HIOS Portal Overview

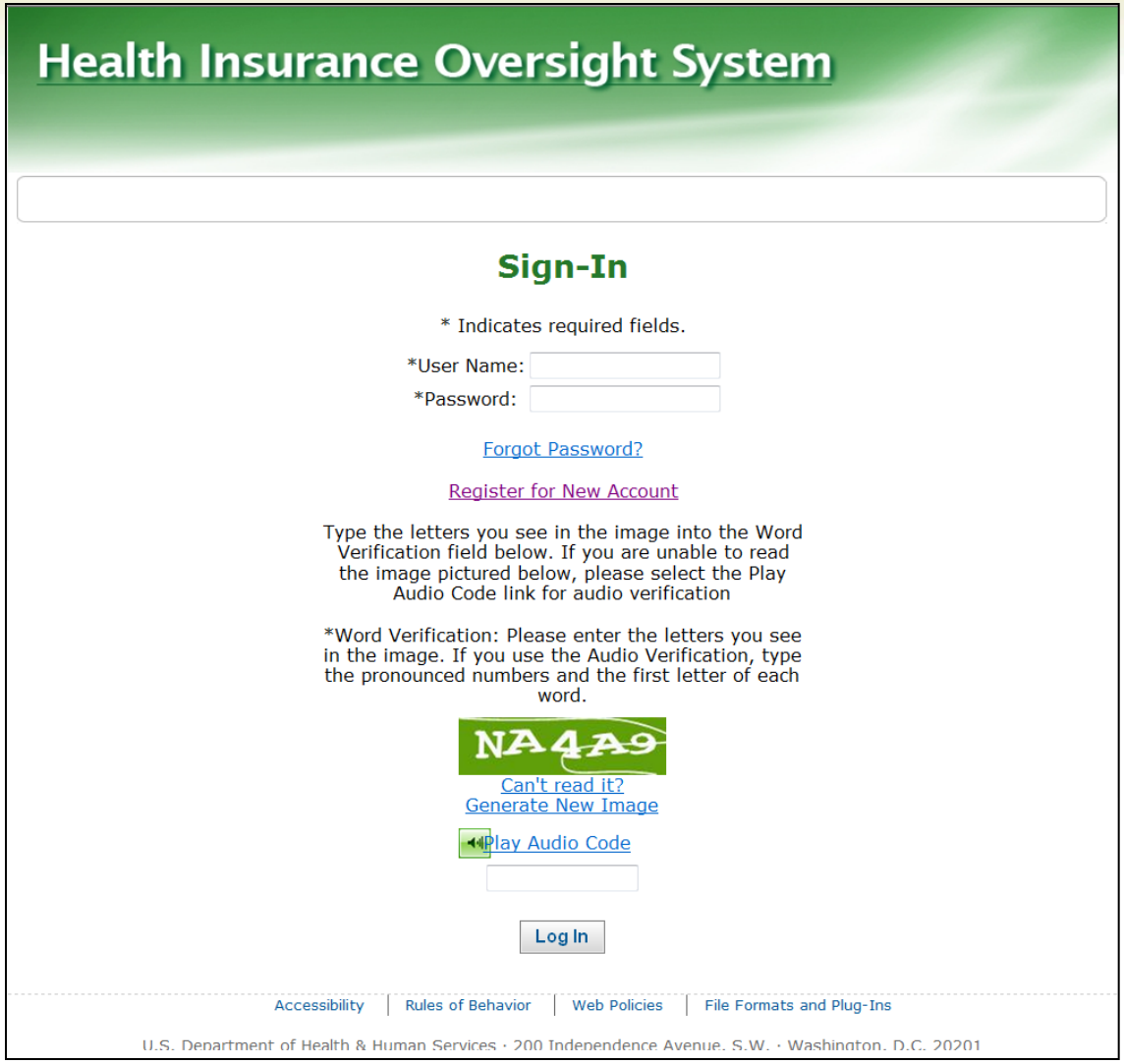
February 25, 2013

Agenda

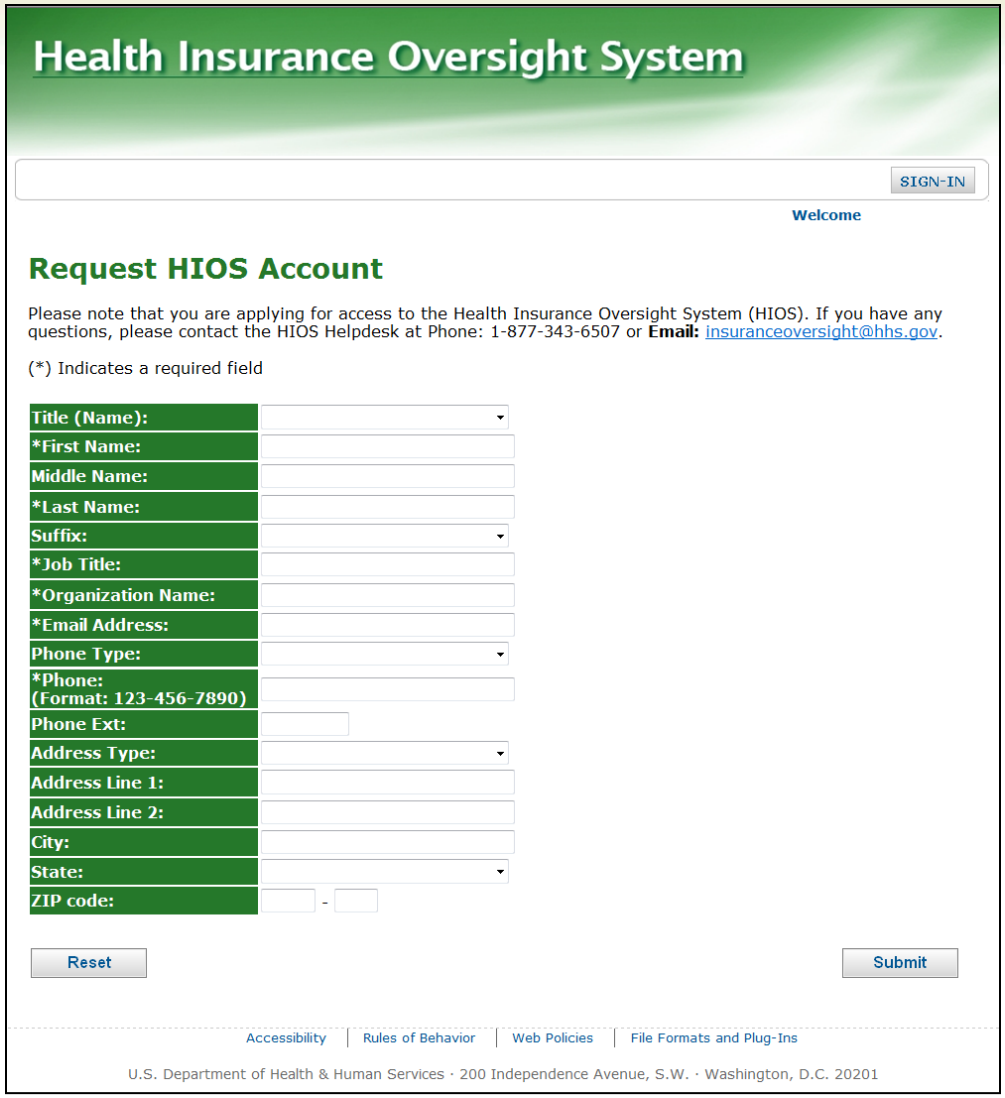
- Self Registration
- Entity Creation
- User Role Creation & Association

Self Registration

Login Page – Click “Register for New Account”



New HIOS Users - Self Registration Page



User Registration Approval Process

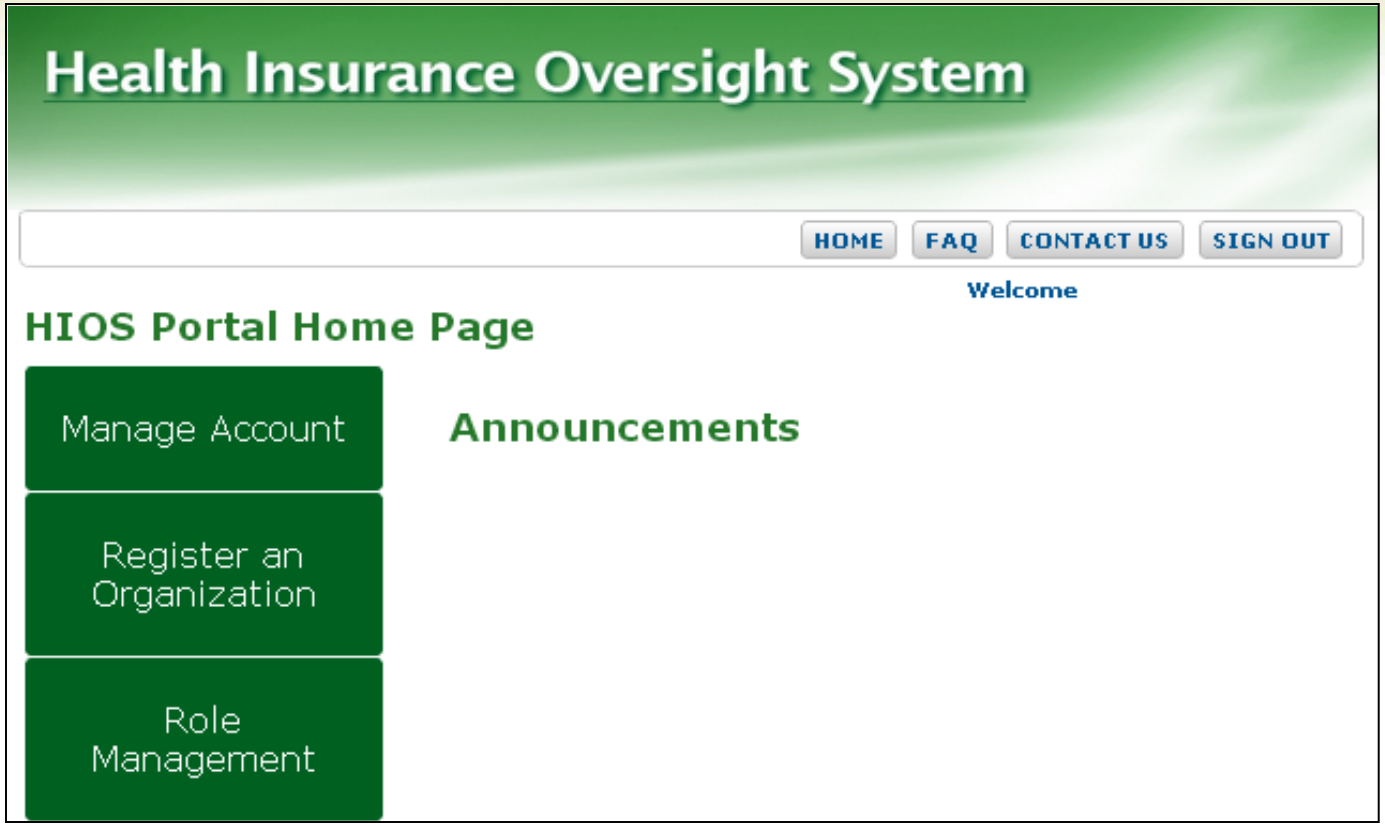
Once the user fills in the required information and clicks ‘Submit’, the request will be submitted for approval.

The users will receive an email notification when their user account has been approved.

Once the user has a HIOS user account, they can register organizations and request user roles.

Register an Organization

Register an Organization

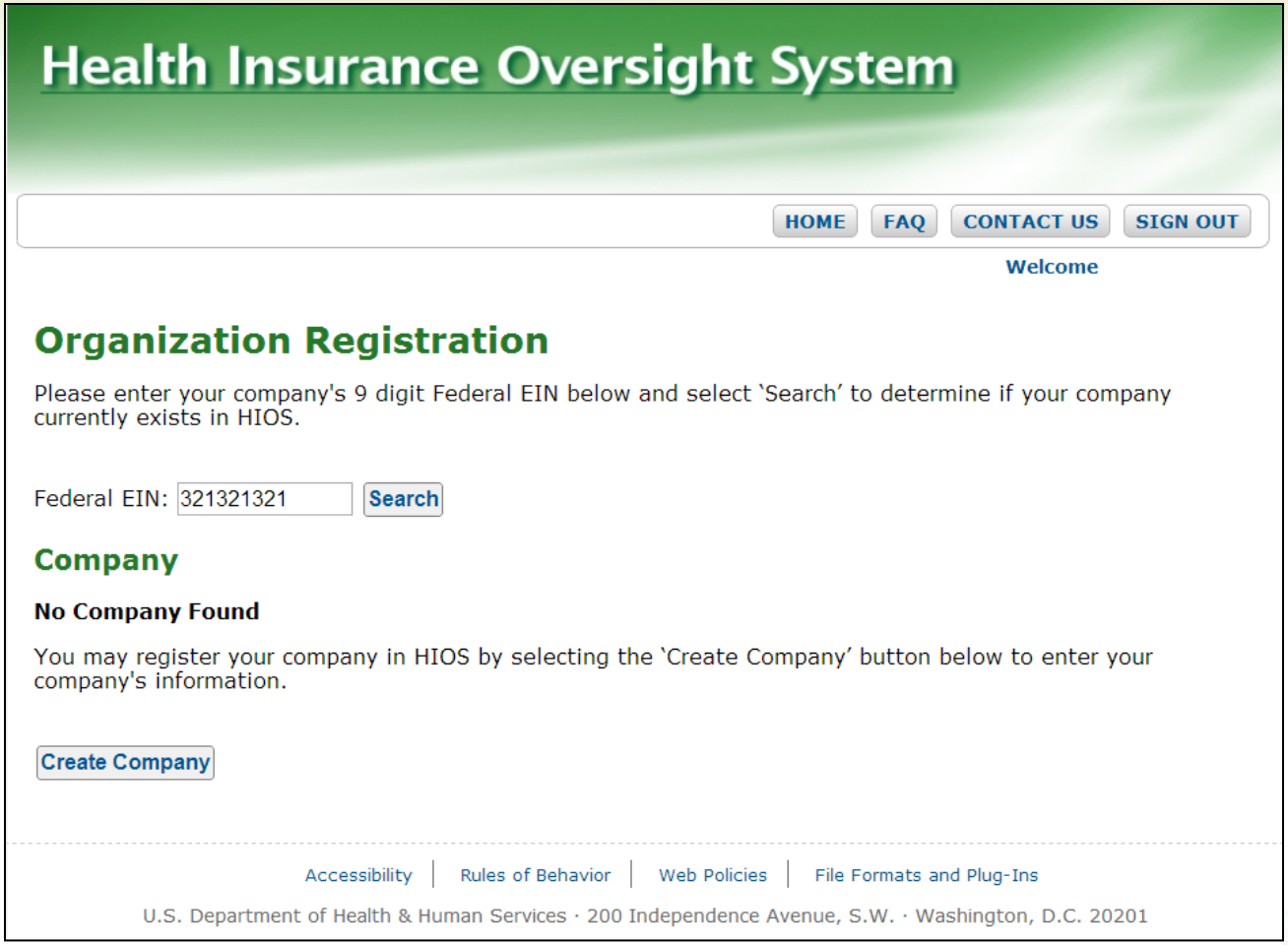


Step 1

Step 1: Search for company by FEIN.

Search by FEIN

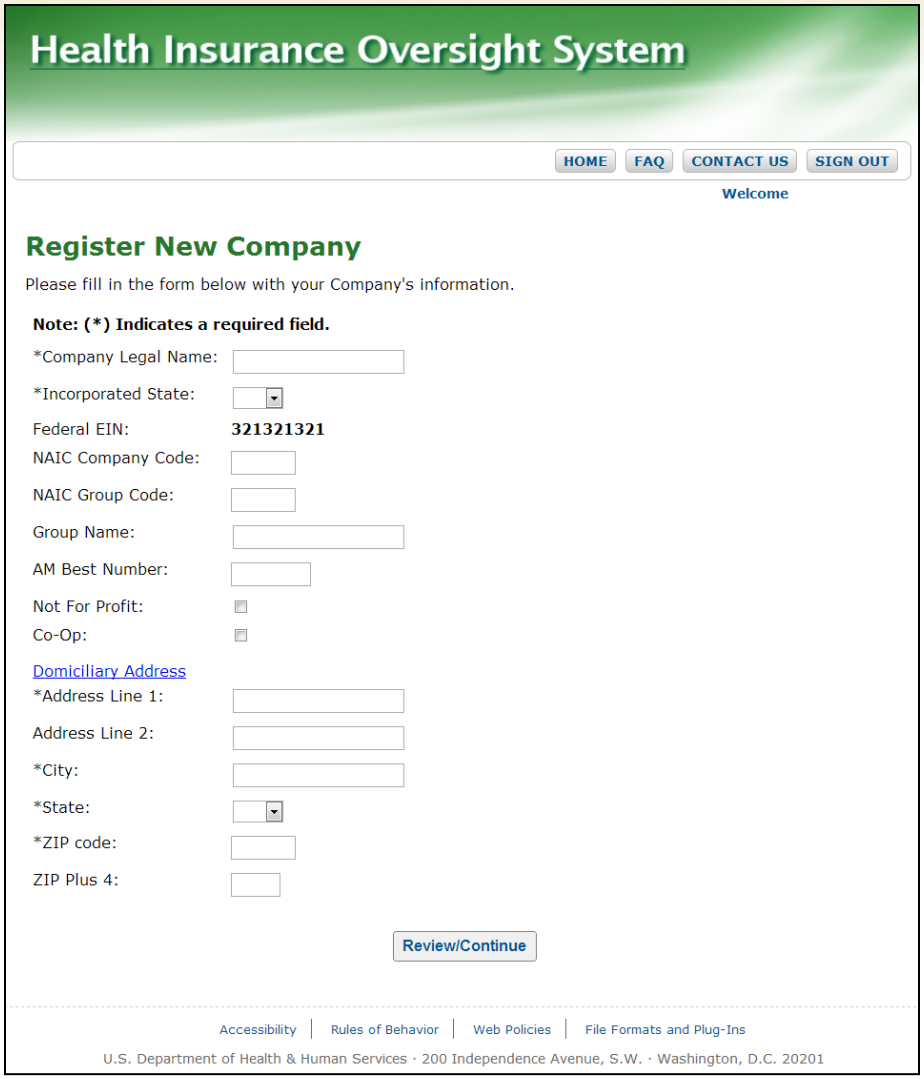
Company Search Results – None



Step 2

Step 2: If no results are returned, the user will click on the 'Create Company' button and be navigated to the 'Register New Company' page.

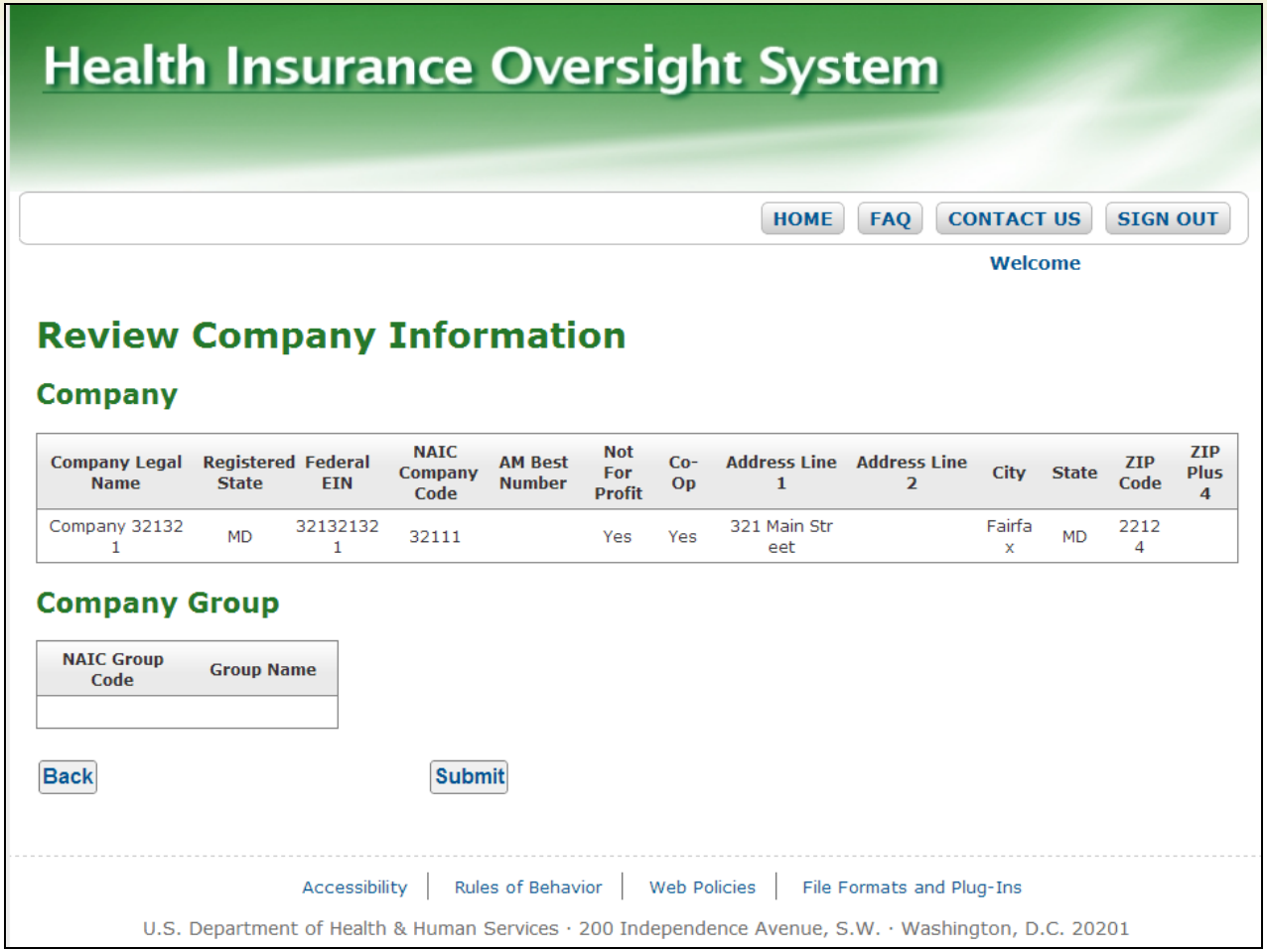
Register New HIOS Company



Step 3

Step 3: The user can review the information and submit it for approval.

New HIOS Company Creation Review



Health Insurance Oversight System

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Welcome

Review Company Information

Company

Company Legal Name	Registered State	Federal EIN	NAIC Company Code	AM Best Number	Not For Profit	Co-Op	Address Line 1	Address Line 2	City	State	ZIP Code	ZIP Plus 4
Company 321321	MD	321321321	32111		Yes	Yes	321 Main Street		Fairfax	MD	22124	

Company Group

NAIC Group Code	Group Name

Back Submit

Accessibility | Rules of Behavior | Web Policies | File Formats and Plug-Ins

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Step 4

Step 4: The user will see confirmation that the information was submitted and have the ability to navigate back to the HIOS main page.

Note: Users must wait until the company creation is approved before they can go in and request any user roles for that company.

New HIOS Company Creation Confirmation

Health Insurance Oversight System

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Welcome

New Company Confirmation

Your request to register the Company below has been submitted for approval. Once approved, you shall receive a notification email.

Company

Company Legal Name	Registered State	Federal EIN	NAIC Company Code	AM Best Number	Not For Profit	Co-Op	Address Line 1	Address Line 2	City	State	ZIP Code	ZIP Plus 4
Company 321321	MD	321321321	32111		Yes	Yes	321 Main Street		Fairfax	MD	22124	

Company Group

NAIC Group Code	Group Name

Continue

Accessibility | Rules of Behavior | Web Policies | File Formats and Plug-Ins

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Adding a New Issuer

Step 1

Step 1: Search for company by FEIN.

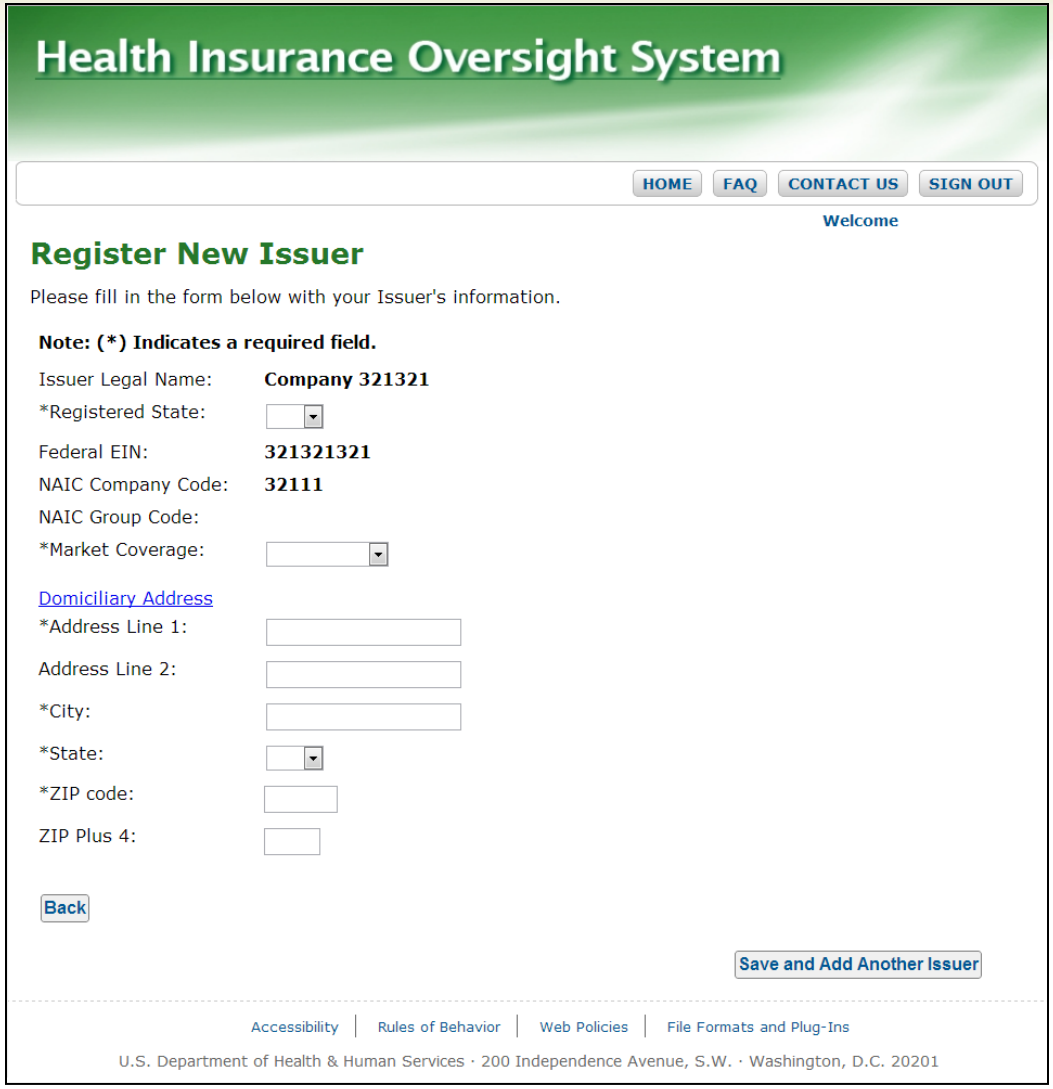
Note: Users are required to have an approved company in HIOS before they are able to create a new issuer.

Search by FEIN

Step 2

Step 2: If the company is approved, the user will be able to add new issuers by clicking on the 'Add Issuer' button and be navigated to the 'Register New Issuer' page.

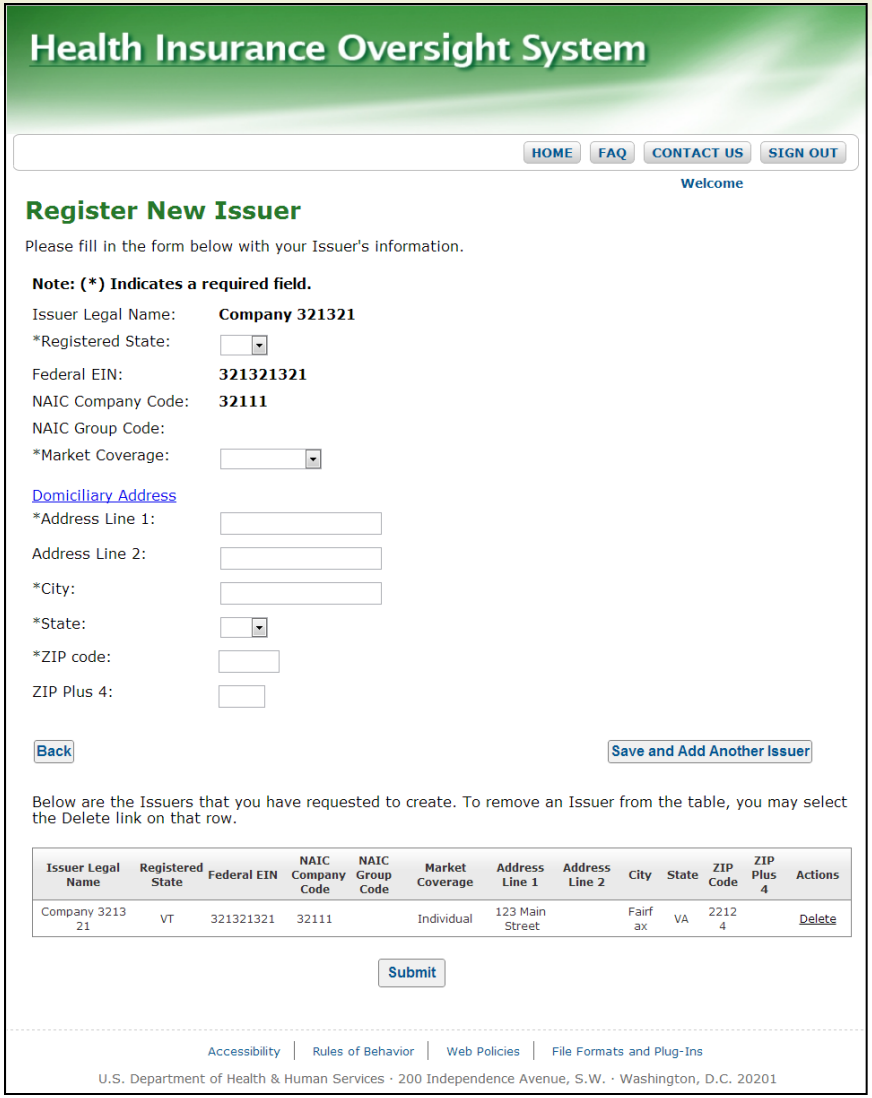
Add New Issuer



Step 3

Step 3: Users have the ability to add up to ten issuers in a single session. Once they have completed the form, they will submit it for approval.

Add New Issuer



Health Insurance Oversight System

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Welcome

Register New Issuer

Please fill in the form below with your Issuer's information.

Note: (*) Indicates a required field.

Issuer Legal Name: **Company 321321**

*Registered State:

Federal EIN: **321321321**

NAIC Company Code: **32111**

NAIC Group Code:

*Market Coverage:

Domiciliary Address

*Address Line 1:

Address Line 2:

*City:

*State:

*ZIP code:

ZIP Plus 4:

Back | Save and Add Another Issuer

Below are the Issuers that you have requested to create. To remove an Issuer from the table, you may select the Delete link on that row.

Issuer Legal Name	Registered State	Federal EIN	NAIC Company Code	NAIC Group Code	Market Coverage	Address Line 1	Address Line 2	City	State	ZIP Code	ZIP Plus 4	Actions
Company 321321	VT	321321321	32111		Individual	123 Main Street		Fairfax	VA	22124		Delete

Submit

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Step 4

Step 4: The user will see confirmation that the information was submitted and have the ability to navigate back to the HIOS main page.

New Issuer Confirmation

User Role Request

HIOS Main Page - Role Management

New and Existing Roles

- Users can view their existing roles under the View Existing Roles Tab.

- Users can request new roles for different Modules under the Request Role Tab.

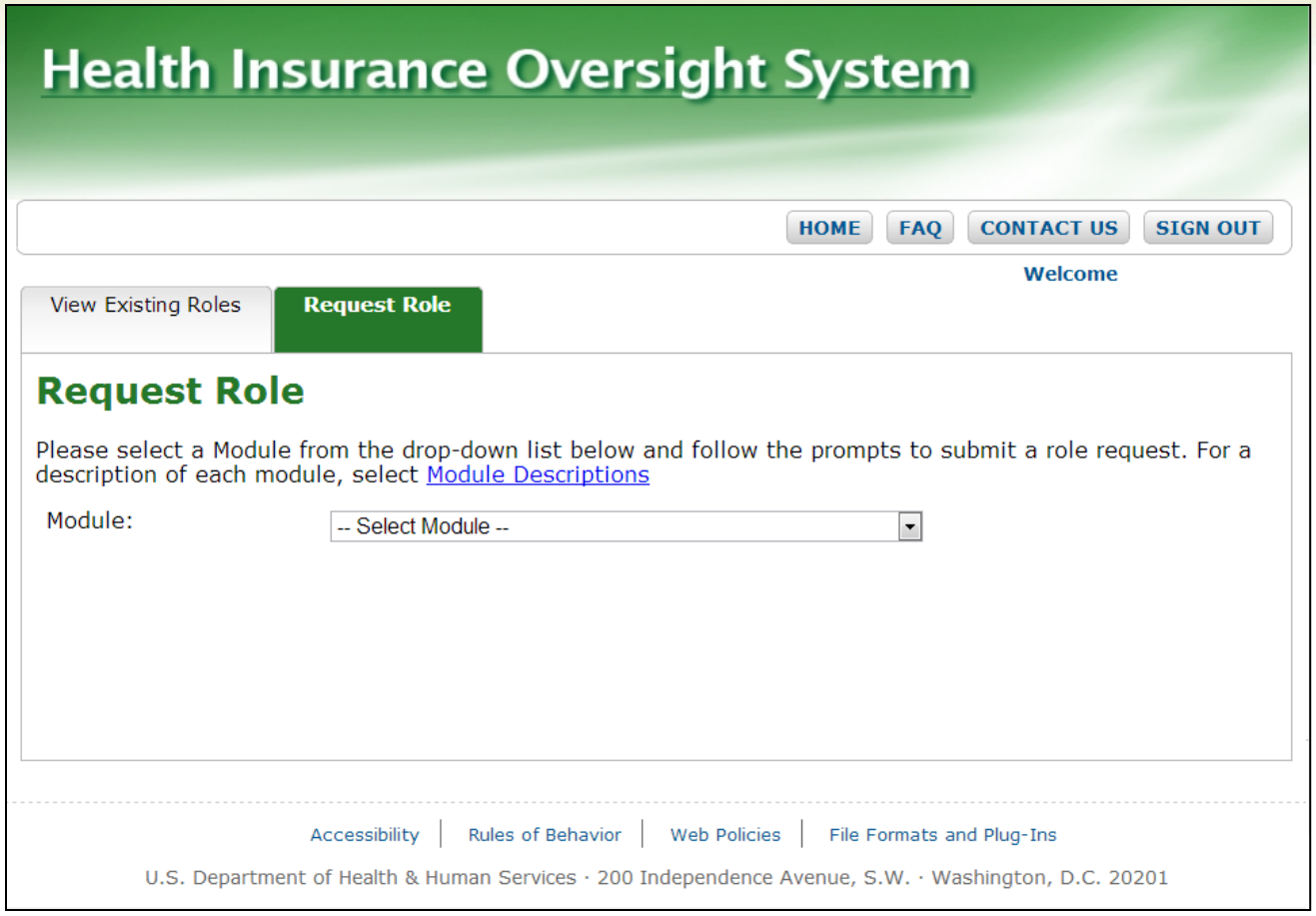
View Existing Roles

Role Request Process

Step 1: Select a Module from the drop down list.

Note: For first time users, who are not sure which module to select, a PDF document hyperlink (Module Descriptions) is available, which explains the purpose of each module.

Request Role-Select Module

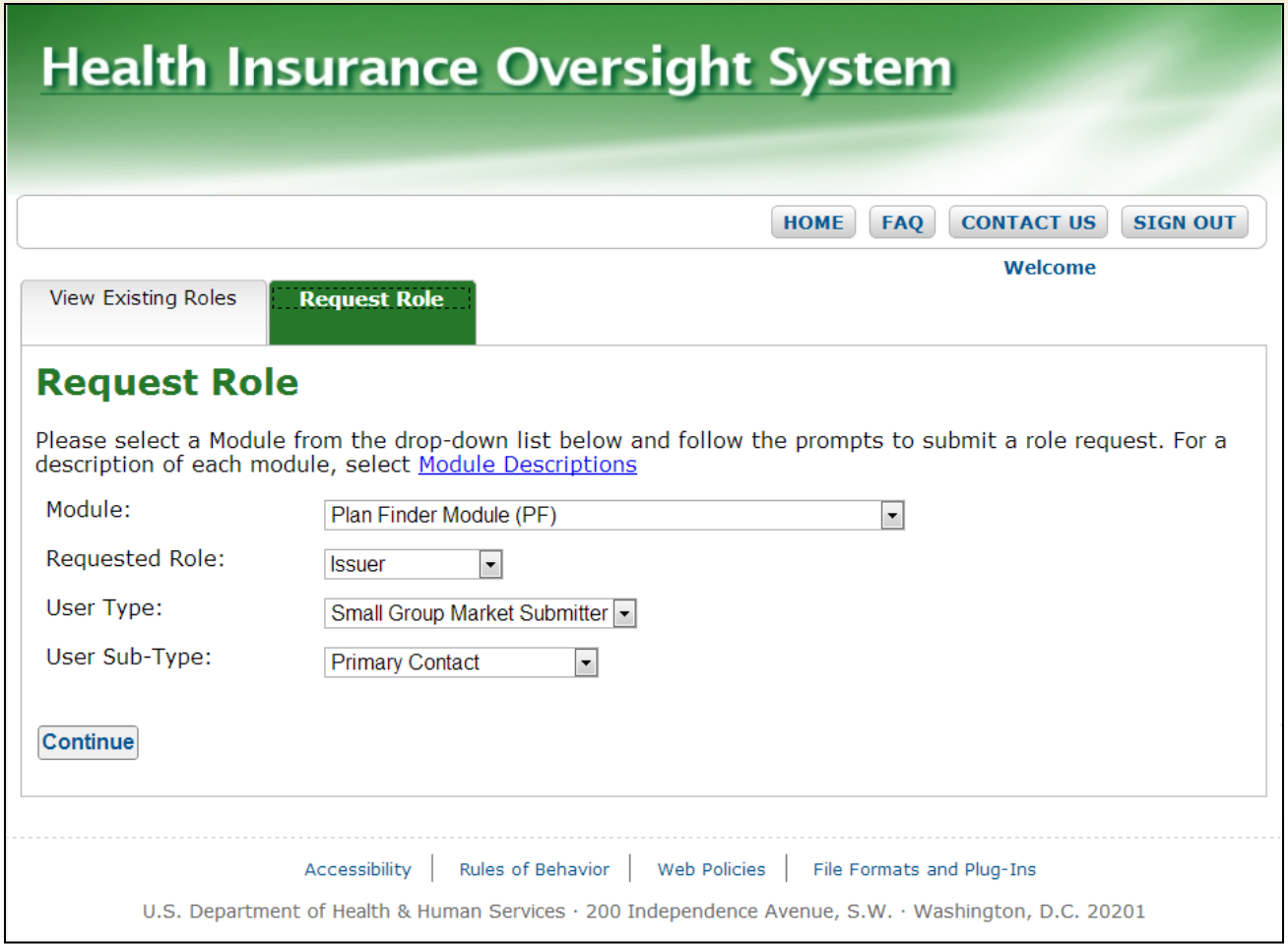


Role Request Process

Step 2: Select the Requested Role from the drop down.

Note: The User Type and User Sub-type drop downs will only be displayed for Modules with User Roles that require them.

Request Role- Select Role, Type, Subtype



Role Request Process

Step 3: Click Continue and a User Association section will be displayed.

Note: The Association section displayed will be based on the Module selected.

Example:
Plan Finder is an issuer based Module (Input: Issuer ID).
MLR is a Company based module (Input: FEIN).

Role-Issuer Association

Role Request Process

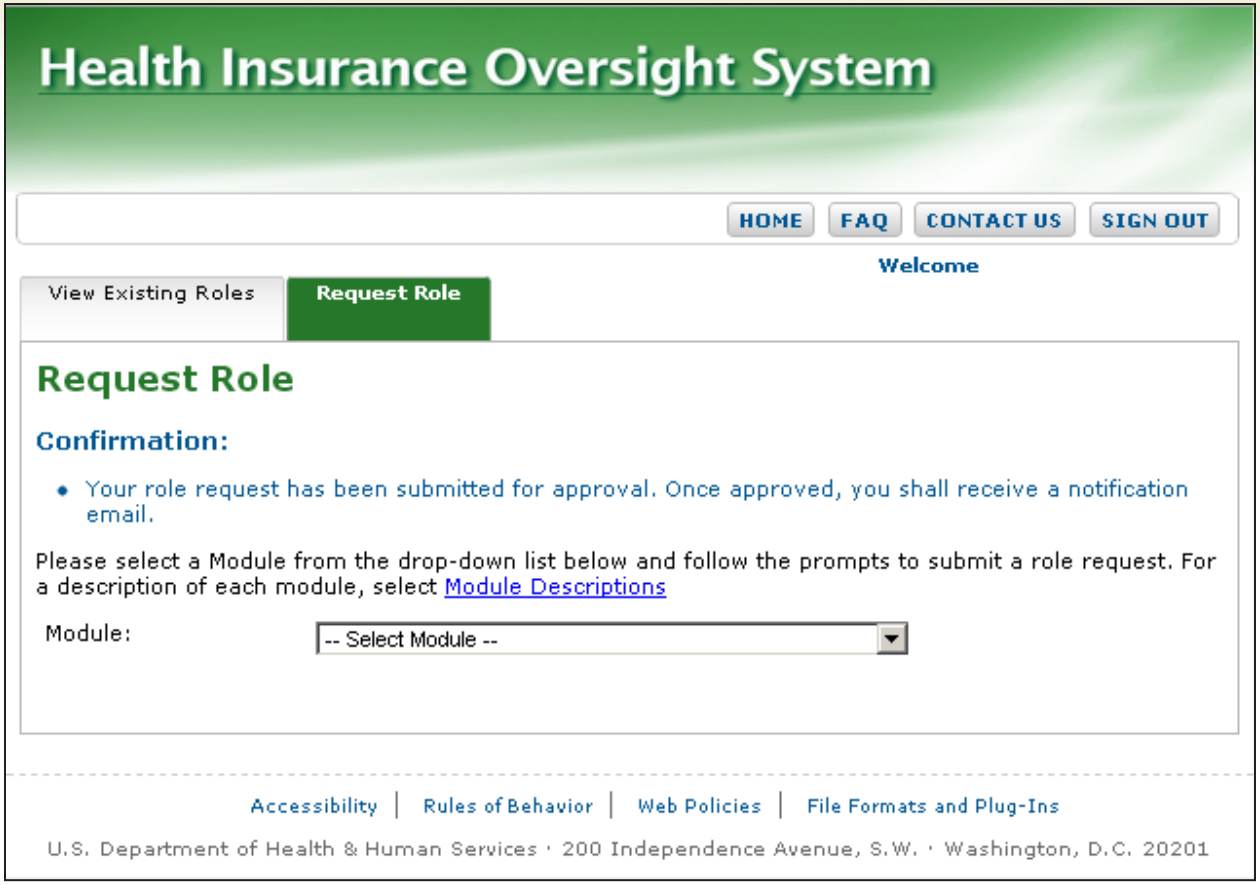
Step 4: Click Review/Continue to be navigated to the Information Review Page.

Request Role-Information Review

Role Request Process

Step 5: Click Submit and user will be navigated to the Confirmation Page with the text "Your Role Request has been Submitted."

Request Role- Confirmation



HIOS Plan Finder Product Data Collection Updates

February 25, 2013

Agenda

- Requesting Standard Component IDs
- Template Q4 Changes

Standard Component Identification (SCID)

Standard Component ID (SCID)

- A Component ID is the base identification of an insurance plan prior to it being submitted to a system.
  - Component IDs are equivalent to Plan IDs from RBIS.
  - Component IDs are required for submitting plans to the exchanges.
- Component IDs can be requested through the HIOS Plan Finder Product Data Collection Module.
  - All component IDs must be assigned to a product.
  - The product must be created in HIOS before users can request a Component ID.
- Existing Component IDs can be viewed through HIOS Plan Finder.
- RBIS users can continue to use the Plan IDs generated by the RBIS system.

Standard Component ID (SCID) Format

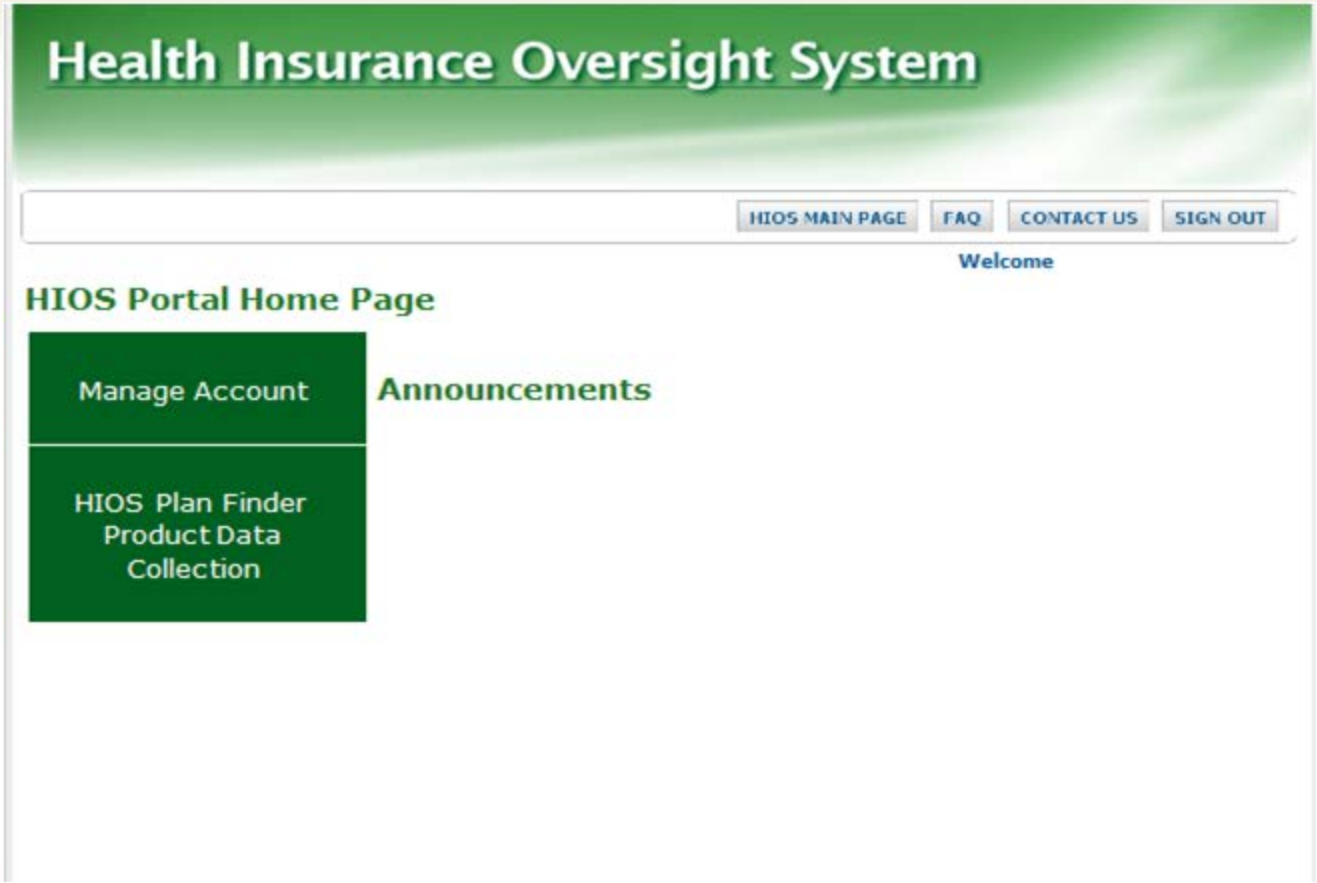
•Component IDs will be generated in the appropriate format by the SCIS system upon user request.
•Component IDs will be 14 characters in length.

Example:

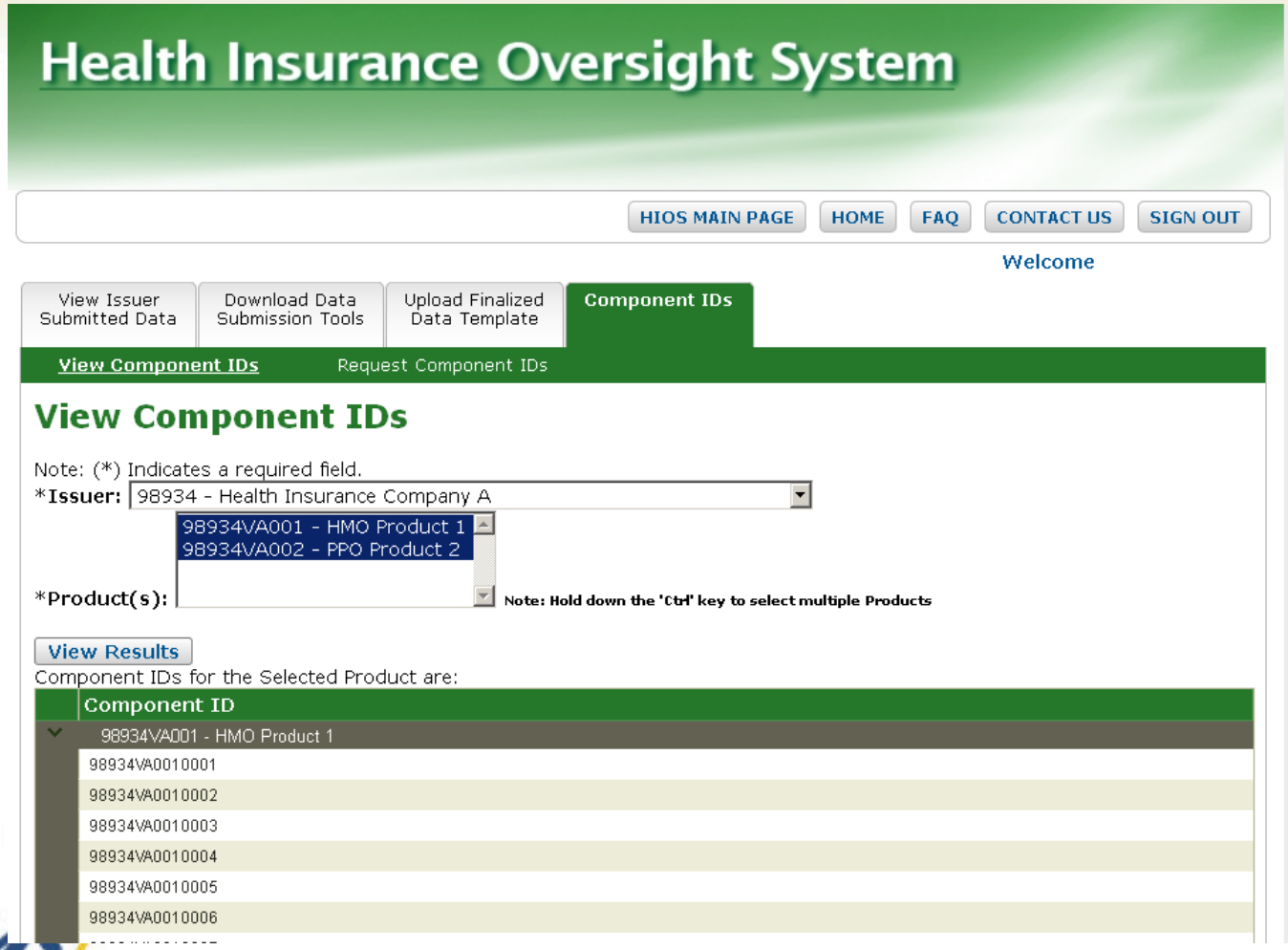
Issuer ID ----- 10020
Product ID----10020DC003

Component ID's will be :
10020DC0030001
10020DC0030002

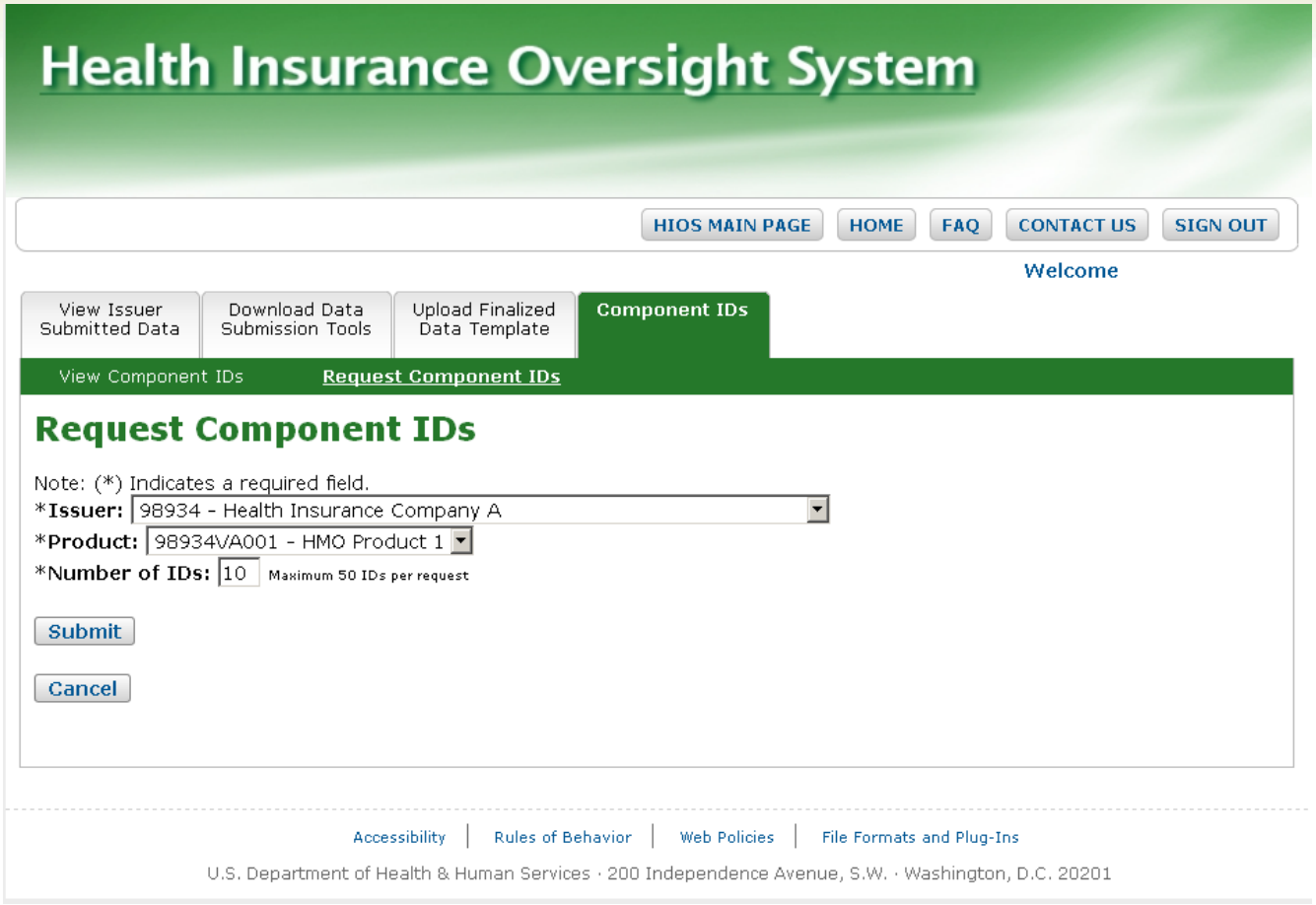
Login to HIOS, Click on Plan Finder



View Component ID's (in Plan Finder)



Request Component ID's



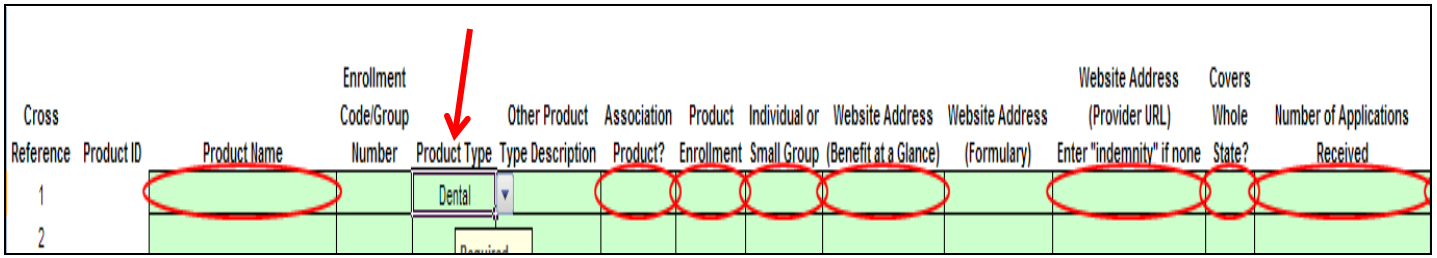
Confirmation Page

Q4-Issuer Template Changes

Q4 Template Updates

Q4 Plan Finder template will have the following updates:

Dental Product Type – HIOS will capture the Dental Product Type. A new drop down value for DENTAL will be added as a Product Type option.



Q4 Template Updates

Q4 Plan Finder template will have the following updates:

Approved Product: HIOS will allow for the collection of non-approved products . As part of the collection effort, a new column is added to the issuer template for Approved Product (Yes/No).