

Updated income guidelines; Reset temporary portal passwords by March 4.

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Next week, Insure Oklahoma employers and members will receive reminder letters regarding the required March 14-31 reapplication period. Please read the [employer reminder letter](#) and [ESI member reminder letter](#) to learn more about what steps need to be taken to reapply.

A member enrollment guide will be posted to the Insure Oklahoma website next week.

Dates to Remember

March 14-31, 2016

Current Insure Oklahoma employee-members must reapply online

New employees must apply online for April eligibility

April 2016

Subsidy payments resume

March 2016 Income Guidelines

Insure Oklahoma has published adjusted income guidelines that reflect the limits under the new eligibility methodology. [Click here](#) to see the **Employer-Sponsored Insurance Income Guidelines**.

These guidelines are effective through March 31. New income guidelines that show 2016 cost of living adjustments will be available April 1.

Temporary Employer Portal Passwords

If you received a temporary employer portal password from Insure Oklahoma and have not reset it, please log in to your account and reset it by 4 p.m. Friday, March 4.

After March 4, users with temporary passwords will not be able to log in to the portal and will need to call the Insure Oklahoma Helpline to unlock their accounts.

Instructions

- To log on to the portal, visit www.insureoklahoma.org and click "Employer Portal." You may also access the portal directly at www.insureok-employer.org.
- Your User ID is your Employer Number. Your temporary password is abc123d
- After logging in, click "My Account," and then "Change Password."

If you have any questions, please call the Insure Oklahoma Helpline at 888-365-3742.

New Employer Portal

Insure Oklahoma's enhanced employer portal will be available Monday, March 14. Through the new portal, employers will be able to:

- Update business information.
- Add or remove employees to staff listing.
- Request and look up Employee Eligibility Numbers (EEN, formerly known as PIN).
- Submit invoices.

- Send messages to Insure Oklahoma and receive alerts.

The portal can be accessed through the existing web address:

<https://www.insureok-employer.org>. A guide to the new employer portal will be posted to the Insure Oklahoma website next week.

In Case You Missed It...

March and April Payment Schedule

Due to the system changes, Insure Oklahoma is adjusting our subsidy schedule. The last payment issued from the old system for February 2016 invoices was on Feb. 18, 2016. After this date, all payments will be issued through our new system in April 2016.

You may continue to send in March 2016 invoices; however, March payments will not be made until April 2016. Click [here](#) to see the 2016 payment schedule.

Out-of-Pocket Reimbursement Period

Out-of-pocket reimbursement will switch to a calendar-year basis beginning April 1. The 2016 reimbursement period will run April 1-Dec. 31. The reimbursement period will then renew Jan. 1, 2017.

New Helpline Hours

The Insure Oklahoma Helpline has changed its hours of operation. The new hours are:

Monday-Tuesday: 8 a.m.-5 p.m.

Wednesday: 10:30 a.m.-5 p.m.

Thursday-Friday: 8 a.m.-5 p.m.

The helpline is closed on weekends and state holidays.

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Questions? Call the Insure Oklahoma Helpline at 888-365-3742.



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