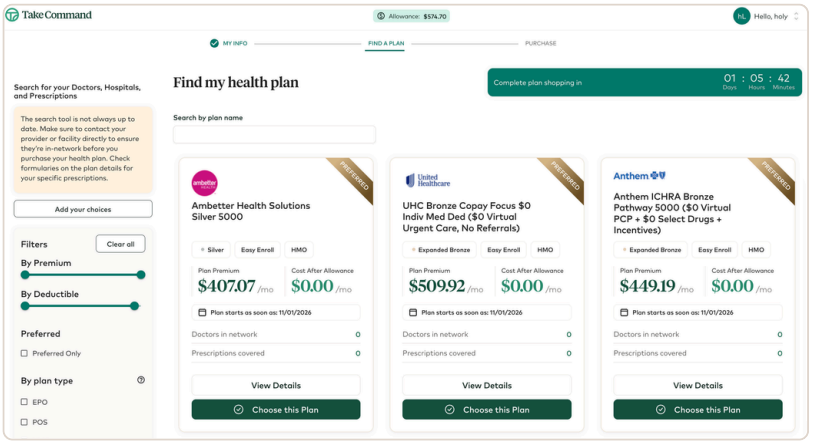
HRA Hub's Self-Enroll Plans

If you choose to enroll in a plan with a "Self Enroll" tag on our platform - or you have an existing, compliant insurance - please follow the steps below to ensure you are set up to receive your employer-funded allowance. Please also review and note the Self-Enroll plan watch-outs and actions for which you will be responsible.

Shopping through the Take Command HRA Hub platform



1. Log in and create an account

- Click the link in your Welcome email to log in.
- Fill in your personal & family information to complete your profile.

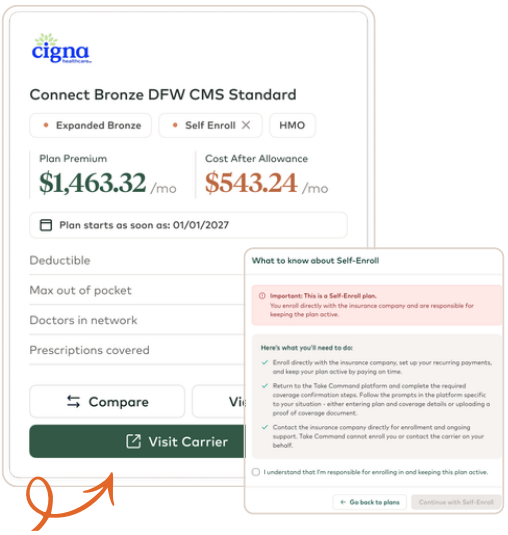
2. Shop for insurance plans

- View the plans recommended for you.
- Click to view all available plans if you want to see additional options.
- Plans have tags that are "Preferred", "Easy-Enroll", "Extra-Step" or "Self-Enroll" which correspond to the enrollment method and additional services and responsibilities.

- If you want to choose a "Self-Enroll" plan, select it and follow the steps on the platform and the steps below.
- If your company is using AutoPay from Take Command, you will also see your individual AutoPay payment details. Make sure to use these payment details when you enroll on the carrier's site and set up recurring monthly payments.

3. Enroll on the insurance carrier's website

- After confirming plan selection in the Take Command platform, click the provided link in the platform to be redirected to the carrier's website.
- **Important:** Follow the enrollment steps on the carrier's website to select the insurance plan and submit your application directly to the carrier. Ensure you receive confirmation from the carrier that your enrollment application has been received (usually an email).



Tip: Double-check the plan name on the carrier website against the plan selected in the Take Command platform.

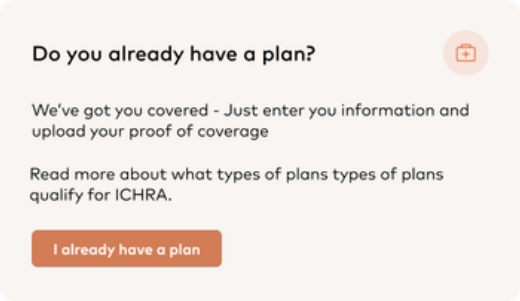
4. Complete steps in Take Command platform

- If using AutoPay payment information, we recommend coming back to the Take Command platform and setting your recurring premium by confirming the plan name, covered members and premium amount in your portal after you finish enrolling. **Important: Please do NOT upload documents for any AutoPay plans.**
- If not using AutoPay (ie. you're reimbursed via payroll), please make sure you log back into the Take Command platform, complete your enrolled plan information and upload your proof of coverage which shows your name, insurance plan name, insurance effective date, and monthly premium amount. This is required to be set-up for reimbursement from your employer.

Bringing an Existing Insurance Plan

1. Log in and create an account

- Click the link in your Welcome email to log in.
- Fill in your personal & family information to complete your profile.



2. Upload Proof of Coverage

- When you get to the shopping page with plans, look for the box in the top corner of your portal that says "Already Have Coverage"
- Click the button and enter your insurance details
  - **Insurance type:** Specify whether the plan is individual, Medicare or student health insurance.
  - **Carrier:** Name of the insurance company providing the plan.
  - **Policy details:** Monthly premium amount, effective date and any additional information.
- Upload your proof of coverage (POC) that shows the details above.
- Your POC will be reviewed. When approved, your reimbursement details will be included on your employer's payroll reports.

Tip: Please make sure to read and respond to any correspondence from Take Command in order to complete your set-up.

Your responsibilities with a Self-Enroll Plan:

1. Complete your enrollment application directly with the insurance carrier.
2. Enter your payment details with carrier and set-up recurring monthly payments.
3. Work directly with insurance carrier on any coverage and payment questions or issues.

Please note that with Self-Enroll plans, Take Command will not be listed as your broker-of-record and:

- Cannot submit your application with carrier, confirm coverage, or access member ID
- Cannot enter your payment details or trouble-shoot payment issues with carrier
- Cannot advocate on your behalf with carrier if coverage issues arise

Tip: If you are concerned about any of the above, we recommend considering "Preferred" plans. They offer the best experience from enrollment through the entire plan year, backed by Take Command advocacy!