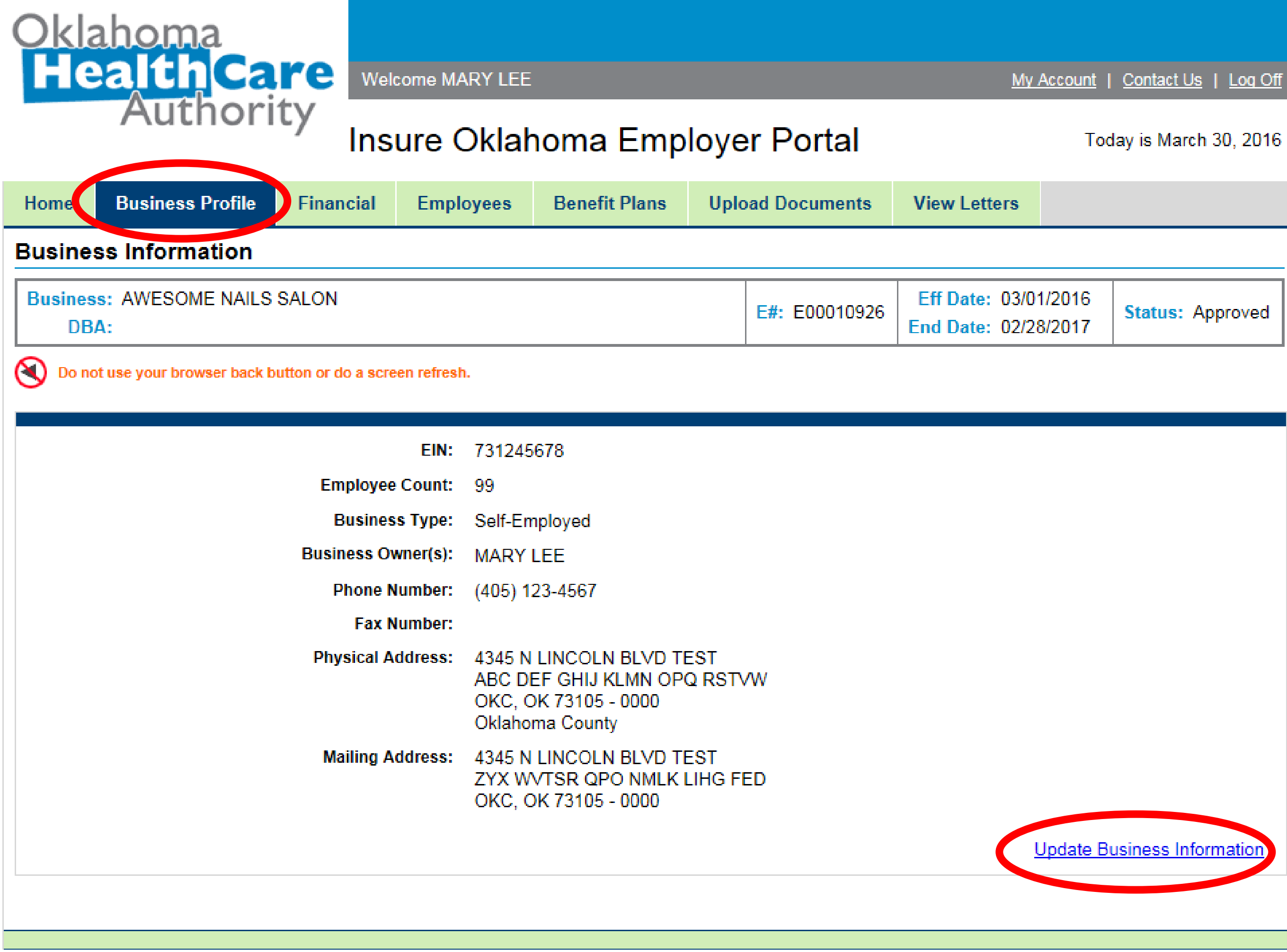
Question 3: * What is the name of your first elementary school?

Answer 3: * none

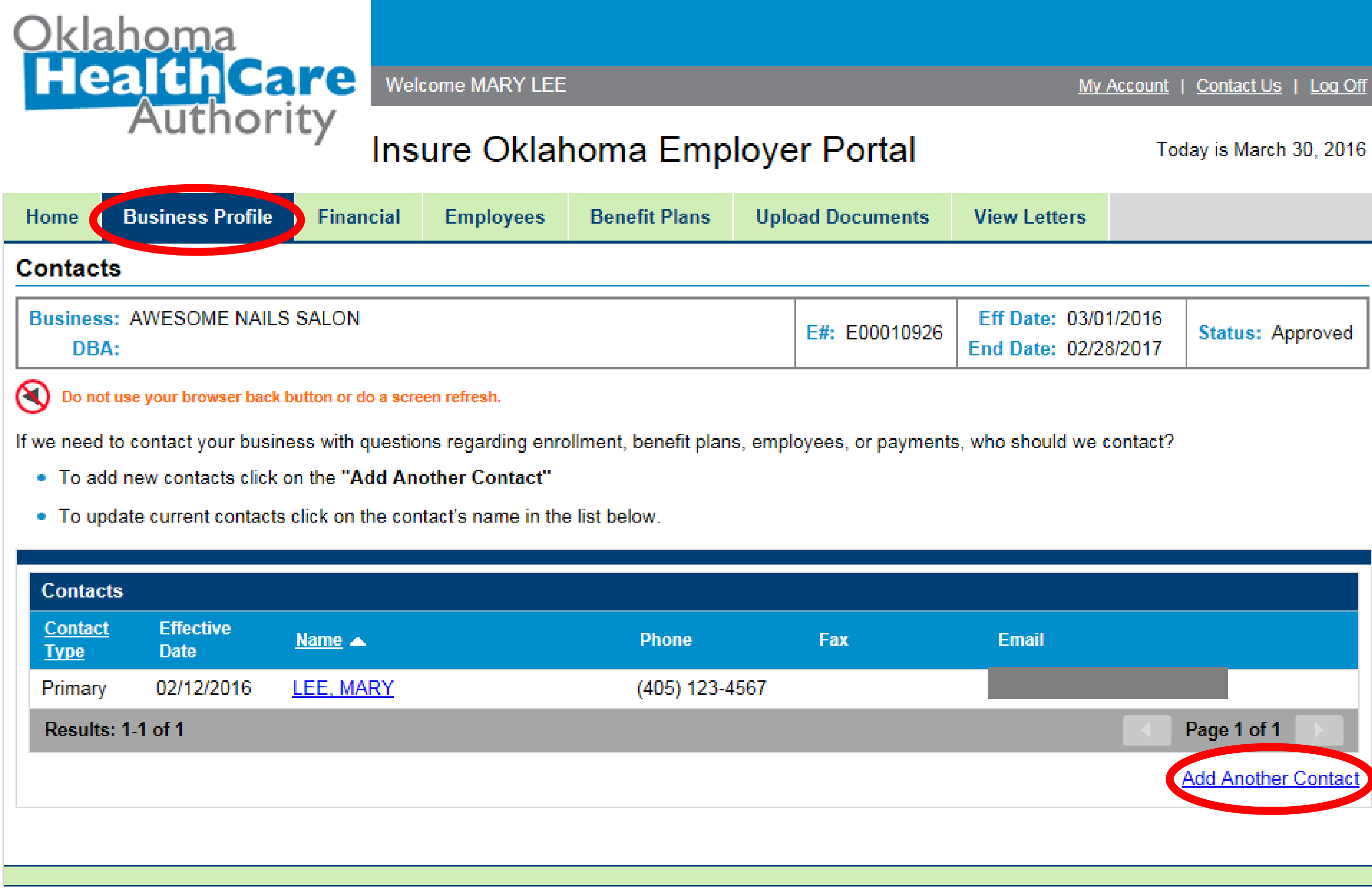
Retype Answer 3: * none

RESET FORM UPDATE CANCEL

Under the Business Profile tab, there’s an option to update your Business Information. Click the “Update Business Information” link to update your Employee Count, Business Owners, or physical or mailing addresses.



Under the Business Profile tab, there's an option to review your Contacts. You can update, add or remove contact information for people at your business who manage your account.



Oklahoma HealthCare Authority

Welcome MARY LEE

My Account | Contact Us | Log Off

Insure Oklahoma Employer Portal

Today is March 30, 2016

Home | Business Profile | Financial | Employees | Benefit Plans | Upload Documents | View Letters

Contacts

Business: AWESOME NAILS SALON
DBA:
E#: E00010926
Eff Date: 03/01/2016
End Date: 02/28/2017
Status: Approved

Do not use your browser back button or do a screen refresh.

If we need to contact your business with questions regarding enrollment, benefit plans, employees, or payments, who should we contact?

- To add new contacts click on the **"Add Another Contact"**
- To update current contacts click on the contact's name in the list below.

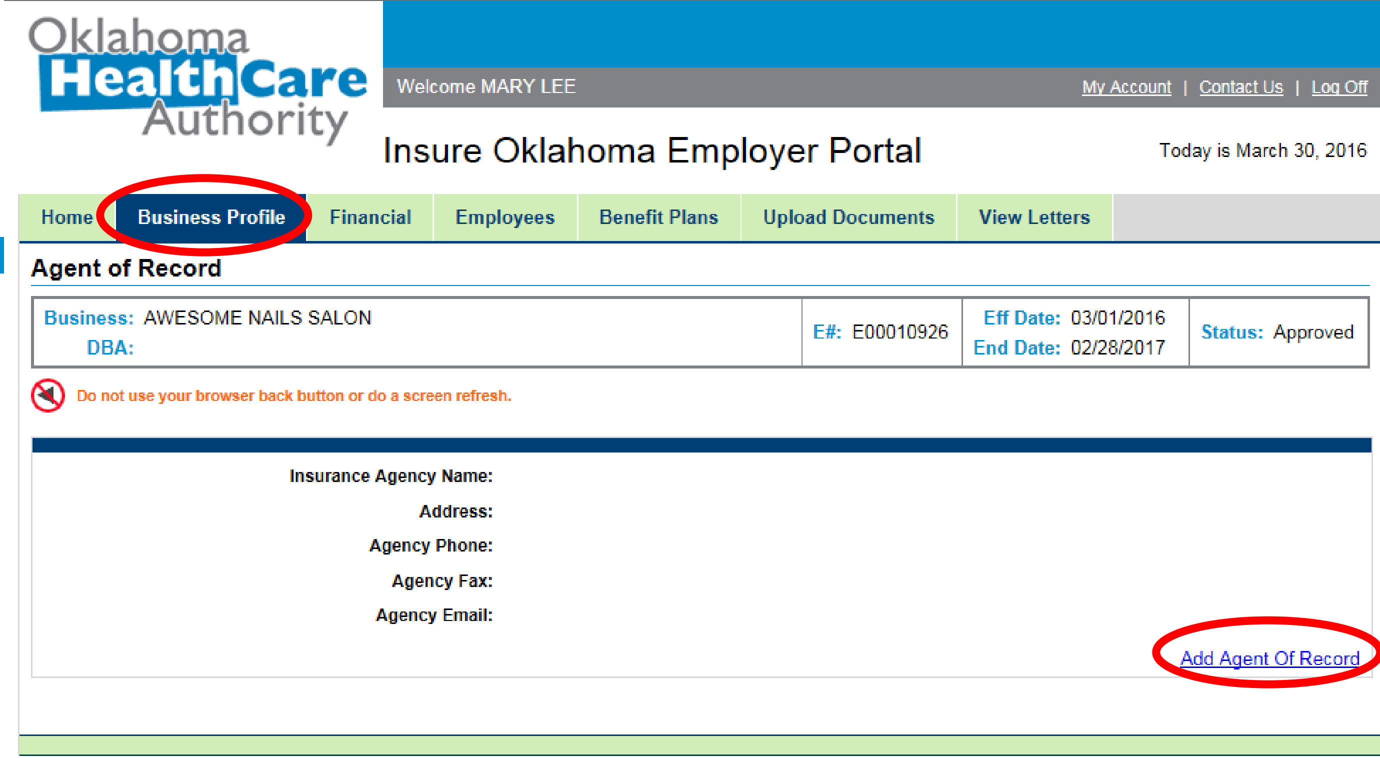
Contacts

Contact Type	Effective Date	Name	Phone	Fax	Email
Primary	02/12/2016	LEE, MARY	(405) 123-4567		[redacted]

Results: 1-1 of 1 Page 1 of 1

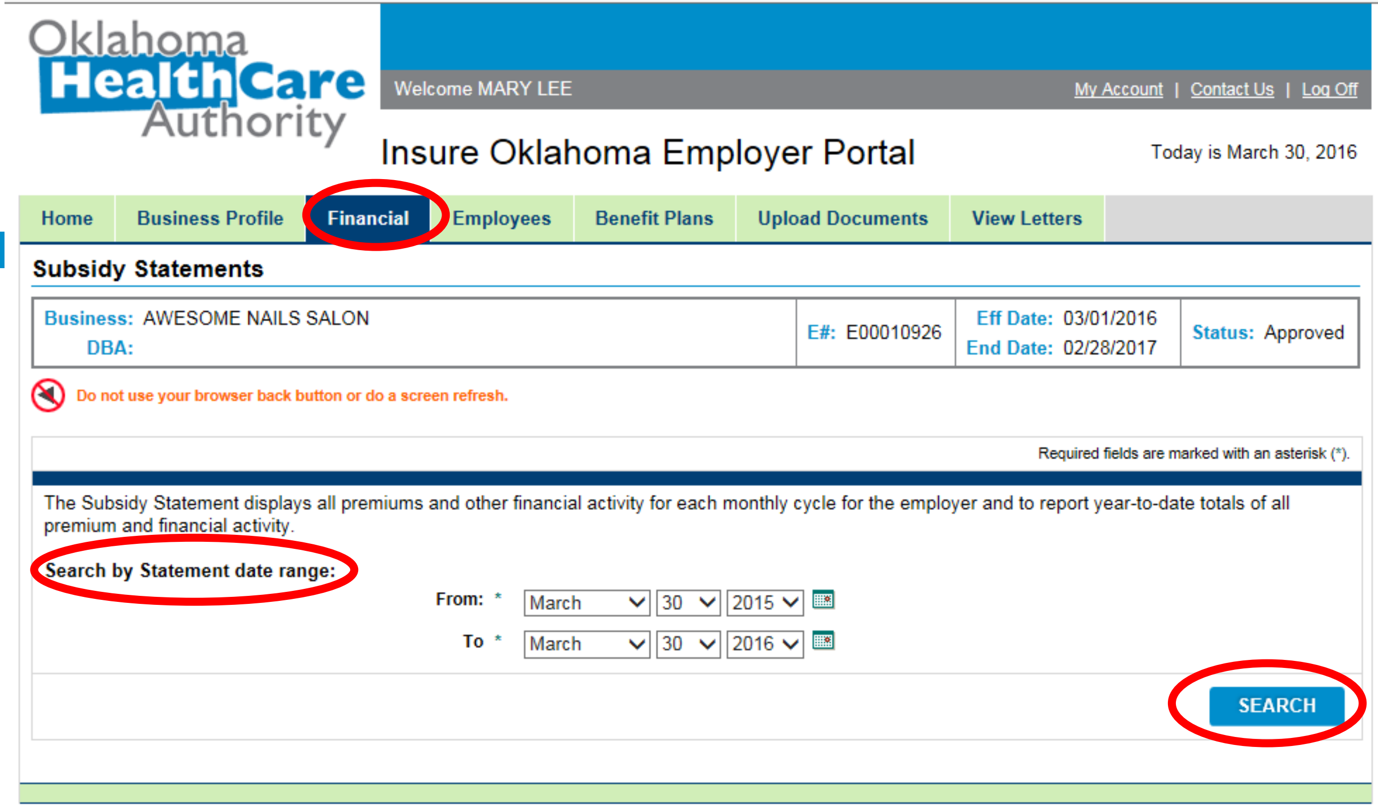
Add Another Contact

Under the Business Profile tab, you can also review your Agent of Record. The Agent of Record page has options to add or update information on the insurance agent who is allowed to manage your employer account.

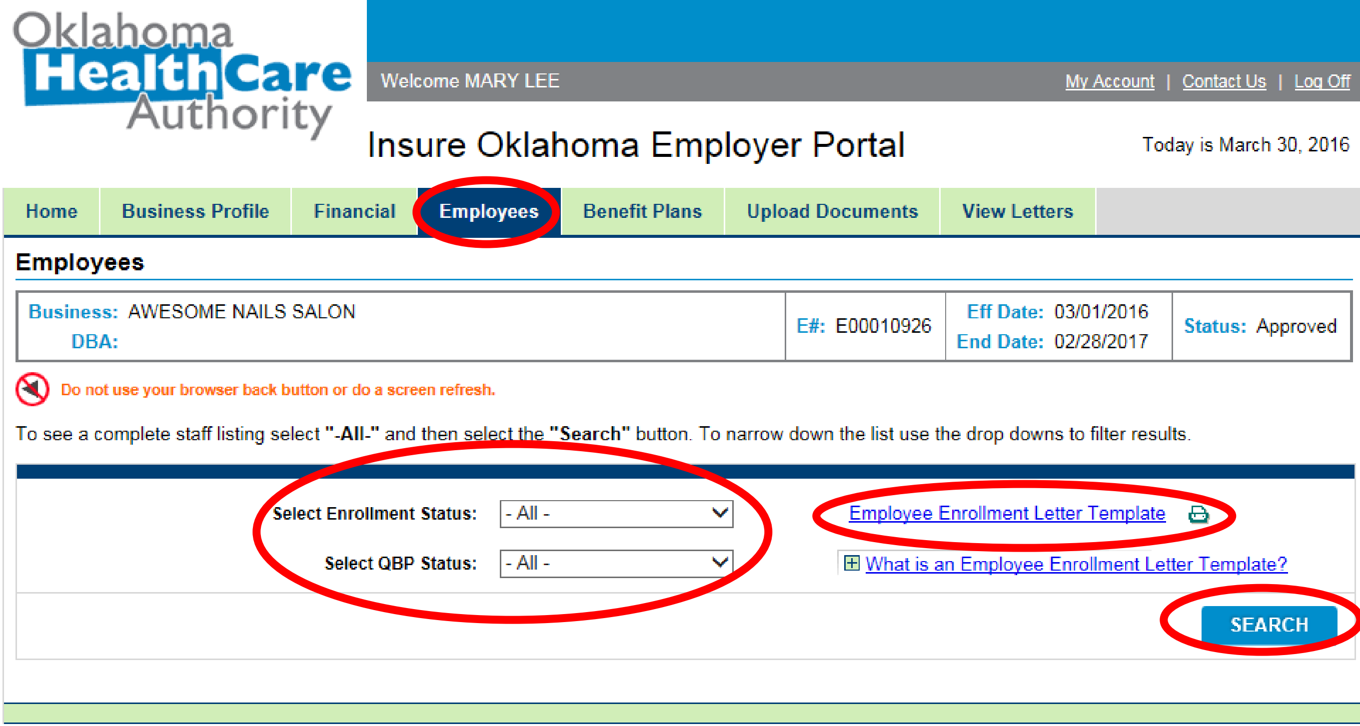


Under the Financial tab, you can view your banking information. You can also update the information.

Under the Financial tab, you can view your subsidy statements. On the Subsidy Statement page, you can search for statements by a date range.

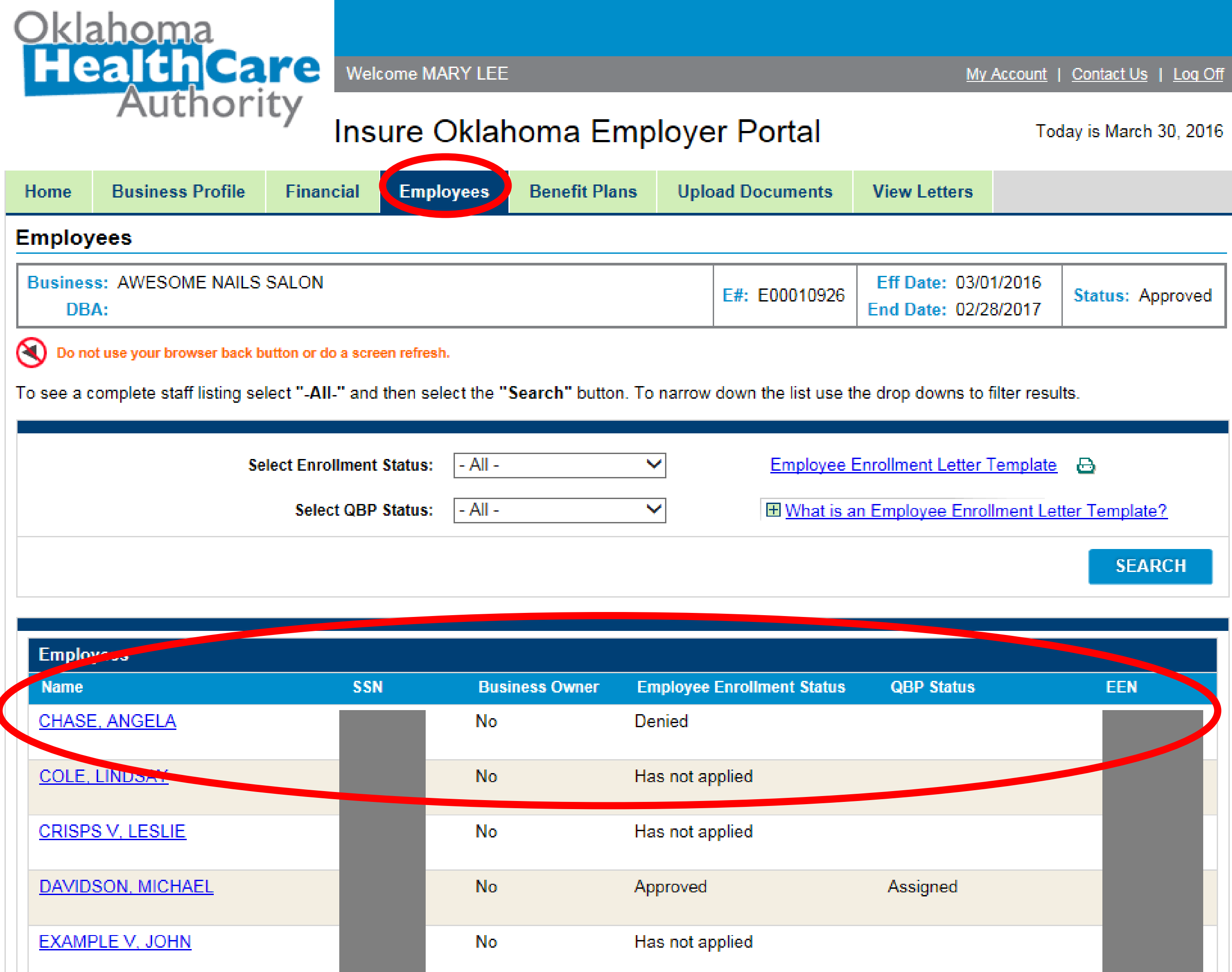


Under the Employees tab, you can view your staff listing. To do this, leave the filters set to “-All-” as shown on the screen, and click the Search button. A full list will be displayed. If you’d like to view a list by enrollment status or QBP status, you can set those filters accordingly and then click Search.



An example staff listing. To view more details about the employee, click the employee’s name.

The Employee Enrollment Status, QBP Status and EEN are displayed here for quick reference.



Oklahoma Health Care Authority

Welcome MARY LEE | My Account | Contact Us | Log Off

Insure Oklahoma Employer Portal

Today is March 30, 2016

Home | Business Profile | Financial | Employees | Benefit Plans | Upload Documents | View Letters

Employees

Business: AWESOME NAILS SALON DBA:	E#: E00010926	Eff Date: 03/01/2016 End Date: 02/28/2017	Status: Approved

Do not use your browser back button or do a screen refresh.

To see a complete staff listing select **"-All-"** and then select the **"Search"** button. To narrow down the list use the drop downs to filter results.

Select Enrollment Status: - All -

Select QBP Status: - All -

Employee Enrollment Letter Template

What is an Employee Enrollment Letter Template?

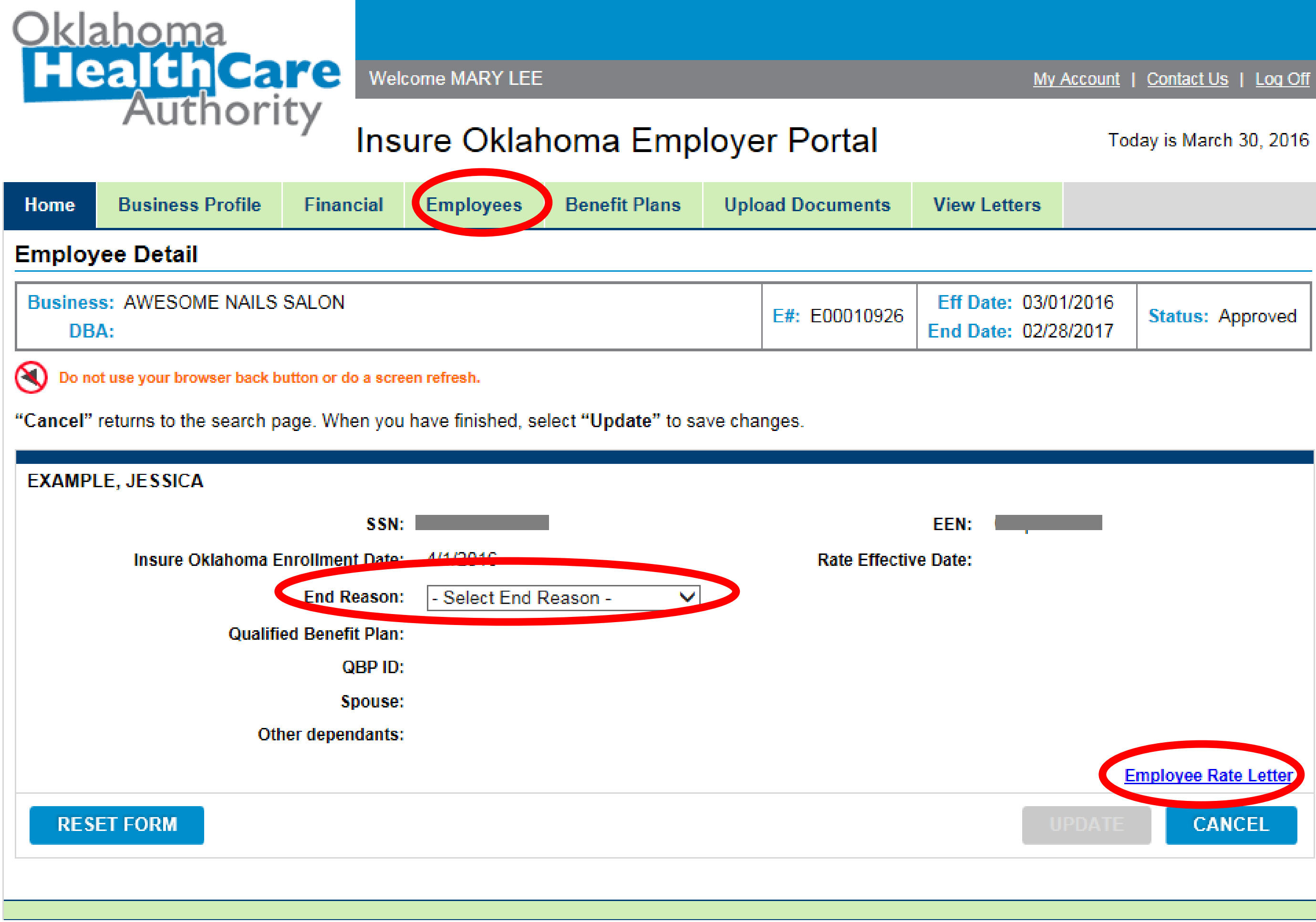
SEARCH

Employees

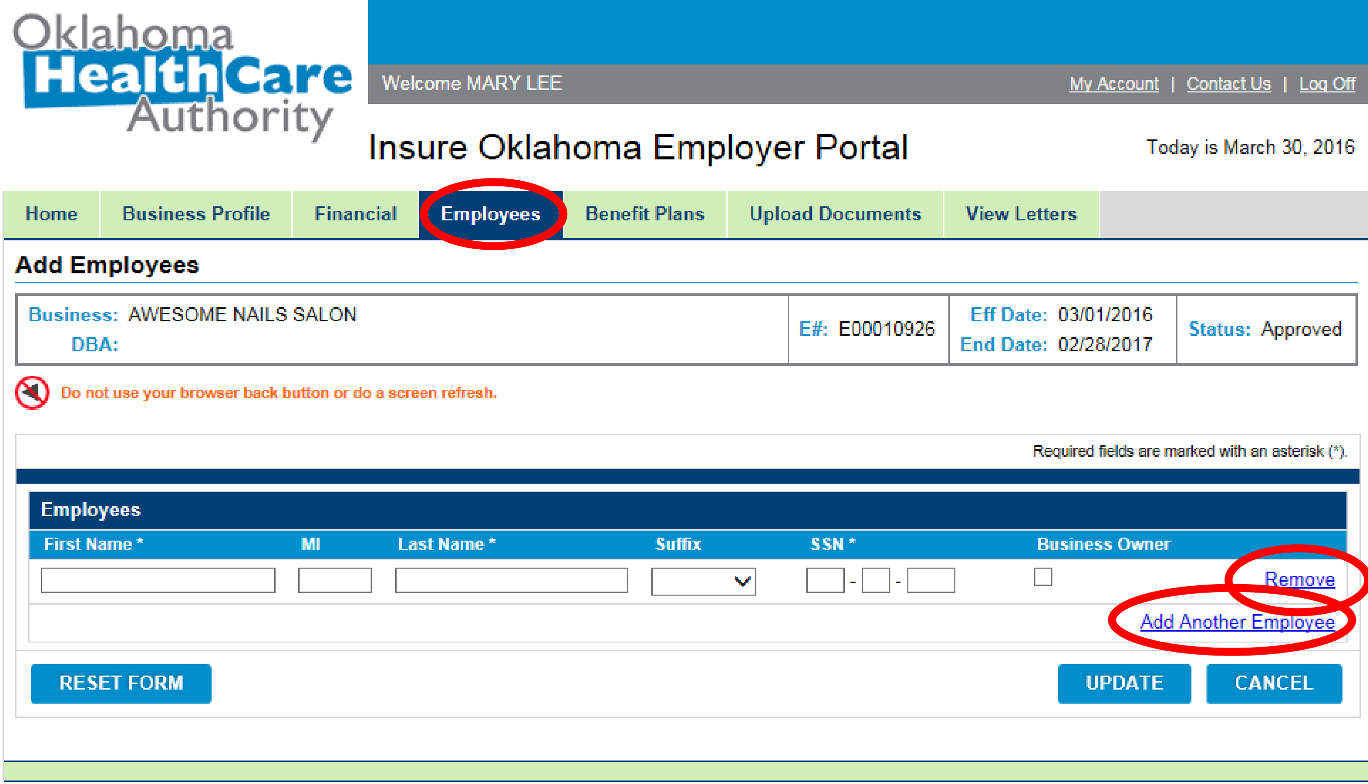
Name	SSN	Business Owner	Employee Enrollment Status	QBP Status	EEN
CHASE, ANGELA	[redacted]	No	Denied		[redacted]
COLE, LINDSAY	[redacted]	No	Has not applied		[redacted]
CRISPS V, LESLIE	[redacted]	No	Has not applied		[redacted]
DAVIDSON, MICHAEL	[redacted]	No	Approved	Assigned	[redacted]
EXAMPLE V, JOHN	[redacted]	No	Has not applied		[redacted]

When you click the employee's name on the staff listing, you'll be able to see more details.

Here, you can remove an employee from Insure Oklahoma by selecting an option from End Reason. You will also need to specify an end date and update the page for the change to be saved.

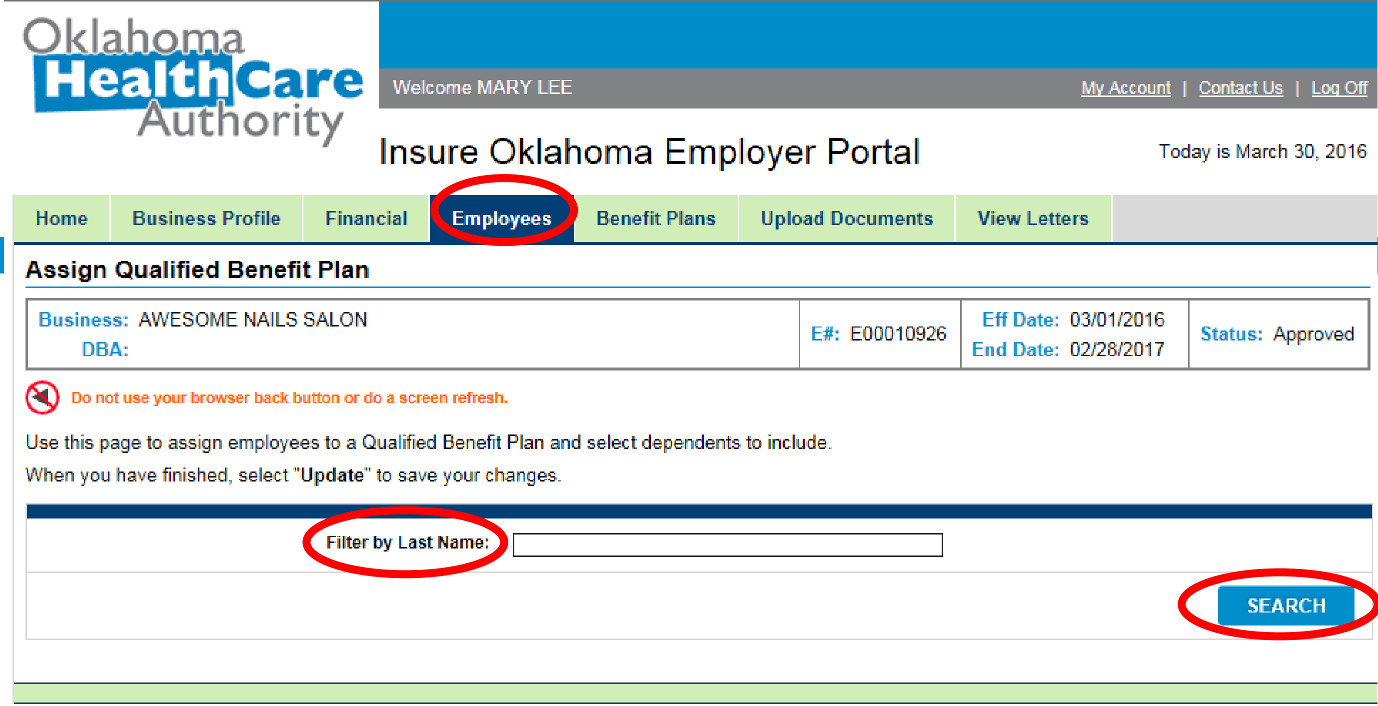


To add an employee to your staff listing and generate an EEN, click Add Employees under the Employees tab. You will need the employee's name and Social Security number to generate the EEN.



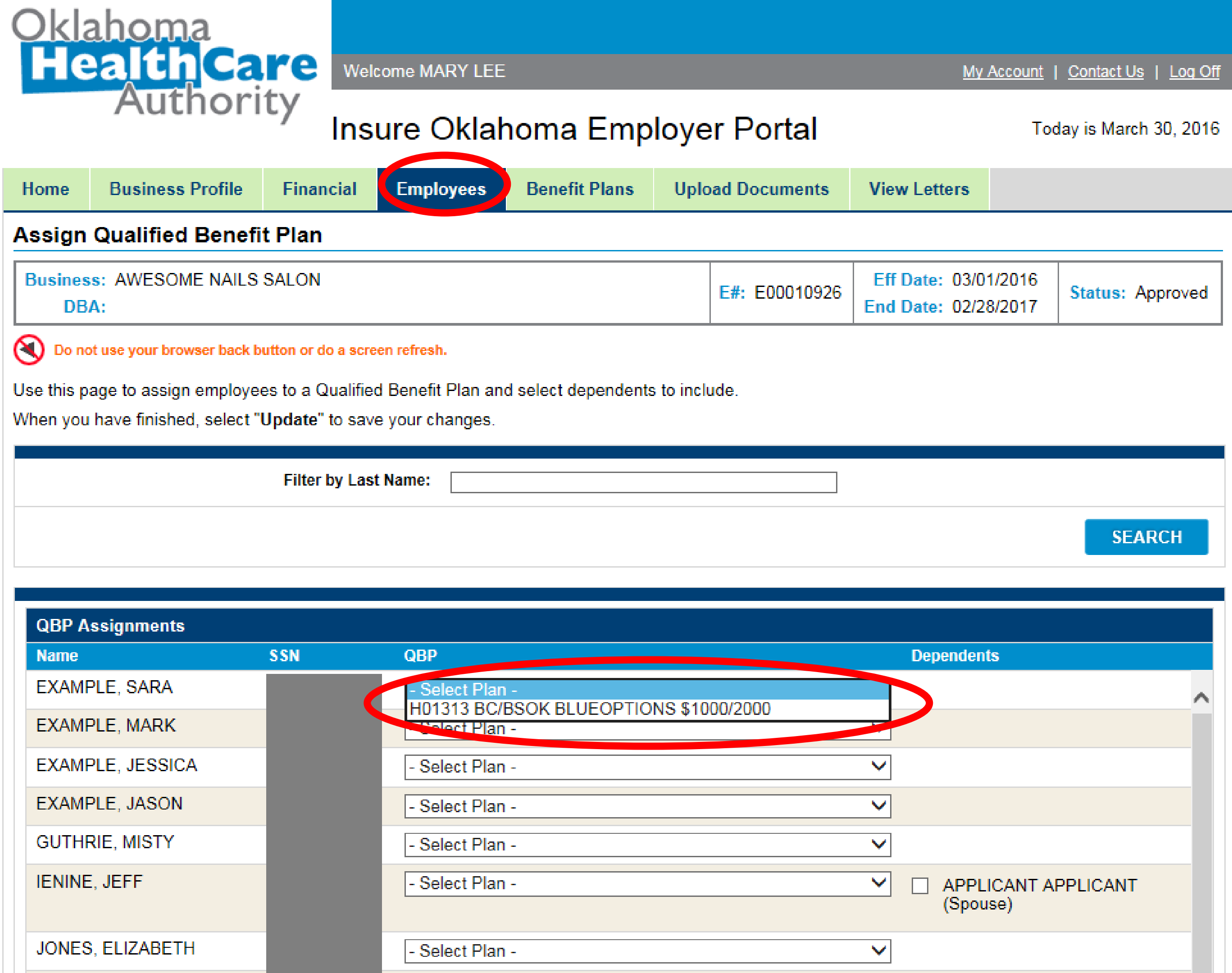
To assign a Qualified Benefit Plan, click Assign a Qualified Benefit Plan under the Employees tab.

You can click the Search button to see a full list, or type the employee’s name into the search box before searching to see only that employee.

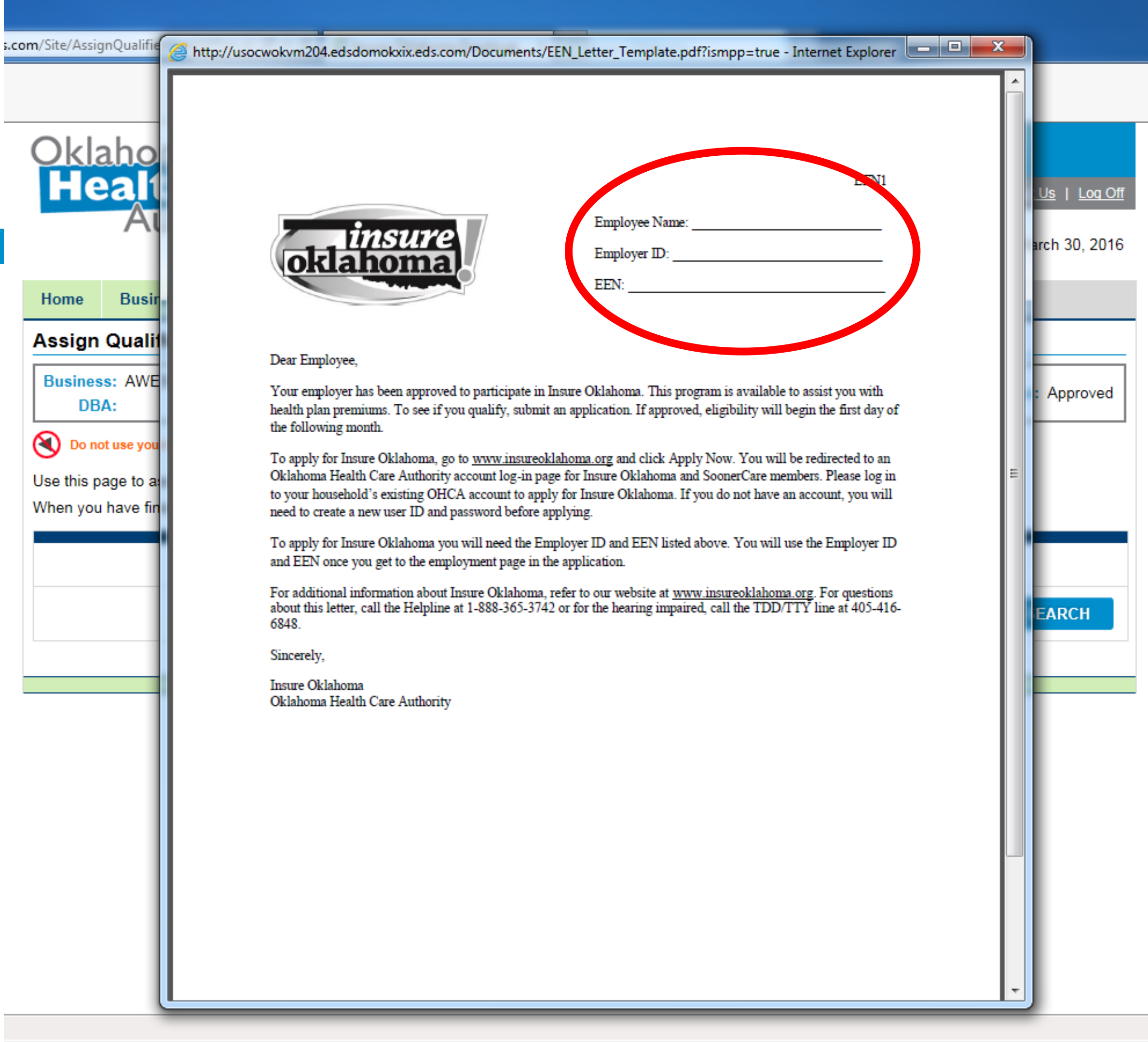


Assign a Qualified Benefit Plan

Once you display the list, you will be able to choose a QBP from the drop-down menu.



The Employee Rate Letter is a generic letter you can print, fill in an EEN, and give to an employee



EEN1

Employee Name: ____________________

Employer ID: ____________________

EEN: ____________________

Dear Employee,

Your employer has been approved to participate in Insure Oklahoma. This program is available to assist you with health plan premiums. To see if you qualify, submit an application. If approved, eligibility will begin the first day of the following month.

To apply for Insure Oklahoma, go to www.insureoklahoma.org and click Apply Now. You will be redirected to an Oklahoma Health Care Authority account log-in page for Insure Oklahoma and SoonerCare members. Please log in to your household's existing OHCA account to apply for Insure Oklahoma. If you do not have an account, you will need to create a new user ID and password before applying.

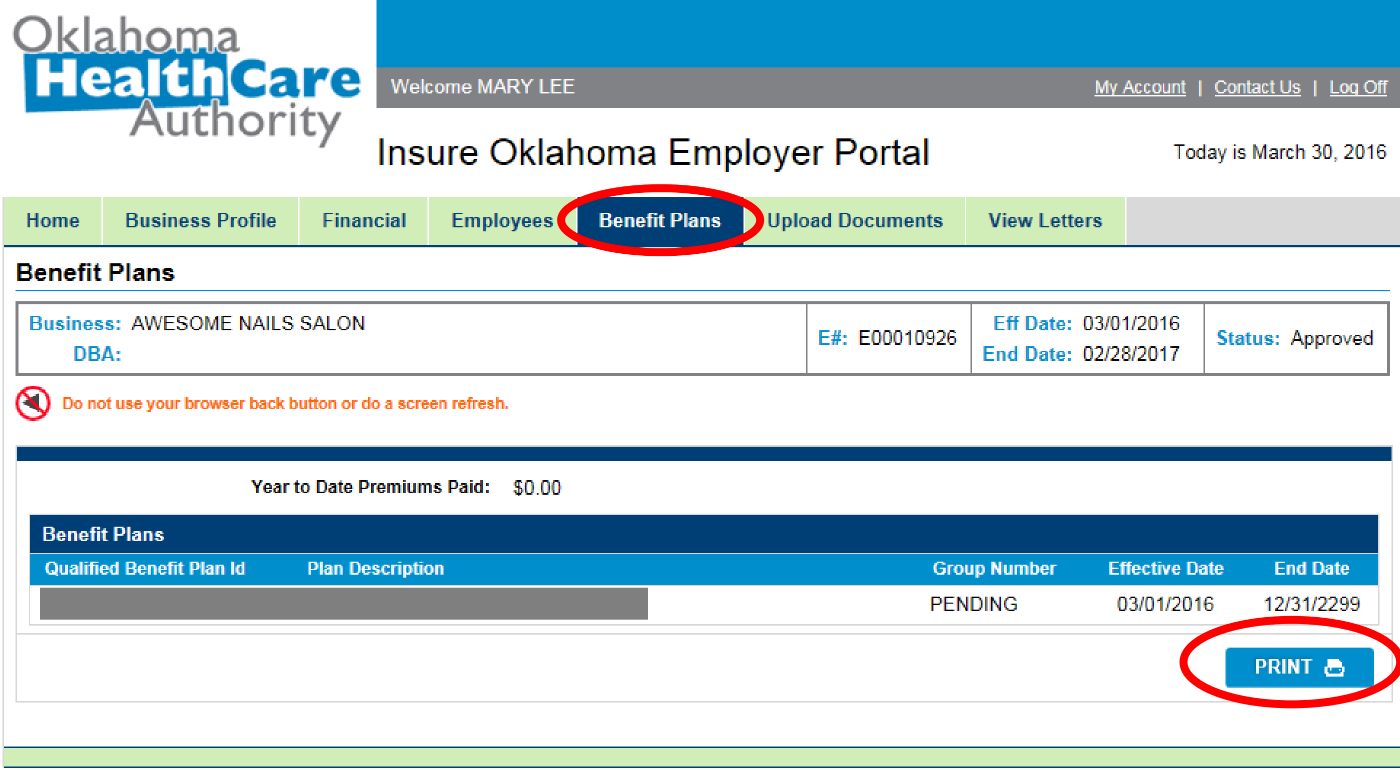
To apply for Insure Oklahoma you will need the Employer ID and EEN listed above. You will use the Employer ID and EEN once you get to the employment page in the application.

For additional information about Insure Oklahoma, refer to our website at www.insureoklahoma.org. For questions about this letter, call the Helpline at 1-888-365-3742 or for the hearing impaired, call the TDD/TTY line at 405-416-6848.

Sincerely,

Insure Oklahoma
Oklahoma Health Care Authority

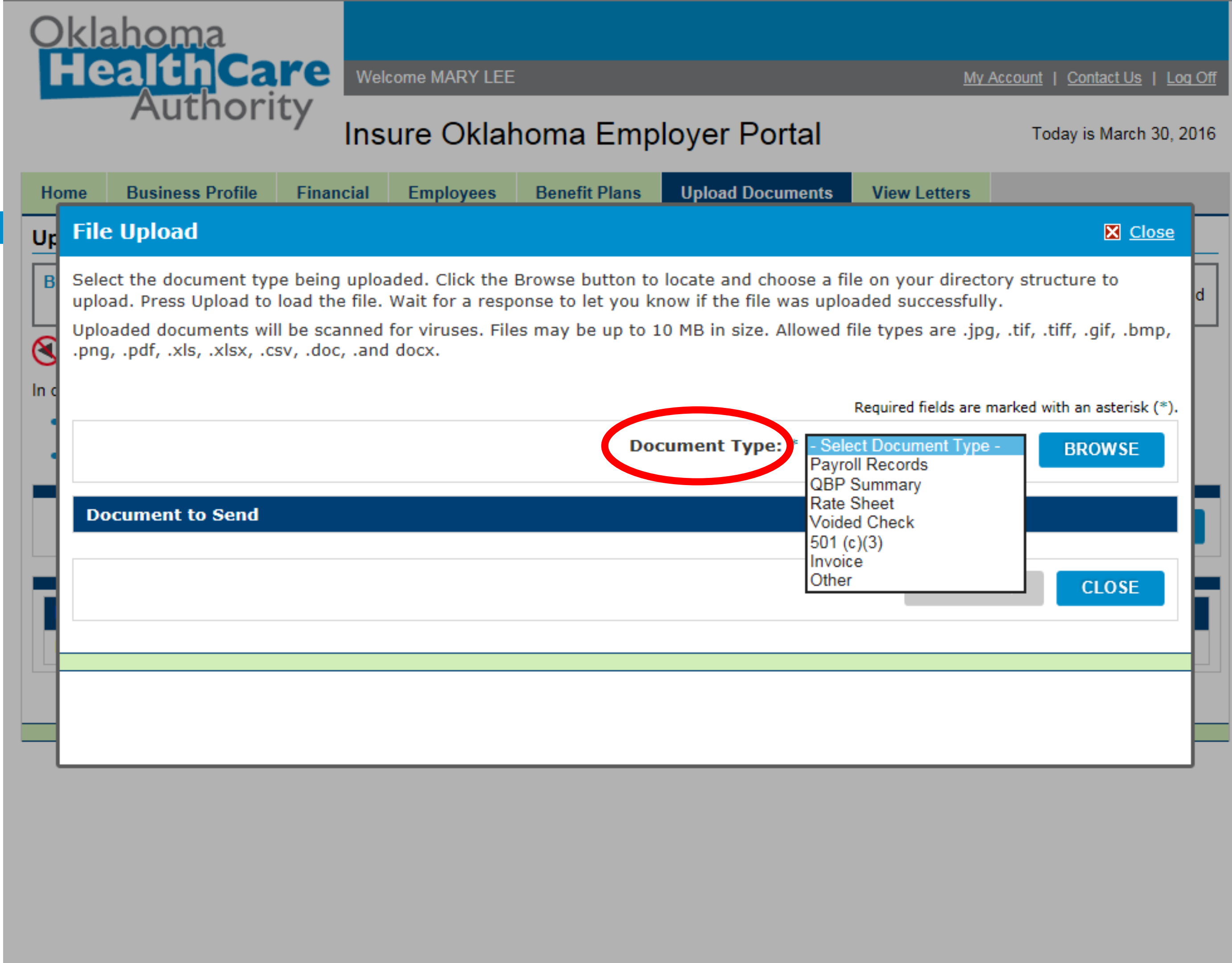
Under the Benefit Plans tab, you can see which Qualified Benefit Plans have been added to your account and are available to assign to employees.



To upload any employer documents, click the Upload Documents tab.

Please note that this is only for employer documents, such as the QBP summary and rate sheet. It is NOT for employee documents. Employees who need to submit documents should upload them through their online

Click the Upload Documents Now button, and click Browse. You can also indicate the type of document you are uploading. Click Browse to select a document from your computer.



Under the View Letters tab, you'll be able to view any letters that Insure Oklahoma has sent to your business.