The Commonwealth of Kentucky
kynect State-Based Marketplace

kynect health coverage
Together for a better Kentucky

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.

6. Optional: Click Buy a Dental Plan.

7. Optional: Click Waive Dental Plan.

8. Click Shop for Plans.

Please note: Dental plans are available for purchase through kynect. It is recommended to purchase a dental plan, but it is not required.
9. 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.

10. Click **Compare** to select a medical plan for comparison with another medical plan.

11. Click **Compare Plans** to compare the selected medical plans.
12. Compare the selected plans on the **Compare Medical Plans** screen.

13. Click any tab to view additional plan details.
14. Click **Add to Cart** to add the desired medical plan to the cart.

![Compare Medical Plans](image1)

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

![Dental Plan Search](image2)

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

17. Click **Compare Plans** to compare the selected dental plans.
18. Compare the selected dental plans on the **Compare Dental Plans** screen.

19. Compare the selected dental plans on the **Compare Dental Plans** screen.
20. Click any **tab** to view additional plan details.

21. Click **Add to Cart** to add the desired dental plan to the cart.
22. The selected medical and dental plans display. Click **Checkout**.

23. Enter the Applicant’s **First Name**.

24. Enter the Applicant’s **Last Name**.

25. Click **Sign & Submit** to enroll the household member(s) in the selected health and/or dental plans.
26. 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.

27. 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.

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