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Topic – Completing the Insure Montana Employee Assistance HB48 questionnaire.

Each participating employee will be sent a notice with information for that employee to complete the process. Please refer to that notice for your unique log in code and initial password.

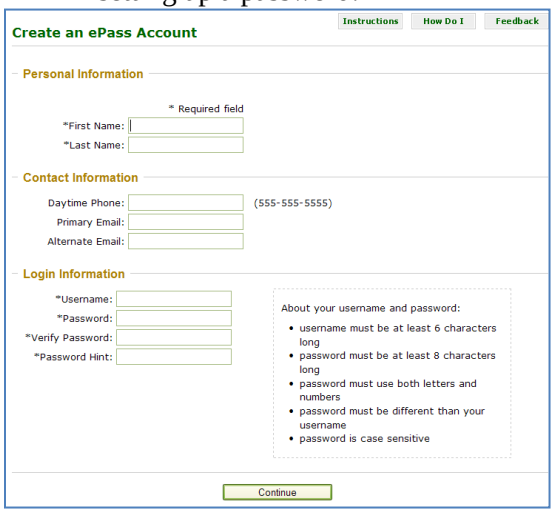
Insure Montana renewals must be accessed via the State of Montana ePass site, instructions are as follows:

Online Renewal Instructions for ePass

- Insure Montana does **NOT** provide you with an ePass account. You must go to the following website and follow the instructions to "Login" through this site. It is a secure portal that the State of Montana uses to ensure your information is kept secure.

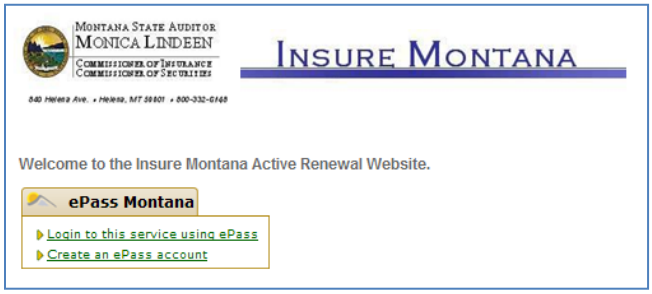
ePass - *https://app.mt.gov/epass/epass*

- If you already have an ePass account set up, you will enter your Log in and Password in the "**Existing Customer**" fields and "Login".
- If you DO NOT have an ePass account, you will select **"Create an Account"** – the following page will appear, you will complete all the required fields, and select "Continue". Follow the instructions to the right hand side for setting up a password.



- Write your ePass Username and Password, and keep in a safe place.
  - Write down the ePass Username that you have created _____
  - Write down the ePass Password that you have just created _____

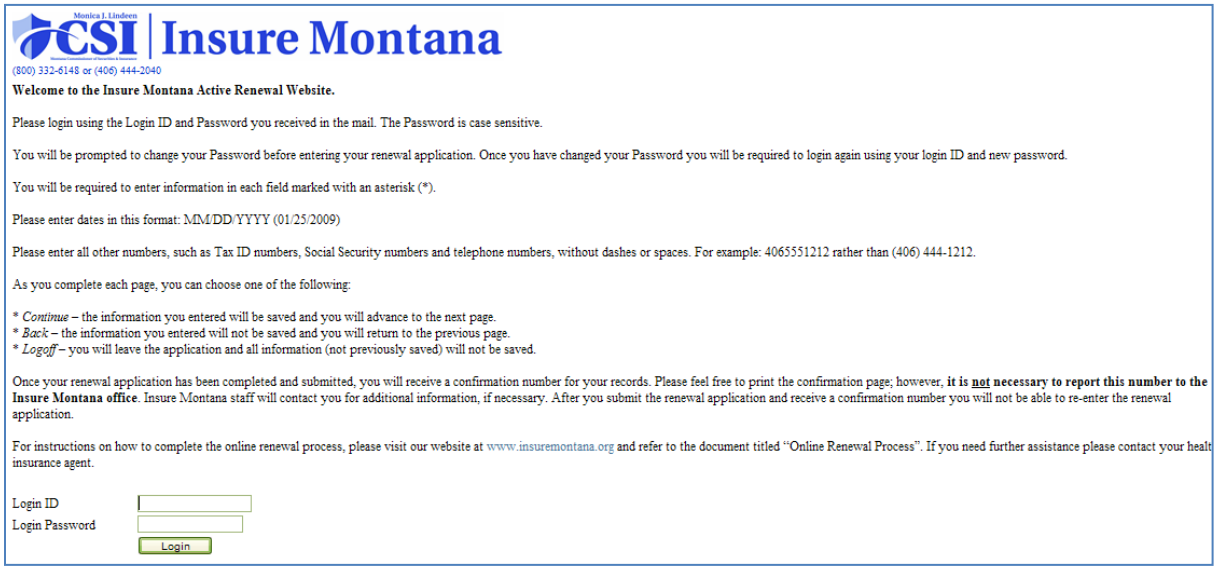
- A list of all ePass services will be provided, select "Insure Montana Renewals".



Hint: Select "Login to this service using ePass"

- Once you have completed the registration process or you have logged in – Select **"Login to this service using ePass"**

Instructions for completing the Online Employee Assistance HB48 questionnaire are as follows: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Welcome to the Insure Montana Active Renewal Website.

Please login using the Login ID and Password you received in the mail. The Password is case sensitive.

You will be prompted to change your Password before entering your renewal application. Once you have changed your Password you will be required to login again using your login ID and new password.

You will be required to enter information in each field marked with an asterisk (*).

Please enter dates in this format: MM/DD/YYYY (01/25/2009)

Please enter all other numbers, such as Tax ID numbers, Social Security numbers and telephone numbers, without dashes or spaces. For example: 4065551212 rather than (406) 444-1212.

As you complete each page, you can choose one of the following:

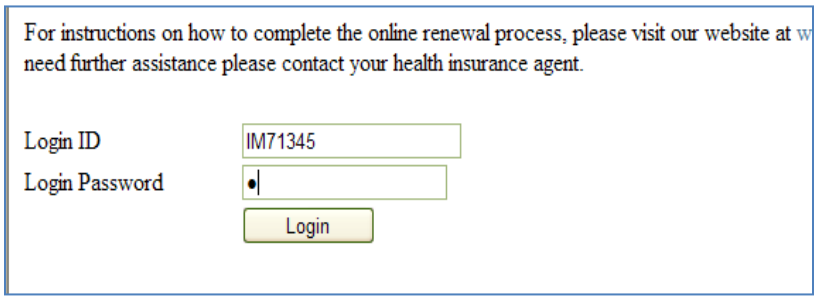
* *Continue* – the information you entered will be saved and you will advance to the next page.
* *Back* – the information you entered will not be saved and you will return to the previous page.
* *Logoff* – you will leave the application and all information (not previously saved) will not be saved.

Once your renewal application has been completed and submitted, you will receive a confirmation number for your records. Please feel free to print the confirmation page; however, **it is not necessary to report this number to the Insure Montana office**. Insure Montana staff will contact you for additional information, if necessary. After you submit the renewal application and receive a confirmation number you will not be able to re-enter the renewal application.

For instructions on how to complete the online renewal process, please visit our website at www.insuremontana.org and refer to the document titled "Online Renewal Process". If you need further assistance please contact your healt insurance agent.

Login ID
Login Password
Login

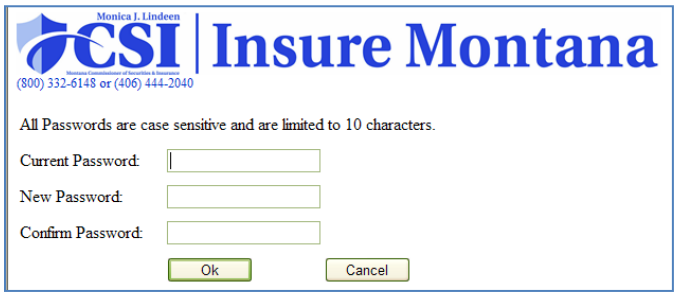
- Enter the **Unique Log in** - provided to you in the notice you have received in the mail from Insure Montana.
- Enter the **Password** - provided to you in the same notice.


For instructions on how to complete the online renewal process, please visit our website at w
need further assistance please contact your health insurance agent.

Login ID IM71345
Login Password
Login

Hint: This is your Login ID and password from the notice Insure Montana sent you.

- You will now have to change the password to a password of your choice.(* Remember Passwords are case sensitive) New Password _____, after you have created a new password, select ok.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All Passwords are case sensitive and are limited to 10 characters.

Current Password:
New Password:
Confirm Password:
Ok Cancel

Hint: When you get to this screen you will need to create your own password.
Current Password: password from your letter
New Password: You decide
Confirm Password: re-type your New Password


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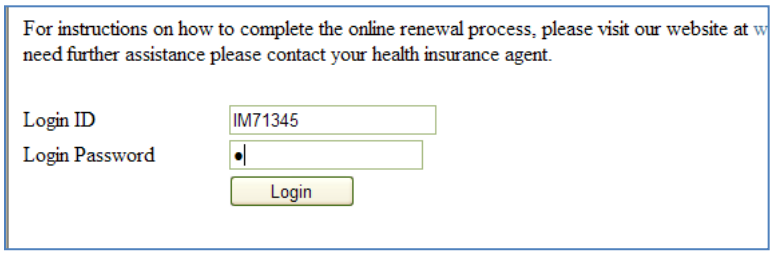
Your Password has been updated.
Ok

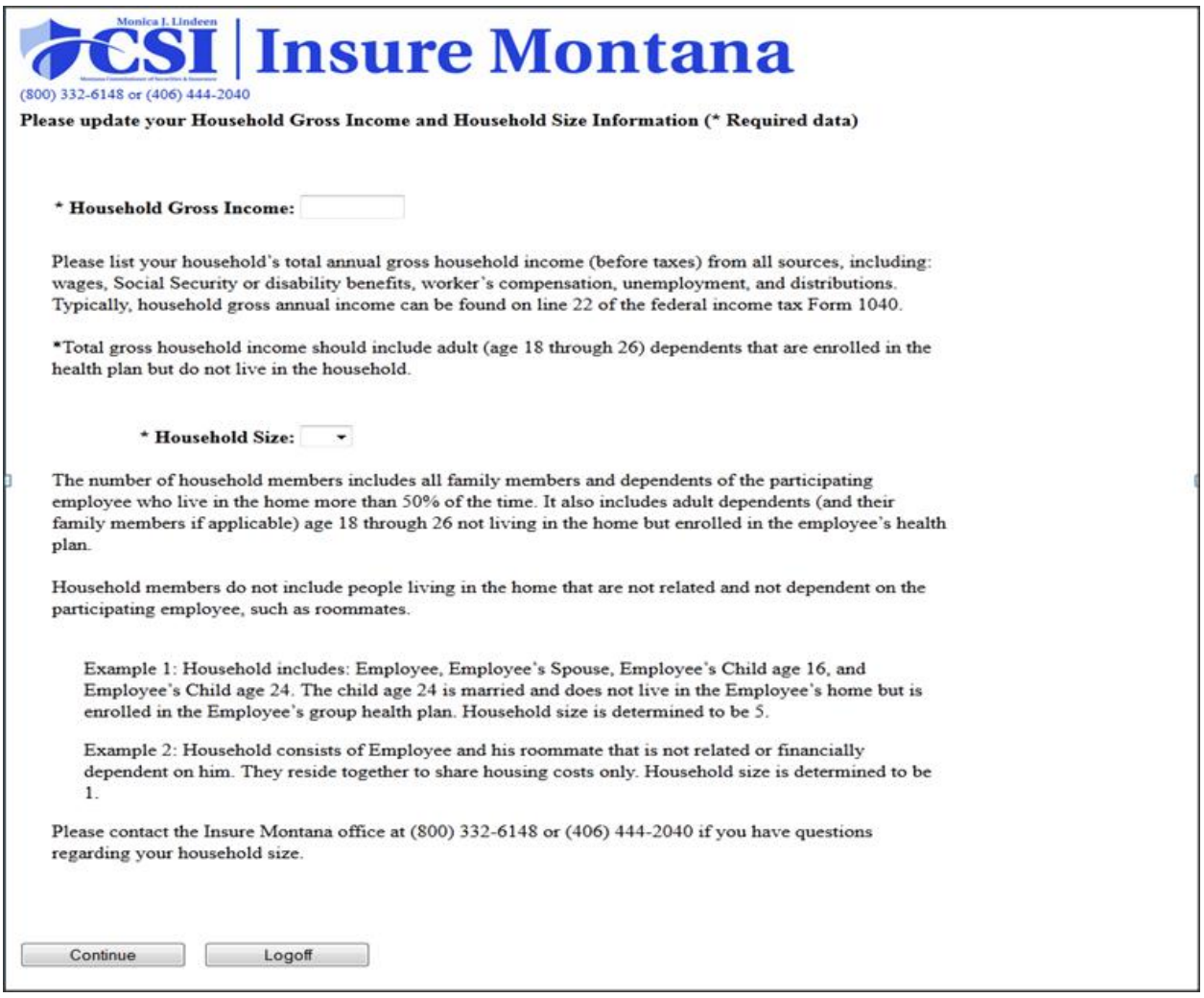
- This will take you back the main page. You will then enter the **Unique Login** from your notice and the **NEW password** that you have just created. (password from #3)



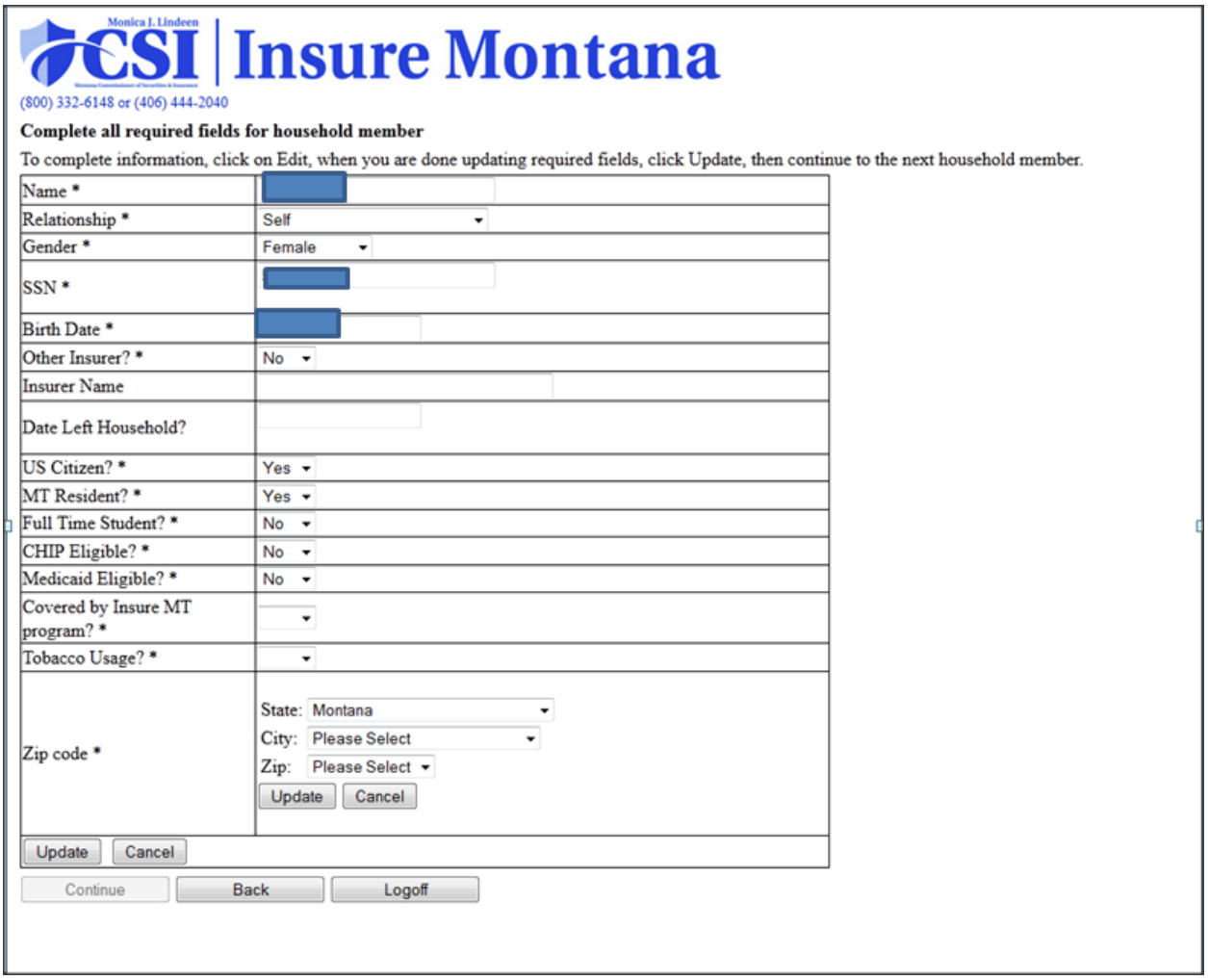
Hint: You now will login using the Login ID from your letter and your NEW password that you have created.

- **You will now be logged into your Insure Montana renewal application, follow the directions on each page to complete the renewal.**

Tip for the HB48 questionnaire: Read the definitions complete all required fields noted with an (*).

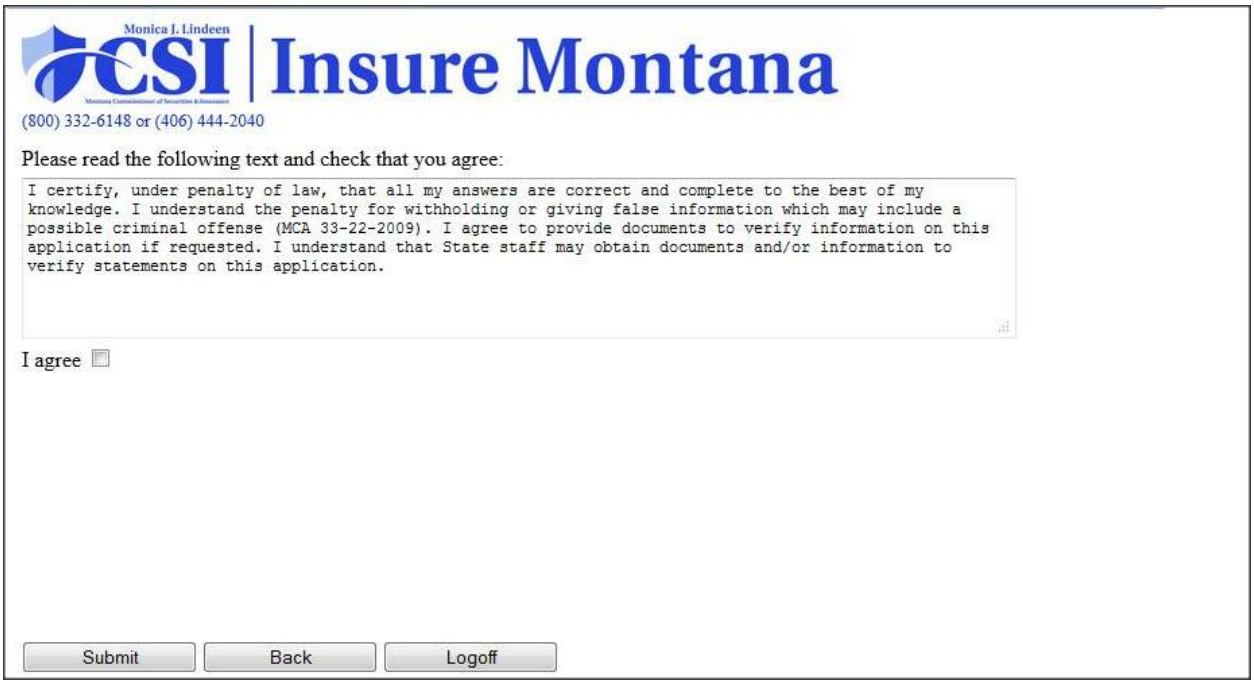


Complete all required fields, noted with an (*). Note: Some fields will already contain pre-populated information from the Insure Montana database. Please review all fields to make sure all data is accurate.



Click "Update" to access all required data fields, once complete, click "Update" again, and continue to the next household member.

Read the following certification.



Once you have completed all your information, and you select "submit" you will receive a confirmation number. Please save this for your records, but do not send it to Insure Montana.