

There's only one place to enter the EEN in the application.

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Insure Oklahoma Enrollment Tip: Employee Eligibility Number (EEN)

Question: *I know that employees need to have Employee Eligibility Numbers (EEN) to reapply, but when should they enter their EENs on the application?*

Answer: There's only one place to enter the EEN, and that's **on the employment information screen of the "Step 4: Household Income," application section**. Insure Oklahoma applicants do not enter the EEN during the account registration process.

Example:

When creating an account, **choose the "create a new account" link**, not the "create an account using your PIN," link. The PIN option on this screen is used for a different purpose and the EEN will not work here.

In the **Step 4: Employment Information** section, you will see a button labeled **"Enter EEN."** Click the button, and then enter the EEN.

That's the proper way to enter an EEN on an application.

See the new enrollment guide for more how-to information!

You can [download a digital version](#) of the guide. A [printer-friendly version](#) is also available.

Please note the following application areas that could be important to Employer-Sponsored Insurance members:

- **Authorized Representatives:** Applicants can choose authorized representatives to manage their benefits. An authorized representative can be anyone, including an insurance agent. This designation is valid for 364 days. See page 13 of the digital guide.
- **Absent Parents:** If an applicant lists a child in the household, but the child's other parent does not live in the household, then the applicant must provide information about the other parent. In addition, adults must

agree to cooperate with Oklahoma Child Support Services in order to receive Insure Oklahoma assistance. See page 30 of the digital guide.

- **Employee Eligibility Number (EEN):** ESI applicants must provide an EEN. The EEN is the same as the Personal Identification Number (PIN) that Insure Oklahoma may have previously issued for each employee. See page 37 of the digital guide.
- **Health Insurance:** The application asks if anyone in the applicant's household has health insurance. Employer-Sponsored Insurance applicants should answer "No." See page 46 of the digital guide.

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

Note: The Helpline is experiencing high call volume and wait times may be longer than average. Thank you for your patience.



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