

# Open Enrollment Checklist



*Know what you'll need to apply for a health insurance plan? Use the following checklist to save you time when applying. There are a few things you should gather prior to enrolling to help make the application process quicker and easier:*

- Website Credentials** – this is your Username & Password for Healthcare.gov (if you have an existing account). You can still create an account or recover your password prior to Nov 1<sup>st</sup> at <https://www.healthcare.gov/login>
- Basic information** – this includes name, date of birth and social security numbers for you and anyone else in your household, regardless of whether or not they will be applying for coverage
- Home and mailing address** for everyone applying for coverage
- Immigration status and documents** - only for those lawfully present immigrants who are applying for coverage. Visit [HealthCare.gov/help/immigration-document-types](https://www.healthcare.gov/help/immigration-document-types) for more information on what documents are accepted
- Tax filing status** – whether you file separately or jointly and who is considered a tax dependent
- Your employer and income information** – aside from regular wages, this will also include supplemental or non-traditional income sources such as tips, social security payments, alimony, retirement or pension income, investment income, rental income, and any other taxable income
- Your best estimate of your household income** – this is your best estimate of what your household income will be in 2018. To help you estimate, use the following tool [here](#).
- Current coverage information and policy number** – this includes you or anyone in your household covered in 2017 under Medicare, Children's Health Insurance Plan (CHIP), Medicare, TRICARE, VA Healthcare Program, Peace Corps, or employer coverage
- Employer contact information for all household members** – you will also be asked if you are covered coverage under any employer plans
- A completed "Employer Coverage Tool"** – this is a tool offered by healthcare.gov which needs to be completed for any member of the family who isn't enrolled in a job-based plan. Link tool [here](#).

*Legacy Community Health is here to support you. Our teams can help you choose the right plan for you and your family in Houston. Call (832) 548 5000 to set up time with our team to talk through any enrollment questions. Visit us at [LegacyCommunityHealth.org/ACAenroll](https://LegacyCommunityHealth.org/ACAenroll) for the tools and tips you need to successfully enroll.*