

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - December 2012

2013- ESI SUBSIDY PAYMENT SCHEDULE

The new subsidy schedule is now available on the website. The employers may now visit [ESI Payment Schedule](#) to view future payment date. Please send all pages to Email: insureok@okhca.org or Fax (405) 530-3433.

HOLIDAY HOURS

State Agency will be closed

Monday & Tuesday, December 24 & 25, 2012 – Christmas

Tuesday, January 1, 2013—New Year's Day

Monday, January 21, 2013- Martin Luther King Day

APPLYING ON LINE WITH INTERNET EXPLORER

If a subscriber has Internet Explorer 8.0 or 9.0 and has problems submitting the application, make sure they are in "Compatibility Mode". We have had calls regarding applicants not being able to submit their application.

PROOF OF CITIZENSHIP REQUIREMENTS FOR EMPLOYEES AND SPOUSES

The employee and employees' **spouse** will still need to provide one item for proof of U.S. Citizenship and one item for proof of identity. [Citizenship Requirements](#)

- ◆ Group employer attestations only cover the primary employee for the proof of Citizenship.
- ◆ Proof of Identity is still needed for the primary employee
- ◆ All approved members of the household must submit 2 documents
- ◆ 1 form for Citizenship
- ◆ 1 form for Identity
- ◆ They can send a U.S. Passport, or a U.S. Naturalization Certificate issued by USCIS, or a Certificate of Citizenship to be proof for U.S. Citizenship & Identity.
- ◆ A Social Security card is NOT proof of U.S. Citizenship and should not be used.
- ◆ The most common documents sent for proof of Citizenship are a U.S Passport, U.S. Birth Certificate, or a voters identification card.
- ◆ If someone is applying as an alien, we need the FRONT and BACK legible copy of the Permanent Resident Card.

www.insureoklahoma.org



EMPLOYER PORTAL

Employers can access information about their Insure Oklahoma Account. The portal is for the employer to view information that will include business addresses, contact information, agent information, and qualified health plan. The employer can also obtain employee(s) pin numbers, subsidy payments and invoice payments. There can only be one user per account. If an agent wants to access to the portal on behalf of their employer group(s), the agent will need to coordinate with the employer for the log in ID and password. <https://www.insureok-employer.org>

