

The Commonwealth of Kentucky  
**kynect State-Based Marketplace**



**Enrolling in Qualified Health Plans  
with the Enrollment Manager**

## Introduction

This Quick Reference Guide is designed to help kynect users complete the steps required to enroll in a Qualified Health Plan using the Enrollment Manager.

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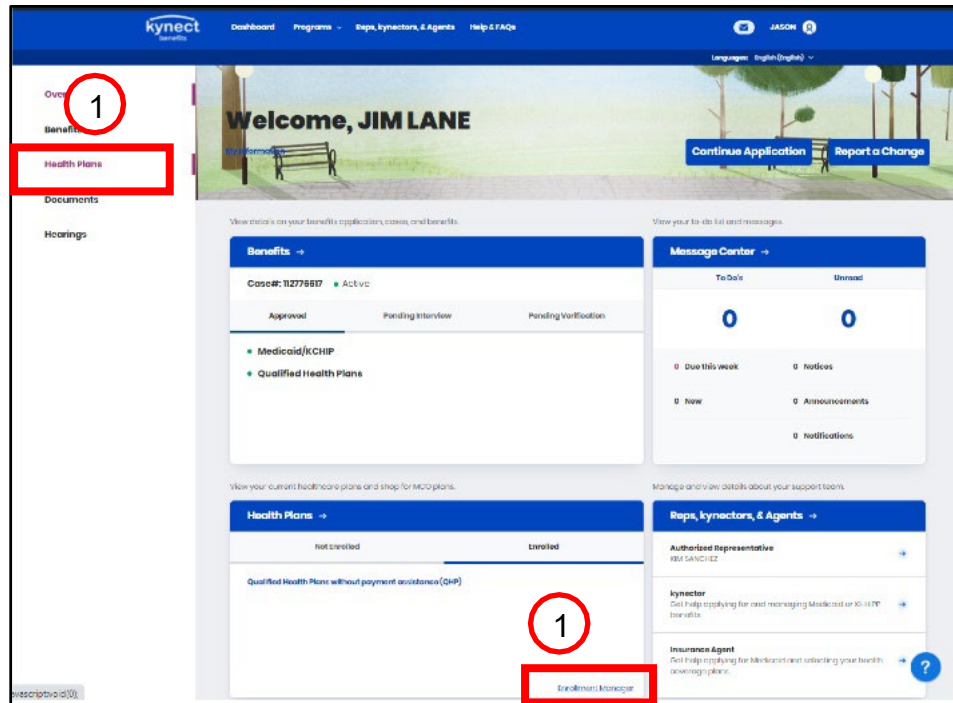
**Please note:** Residents who still need help after referencing this Quick Reference Guide can call (855) 459-6328 for additional assistance.

## 1 Enrolling in Qualified Health Plans

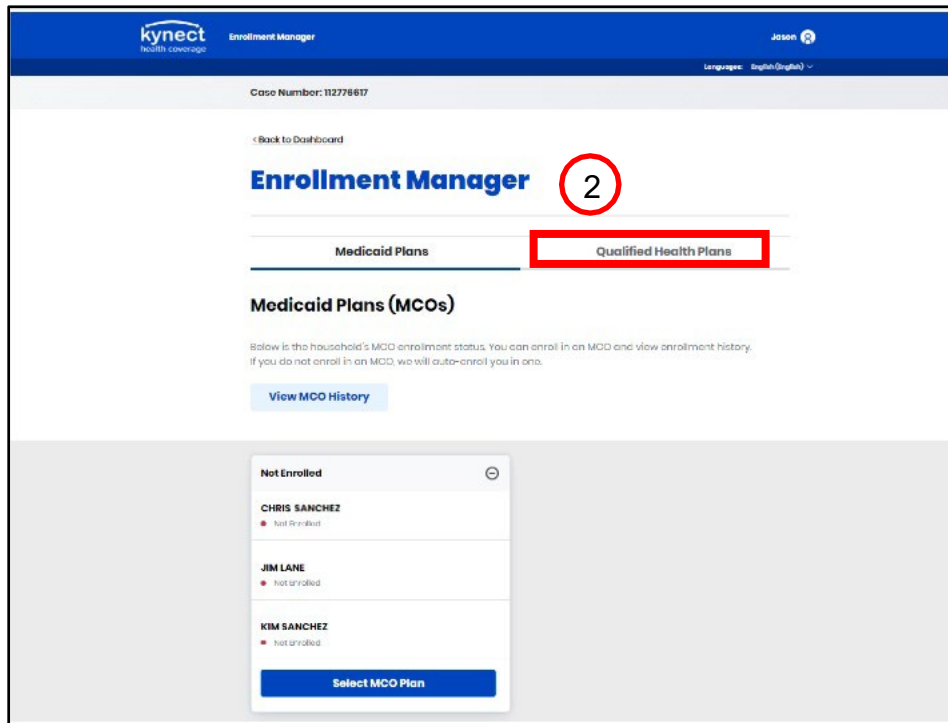
Residents and additional kynect Users should navigate to the **Enrollment Manager** screen to enroll in a Qualified Health Plan (QHP) after an application has been signed and submitted and eligibility has been established. The **Enrollment Manager** can be used to shop for, compare, and enroll in QHPs based on their eligibility. The **Enrollment Manager** can also be used to enroll Residents and other household members as applicable in selected plans once a plan has been decided and the initial premium payment has been paid.

## 2 Using the Enrollment Manager to Enroll in a QHP

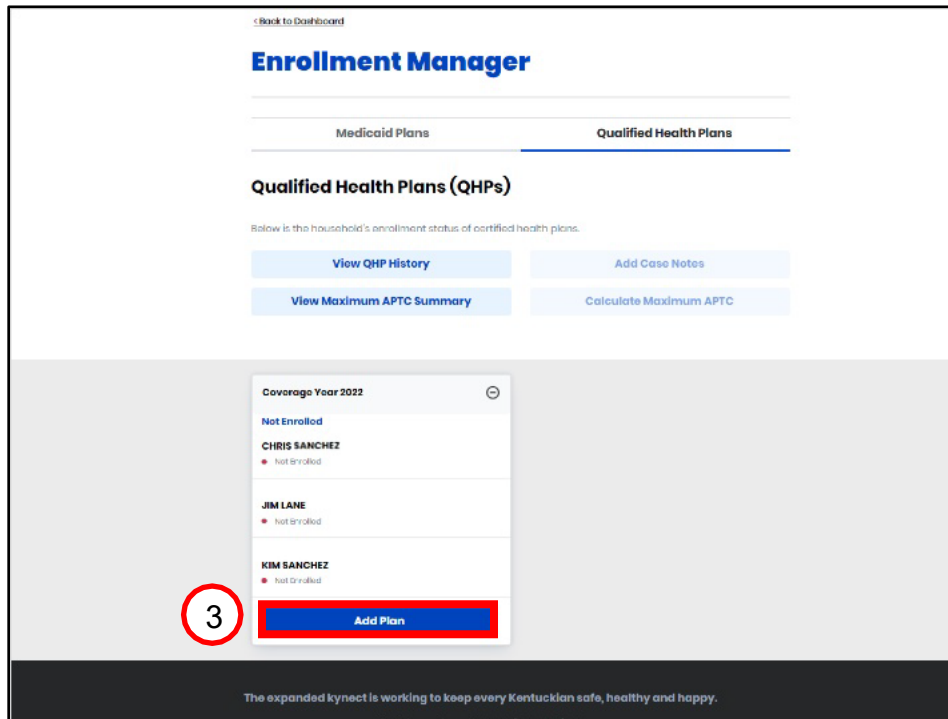
1. Click **Health Plans** or **Enrollment Manager** to navigate to the **Enrollment Manager** from the Resident Dashboard.



2. Click the **Qualified Health Plans** tab.



3. Click **Add Plan** under the correct coverage year.



4. Check the **box(es)** to select the household member(s) to enroll in a QHP.
5. Select **Coverage Type**.
  - a. Check the **box** for Medical as applicable.
  - b. Check the **box** for Dental as applicable.

The screenshot shows the 'Add New Plan' page in the Kynect Enrollment Manager. At the top, it says 'Case Number: 112778617'. Below that, there's a link to 'Back to Enrollment Manager' and the title 'Add New Plan'. A paragraph explains: 'Select the members to enroll in a health insurance plan. By checking multiple members, you are able to enroll members together when you shop. You may shop for a new plan by clicking "Shop for Plans".' There are two main sections: 'Select Members' and 'Select Coverage Type'. The 'Select Members' section has a 'Tax Group 1' dropdown and three checkboxes for 'CHRIS SANCHEZ', 'JIM LANE', and 'KIM SANCHEZ'. The 'Select Coverage Type' section has checkboxes for 'Medical' and 'Dental'. At the bottom, there are 'Cancel', 'Checkout', and 'Shop for Plans' buttons. A red box highlights the 'Select Members' and 'Select Coverage Type' sections, with a circled '4' next to the members list and a circled '5' next to the coverage type options.


6. Optional: Click **Buy a Dental Plan** to add a dental plan.
7. Optional: Click **Waive Dental Plan** to choose not to add a dental plan.
8. Click **Shop for Plans**.

This screenshot shows the 'Add New Plan' page with the 'Buy a Dental Plan', 'Waive Dental Plan', and 'Shop for Plans' buttons highlighted. The 'Buy a Dental Plan' button is circled with a '6', the 'Waive Dental Plan' button is circled with a '7', and the 'Shop for Plans' button is circled with an '8'. The 'Select Members' section shows 'CHRIS SANCHEZ' selected with a green checkmark. The 'Select Coverage Type' section shows 'Medical' selected. A note at the bottom reads: 'Anyone between the ages of 3 and 21 is recommended to have dental coverage, unless that individual is eligible for Medicaid or KCHIP. Please note that some plans already include dental benefits. If the individual has dental coverage that is not through Kentucky Health Benefit Exchange or has Medicaid or KCHIP, you may select "Waive Dental Plan" to proceed.'

**Please note:** Dental plans are available for purchase through kynect. It is recommended to purchase a dental plan, but it is not required.


9. On the **Medical Plan Search** screen, review the information displayed.
10. If applicable, adjust the APTC (Advance Premium Tax Credit) amount.

### Medical Plan Search

 [Print](#)

**Talk to a Licensed Insurance Agent Live!**  
[833-597-8778](tel:833-597-8778)  
Absolutely Free Assistance Enrolling in a Quality Health Plan  
\*subject to agent availability

**9**

Your household has qualified for a category B Cost-Sharing Reduction (CSR)  , which can be applied to silver plans.

Collectively, your household is qualified for maximum Advance Premium Tax Credit (APTC) in the amount of: **\$360**  
Maximum Payment Assistance Available: **\$360**

You selected the qualifying event as "Lost qualified health insurance coverage in last 60 days", your coverage will start from 11/01/2023.

The premium listed below automatically reflects the APTC applied in full towards your monthly premium. Please note that the APTC and CSR information above is kynect's estimate based on the information you provided in your application.

**10** You may adjust the APTC amount by using the slider OR by specifying an exact amount in the text below.

\$0 \$360

Payments Assistance for Medical:

**Icon Legend:**

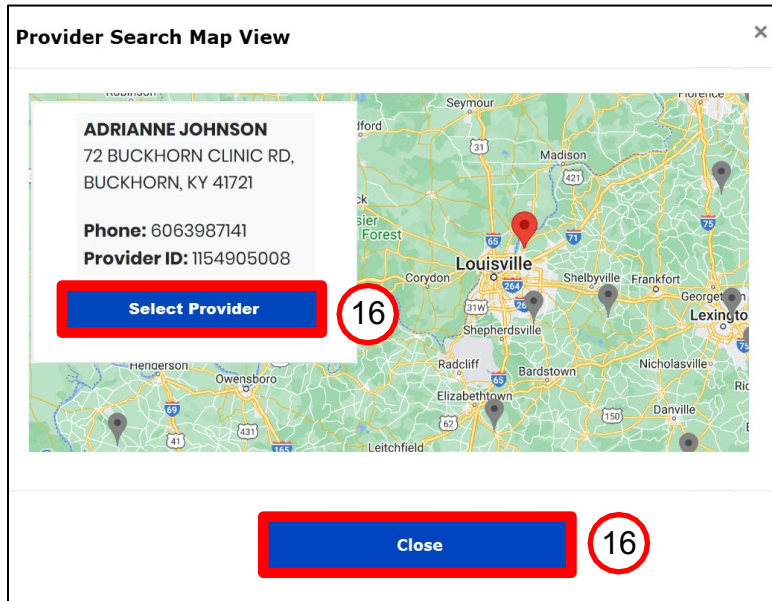
11. In the *Filters* section, filter provider results by selecting an **Insurance Company**, **Plan Type**, and/or **Metal Level**.
12. Click **Apply** to apply any selected filters. If no filters are chosen, **Apply** does not need to be clicked.
13. If known, in the *Help Me Choose* section, enter the **Provider Zip Code**, **Provider Name**, and/or **Prescription Drugs**.
14. Click **Apply** to display results matching the criteria entered into the **Provider Zip Code**, **Provider Name**, and **Prescription Drugs** fields.
15. If a **Provider Zip Code** is entered, click **Show Map View** to show all provider results on a map view in that zip code's area.
  - a. If there are no providers available within the zip code, the map displays the nearest providers within the county.

The screenshot shows the 'Medical Plan Search' page on the Kynect website. The page includes a header with the Kynect logo and 'Robb' in the top right. Below the header, there is a 'Case Number: 110004481' and a 'Languages' dropdown. The main content area is titled 'Medical Plan Search' and contains several sections:

- Filters (11):** A section with three dropdown menus: 'Insurance Company', 'Plan Type', and 'Metal Level'. A red box highlights these three dropdowns.
- Buttons (12):** Below the filters are 'Clear' and 'Apply' buttons. A red box highlights the 'Apply' button.
- Help Me Choose (13):** A section with three input fields: 'Provider Zip Code', 'Provider Name', and 'Prescription Drugs'. A red box highlights these three input fields.
- Show Map View (15):** Below the 'Help Me Choose' section is a 'Show Map View' button. A red box highlights this button.
- Buttons (14):** Below the 'Show Map View' button are 'Clear' and 'Apply' buttons. A red box highlights the 'Apply' button.

At the bottom of the page, there is a table titled 'Available Plans in Robertson County - 20'. The table has columns for 'Insurance Company Name', 'Total Monthly Premium', 'Individual Deductible', 'Individual Out-of-Pocket Maximum', and 'Actions'. The first row shows 'CareSource Marketplace Bronze' with a premium of \$489.73, a deductible of \$9,100, and an out-of-pocket maximum of \$9,100. There is an 'Add to Cart' button below the table.

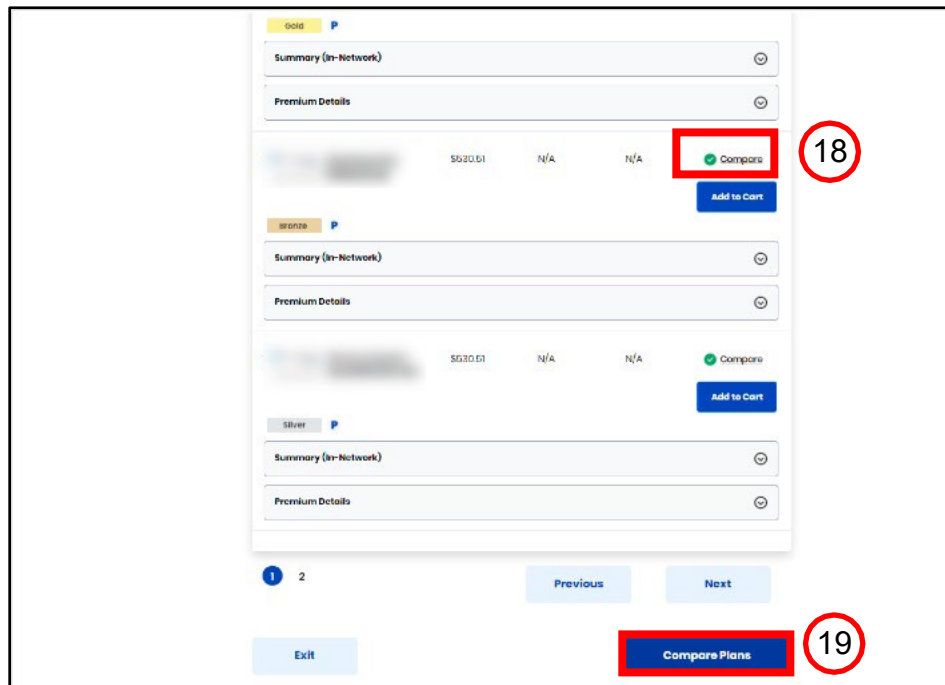
16. To add a provider to the plan from the map, click **Select Provider** and then click **Close**. If you do not want to select a provider, just click **Close**.



17. Shop for and compare health plans on the **Medical Plan Search** screen.

**Please note:** Applicants click on a **Plan Name** to navigate to the **Medical Plan Details** screen to view additional details.

18. Click **Compare** to select a medical plan for comparison with another medical plan.
19. Click **Compare Plans** to compare the selected medical plans.





20. Compare the selected plans on the **Compare Medical Plans** screen.

**kynect** Enrollment Manager  
Health Coverage  
Jason  
Language: English (English)

Case Number: 112778617

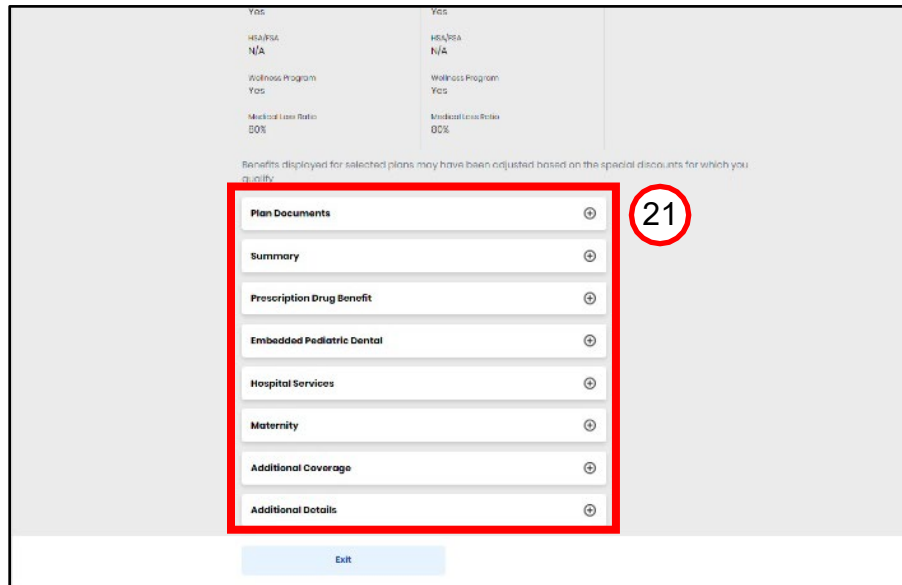
[Back to Plan List](#)

## Compare Medical Plans

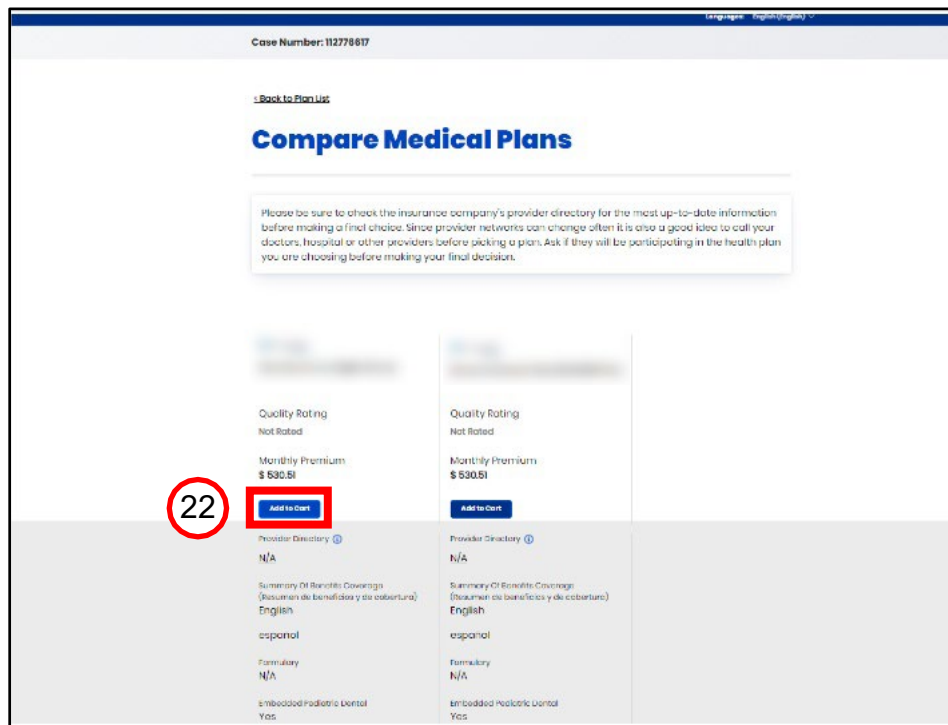
Please be sure to check the insurance company's provider directory for the most up-to-date information before making a final choice. Since provider networks can change often it is also a good idea to call your doctor, hospital or other providers before picking a plan. Ask if they will be participating in the health plan you are choosing before making your final decision.

<p><b>Care Source Inc. Eligible Bronze</b></p> <p>Quality Rating Not Rated</p> <p>Monthly Premium <b>\$ 630.61</b></p> <p><a href="#">Add to Cart</a></p> <p>Provider Directory ⓘ N/A</p> <p>Summary of Benefits Coverage (Resumen de beneficios y de cobertura) English</p> <p>español</p> <p>Formulary</p>	<p><b>Humana Connect Gold 2500/\$500 Plan</b></p> <p>Quality Rating Not Rated</p> <p>Monthly Premium <b>\$ 630.61</b></p> <p><a href="#">Add to Cart</a></p> <p>Provider Directory ⓘ N/A</p> <p>Summary of Benefits Coverage (Resumen de beneficios y de cobertura) English</p> <p>español</p> <p>Formulary</p>
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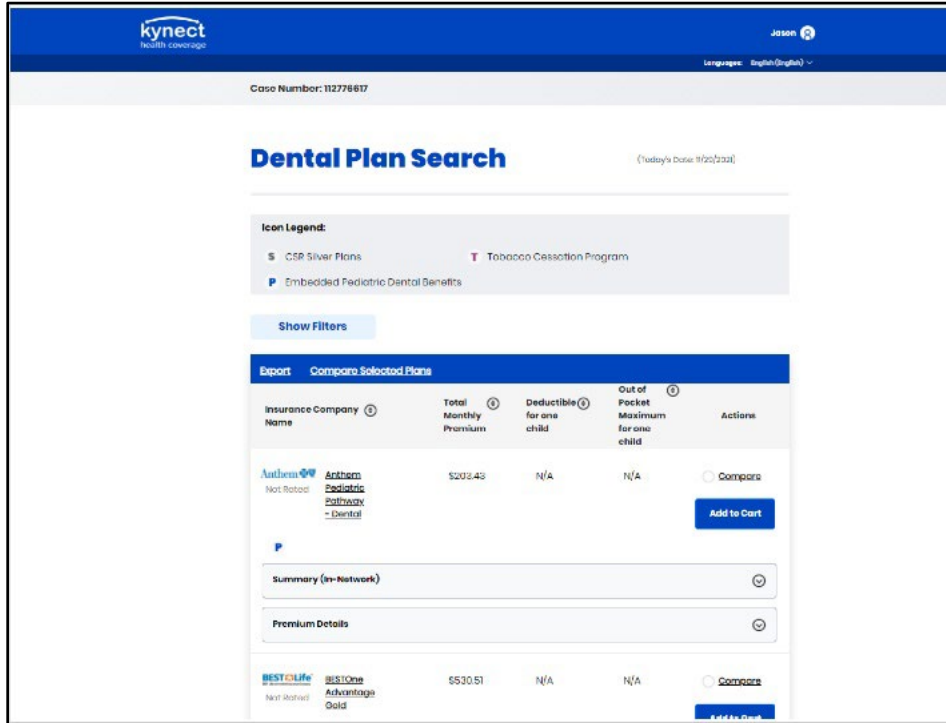
21. Click any tab to view additional plan details.



22. Click **Add to Cart** to add the desired medical plan to the cart.

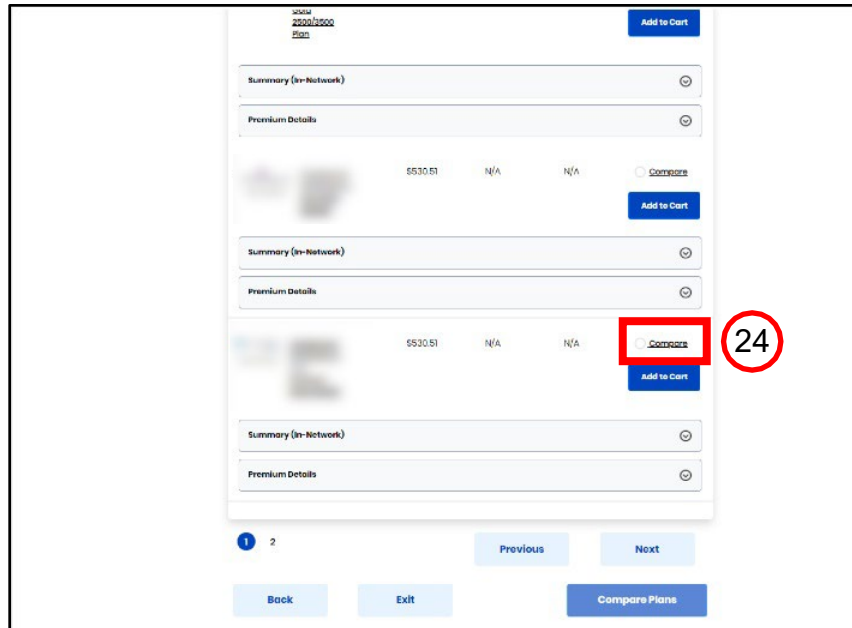


23. Optional: Shop for and compare dental plans on the **Dental Plans Search** screen.

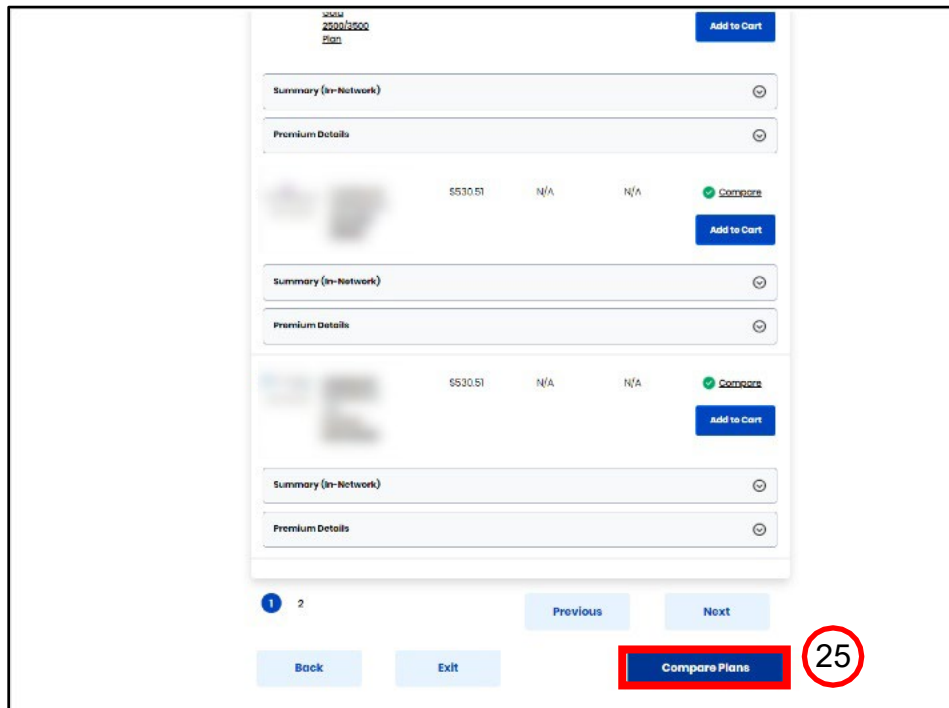


**Please note:** Some Medical plans include dental coverage, which can be determined by reviewing the plan's details. If the medical plan does not include dental coverage, Applicants may enroll in a stand-alone dental plan.

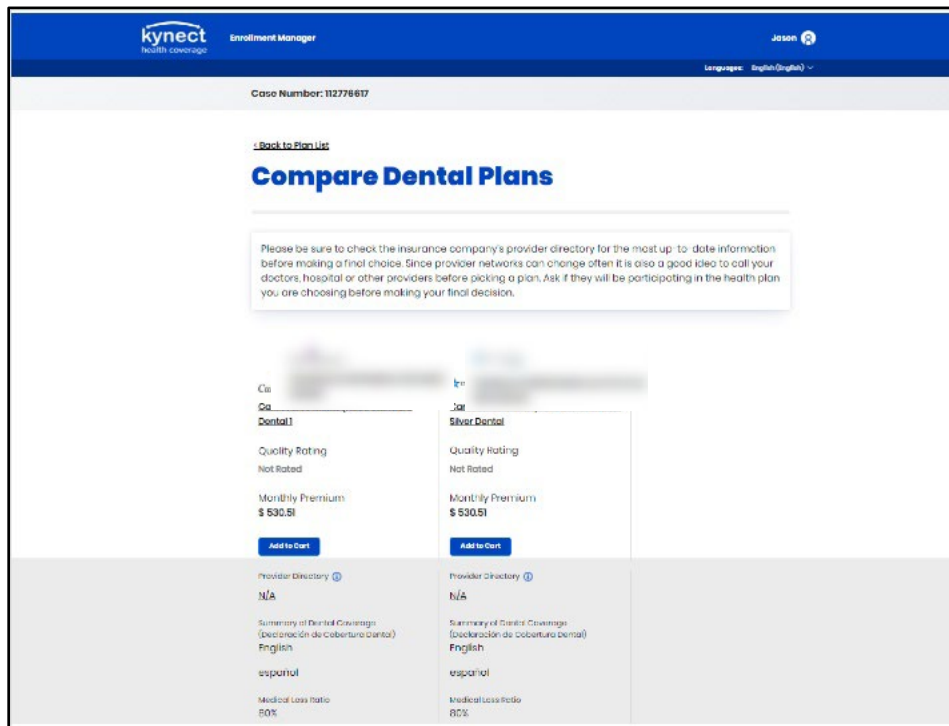
24. Click **Compare** to select a dental plan for comparison with another dental plan.



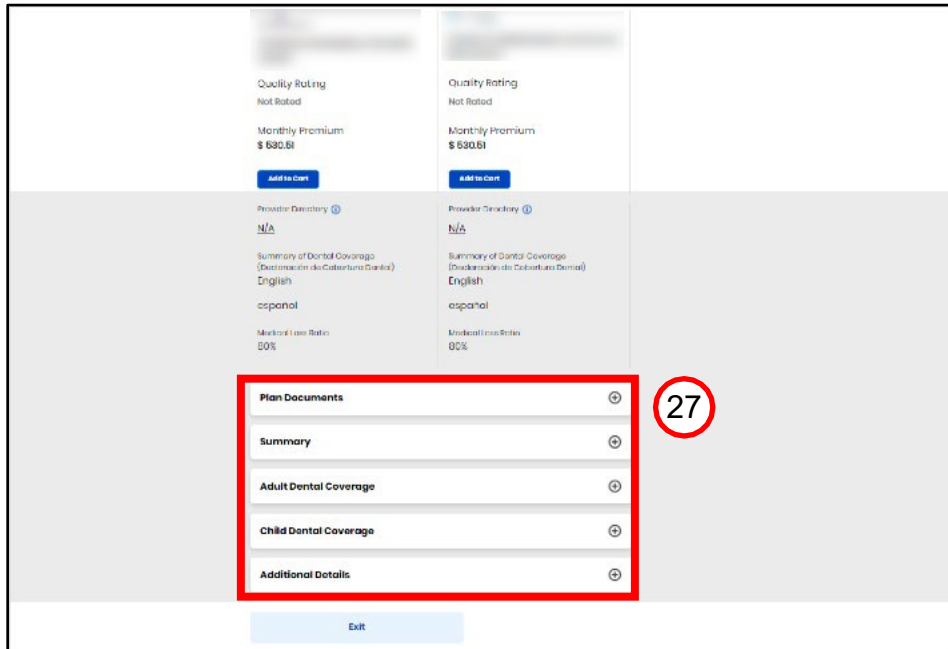
25. Click **Compare Plans** to compare the selected dental plans.



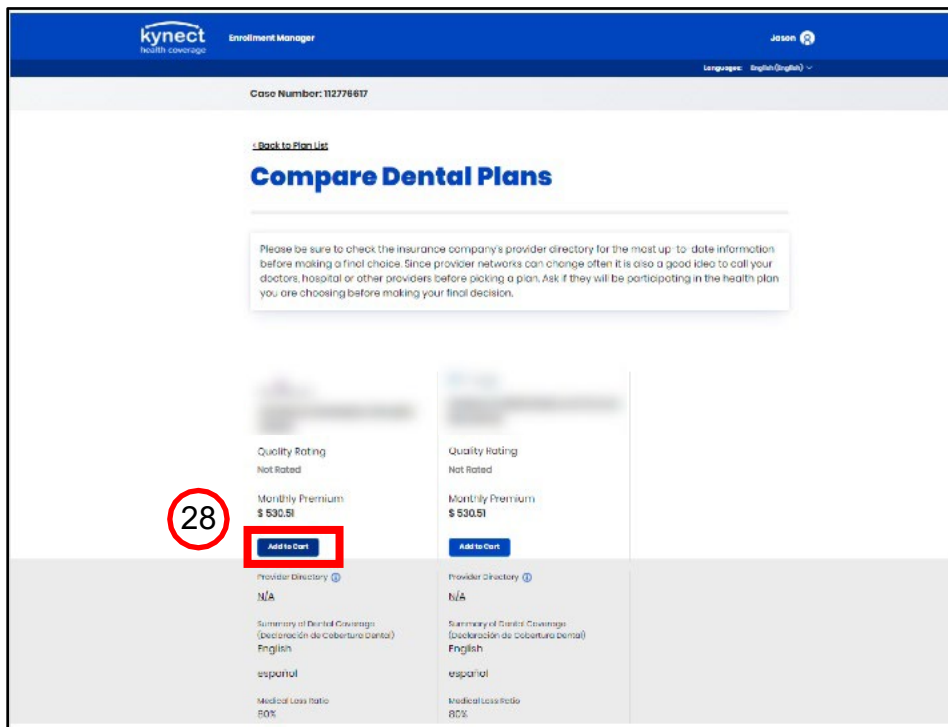
26. Compare the selected dental plans on the **Compare Dental Plans** screen.



27. Click any **tab** to view additional plan details.



28. Click **Add to Cart** to add the desired dental plan to the cart.



29. The selected medical and dental plans display. Click **Checkout**.

CHRIS SIMS Buy a Dental Plan Dental Attestation Shop for Plans

### Newly Selected Plan

Below are the plans you have selected. Until you click "Checkout", your plans will not be final. You can make any changes by clicking "Select Another Plan" to the plans you have already picked. If you want to add another plan, you can do that by selecting a new group of members and by clicking "Shop for Plans".

Medical	Dental
<b>Premium You Pay</b> \$530.51 per month Monthly Premium: \$530.51 Applied Payment Assistance: \$0	<b>Premium You Pay</b> \$530.51 per month Monthly Premium: \$530.51 Applied Payment Assistance: \$0
<b>Members</b> <b>CHRIS SANCHEZ</b> Date: 01/01/2022 - 12/31/2022 <b>JIM LANE</b> Date: 01/01/2022 - 12/31/2022	<b>Members</b> <b>CHRIS SANCHEZ</b> Date: 01/01/2022 - 12/31/2022 <b>JIM LANE</b> Date: 01/01/2022 - 12/31/2022
Select Another Plan Remove Plan	Select Another Plan Remove Plan

Cancel Checkout 29

30. Enter the Applicant's **First Name**.

31. Enter the Applicant's **Last Name**.

32. Click **Sign & Submit** to enroll the household member(s) in the selected health and/or dental plans.

kynect Enrollment Manager Jason Case Number: 112776817

## Sign & Submit

Please read this information carefully. Your signature makes this application valid. An electronic signature is the same as a written signature. Medicaid, KCI, and Kynect are part of the Cabinet for Health and Family Services (CHFS). By signing, you agree to the following:

I am signing this application under penalty of perjury which means I have given true answers to all the questions on this form to the best of my knowledge and belief. I know that I may be subject to penalties under federal and/or state law if I provide false and/or untrue information.

I know that I must tell Kynect if anything changes from what I entered on this application.

Electronically sign this request by entering your name below:

30 First Name: [Red Box] MI: [Red Box]

31 Last Name: [Red Box] Suffix: [Red Box]

Date: 11/29/2021

Back Exit Sign & Submit 32

33. Click **Pay Now** to submit an initial premium payment for the selected medical plan, or click **I understand the payment due date is [Date], but I will pay later**. Clicking **Pay Now** redirects Residents to the QHP's website to make the payment.
34. Click **Pay Now** to submit an initial premium payment for the selected dental plan, or click **I understand the payment due date is [Date], but I will pay later**. Clicking **Pay Now** redirects Residents to the QHP's website to make the payment.

**Please note:** Paying now is the most efficient way to get access to your benefits. However, Residents may choose to receive to pay later by waiting for the QHP invoice or by returning to the **Enrollment Manager** to complete payment. QHP invoices are generated within 5 business days. Residents have at least 30 days from the date of the first invoice to submit a premium payment before coverage can be cancelled or terminated.

35. Click **Next** to begin shopping for Medicaid plans if there are Medicaid eligible members in the household.

Please read this information carefully. Your coverage will not begin until your payment is processed by the issuers. A delay in payment could result in missing your Open Enrollment period. You would have to wait until the next Open Enrollment period to get health coverage, unless you have a qualifying special enrollment reason to get health coverage.

To expedite your coverage process, we encourage you to use the "Pay Now" option below for each plan you've enrolled. We will link you to your insurance company's payment page. If you would like to pay this amount later, click "I will pay later". Your insurance company will send you a bill with your account number. You will need to use your account number on all payments.

Medical	Dental
<b>Premium You Pay</b> <b>\$530.51 per month</b> Monthly Premium: \$530.51 Applied Payment Assistance: \$0	<b>Premium You Pay</b> <b>\$530.51 per month</b> Monthly Premium: \$530.51 Applied Payment Assistance: \$0
<b>enrollment ID#</b> sp00000000	<b>enrollment ID#</b> sp00000000
<b>policy ID#</b> Not yet assigned	<b>policy ID#</b> Not yet assigned
<b>Members</b> <b>CHRIS SANCHEZ</b> ● Pending	<b>Members</b> <b>CHRIS SANCHEZ</b> ● Pending
<b>JIM LANE</b> ● Pending ● Policyholder	<b>JIM LANE</b> ● Pending ● Policyholder
<b>Pay Now</b>	<b>Pay Now</b>

I understand the payment due date is 01/01/2022, but I will pay later.  I understand the payment due date is 01/01/2022, but I will pay later.

**Back** **Next**