Monica J. Lindeen
CSI | Insure Montana
Montana Commissioner of Securities & Insurance

840 Helena Ave
Helena, MT 59601
Toll Free: (800) 332-6148
Fax: (406) 444-3435
Email: insuremt@mt.gov

Topic – Completing the Insure Montana Employee annual online "Program Renewal"

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

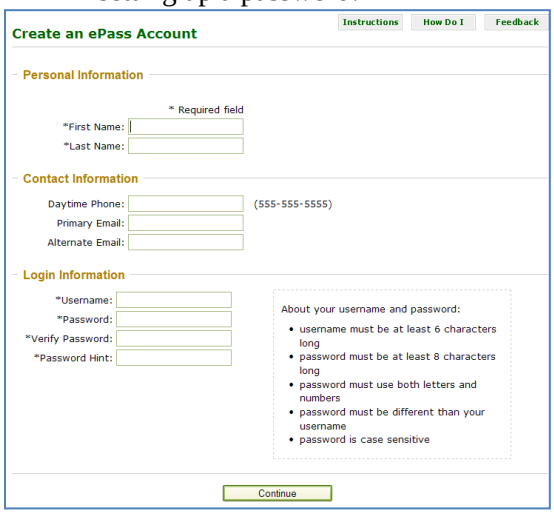
Insure Montana renewals must be accessed via the State of Montana ePass site, instructions are as follows:

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.

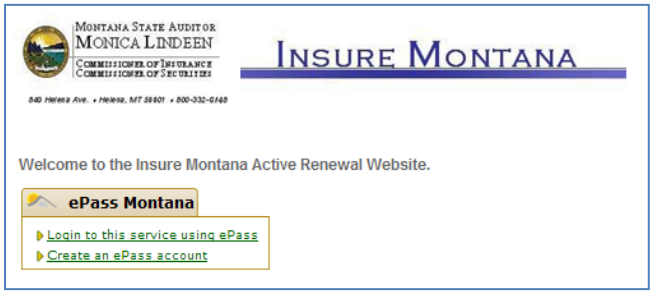
ePass - *https://app.mt.gov/epass/epass*

- 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 _____

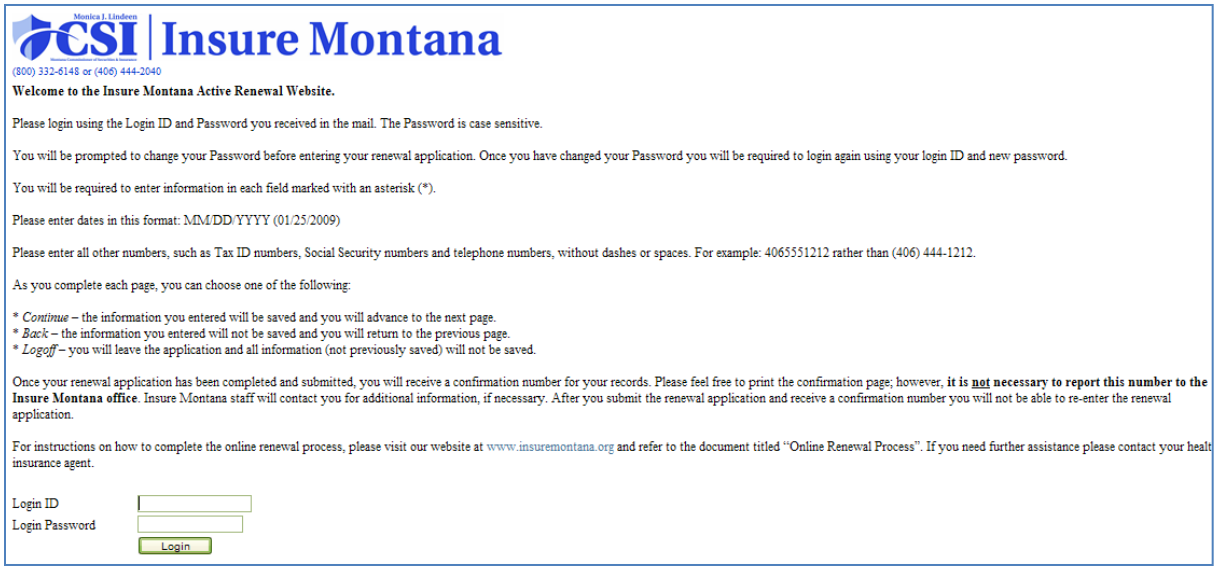
- A list of all ePass services will be provided, select "Insure Montana Renewals".



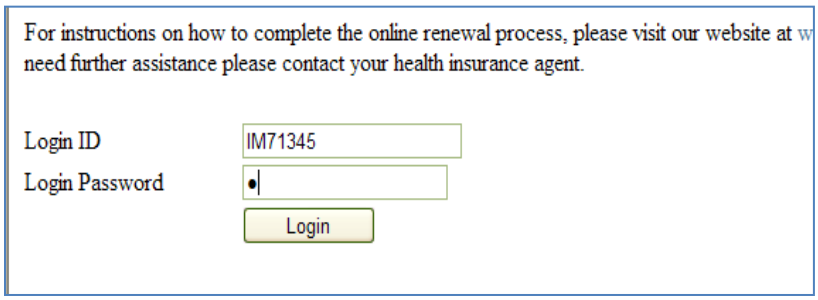
Hint: Select "Login to this service using ePass"

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

Instructions for completing the Online Renewal Application for the Employee are as follows:

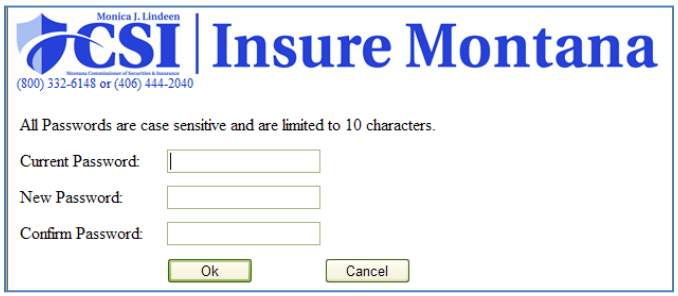


- Enter the **Unique Log in** - provided to you in the notice you have received in the mail from Insure Montana.
- Enter the **Password** - provided to you in the same notice.



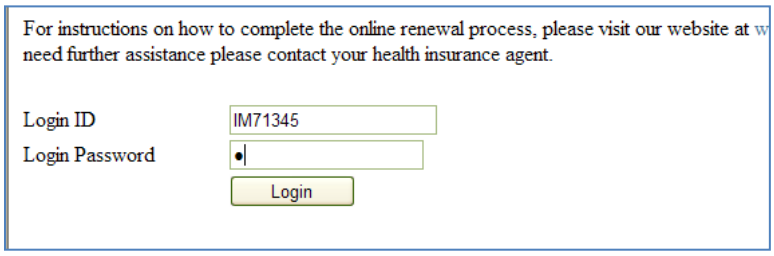
Hint: This is your Login ID and password from the notice Insure Montana sent you.

- 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.



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

- 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)

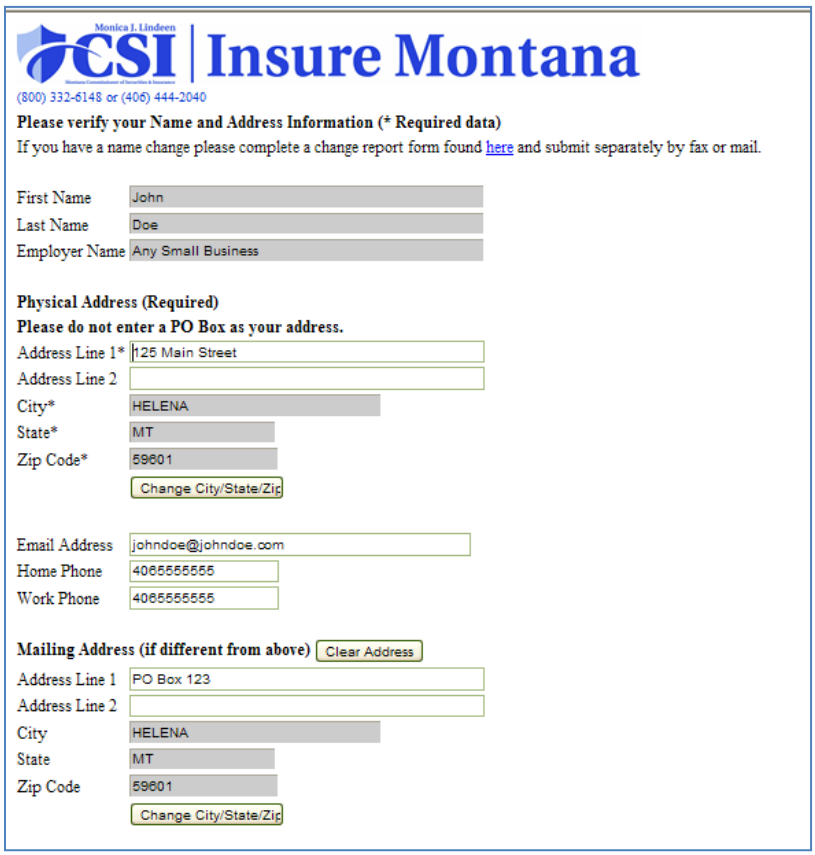


Hint: You now will login using the Login ID from your letter and your NEW password that you have created.

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

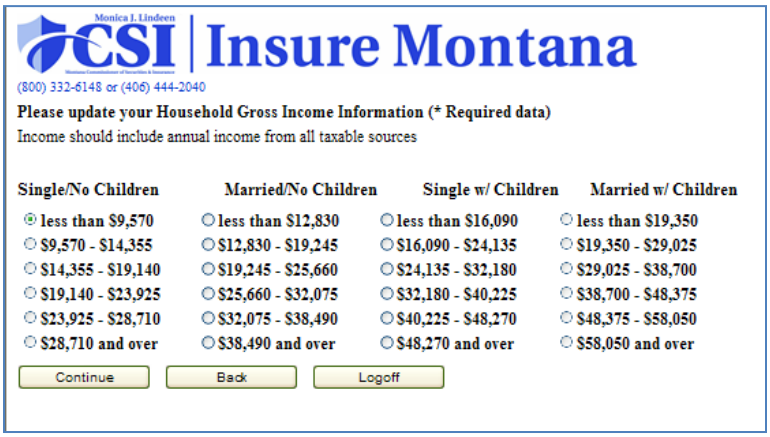
Tip for the Employee Renewal: Read the definitions and review all information. Some fields are shaded in gray and are not editable via the web. If you need to make changes to these shaded fields, please complete a change form and include all other necessary documentation and submit that to the Insure Montana office either by mail or fax.

Insure Montana
840 Helena Ave
Helena, MT 59601
Fax: 406-444-3435



- To edit any information, delete the contents of the cell and re-type the change.
- If no changes need to be made, select "continue" to move to the next page.

- **Reporting Gross Household Income – Insure Montana requires all employees to report their gross household income. If you have any questions regarding this topic, please refer to the document "Reporting Income" in the Forms and Applications tab located at the** www.insuremontana.org .



Hint: Remember to report your gross household income. Even if your spouse or significant other is not covered on the health insurance policy, their income still needs to be reported.

If all information is already correct, then just "continue".

- **Verifying household members:**

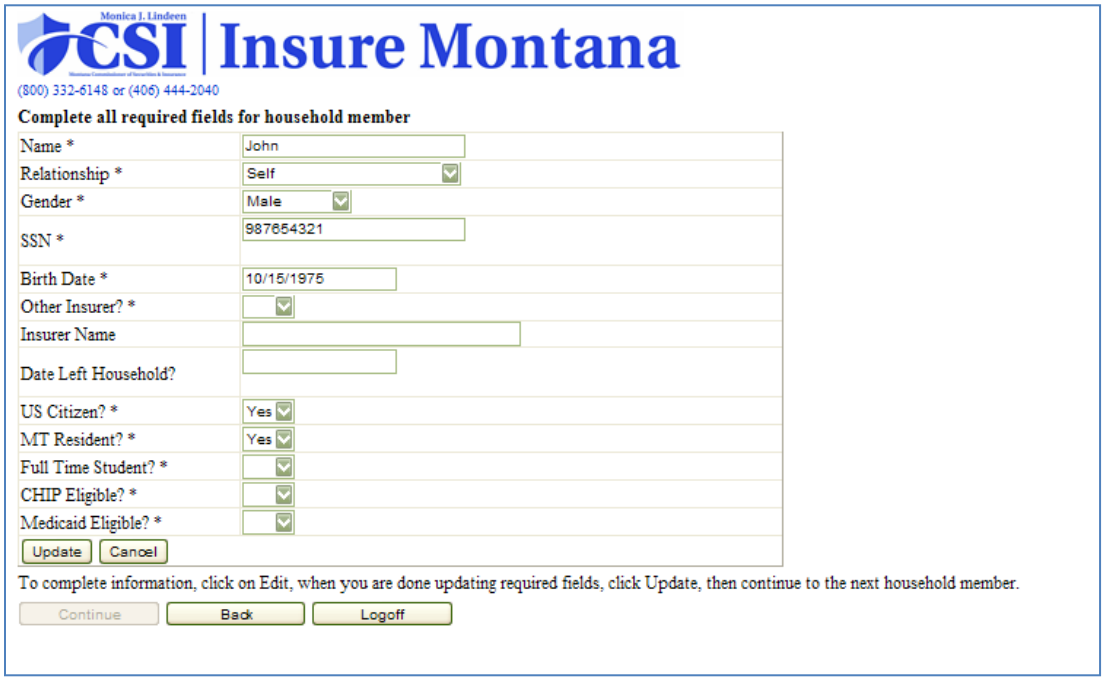
If all information is already correct, select "continue".

- **Completing household member information:**

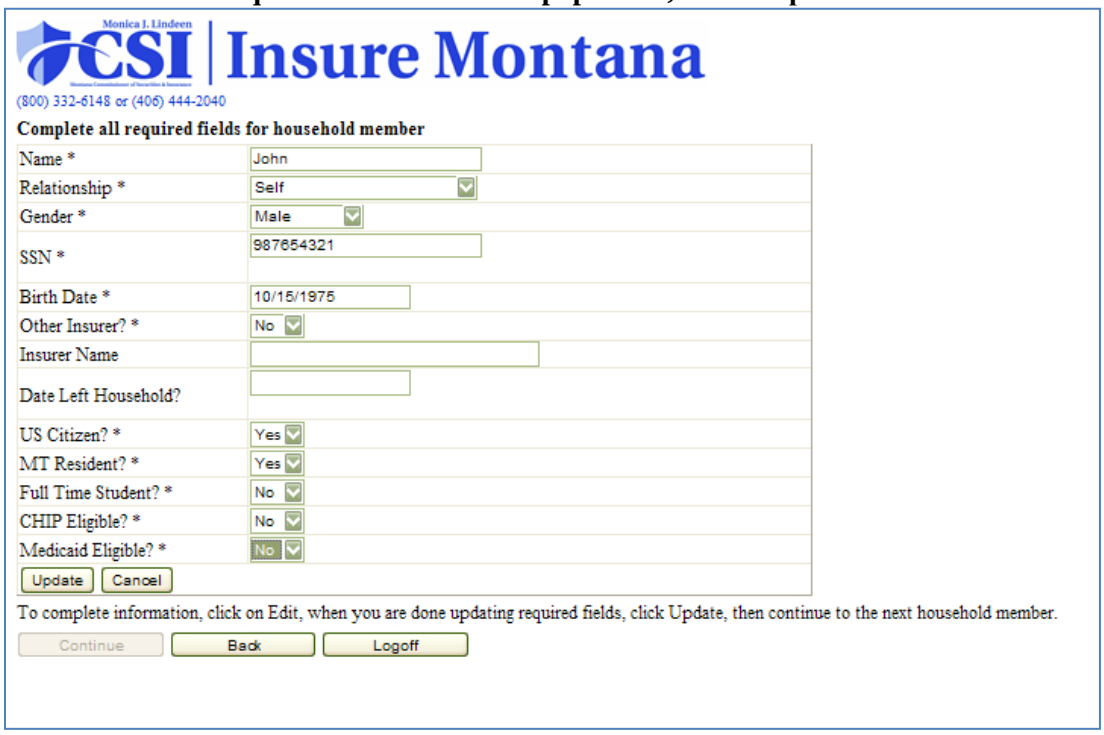
Insure Montana requires certain information to be reported for each household member, the required fields are displayed using an asterisks sign (*), all required fields must be completed.

*If a household member listed no longer resides in your household for any reason, enter a valid date in the "Date Left Household" field, you will not be able to delete the household members information.

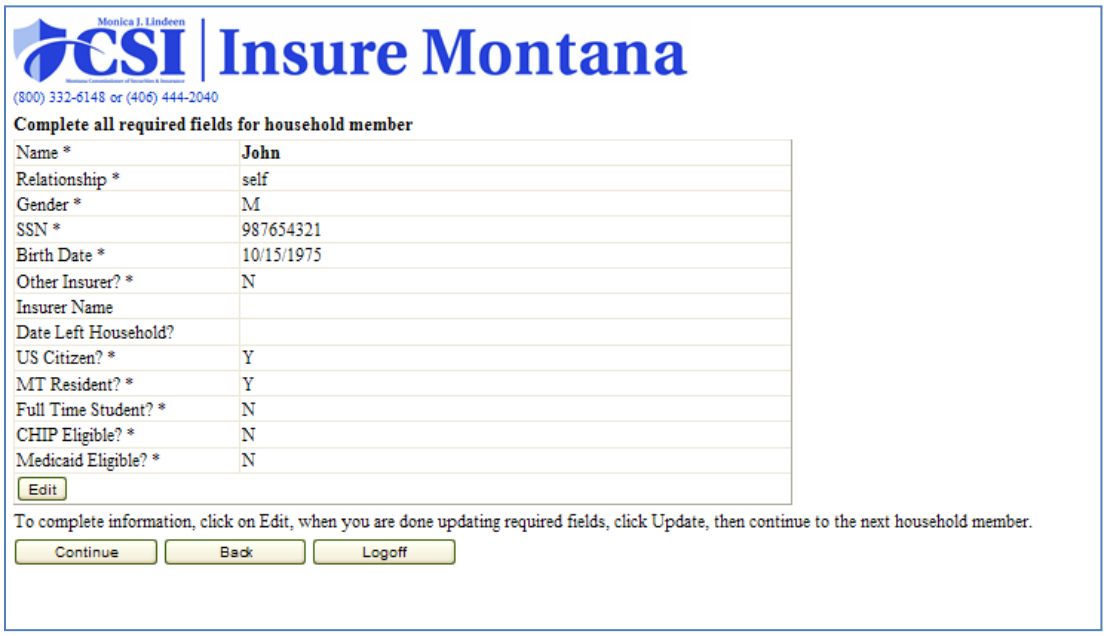
- **Select "Edit", complete all the required (*) fields,**



- **When all required fields have been populated, select "update".**

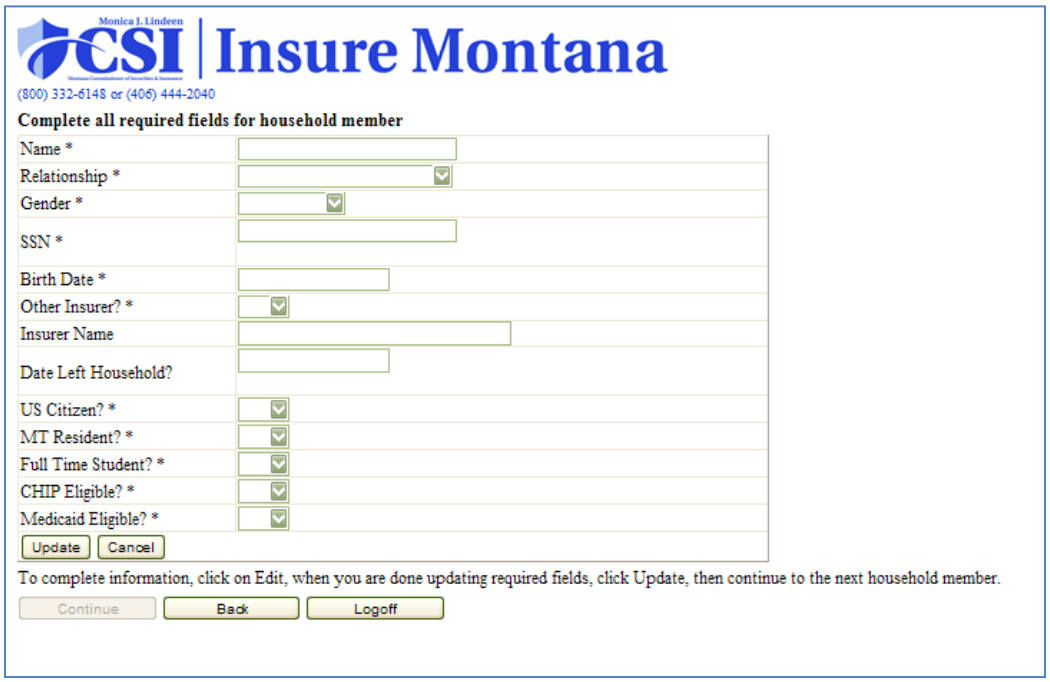


- **After "updating" the household member, the screen will appear as below, select "continue". You will need to complete all required fields for each household member.**

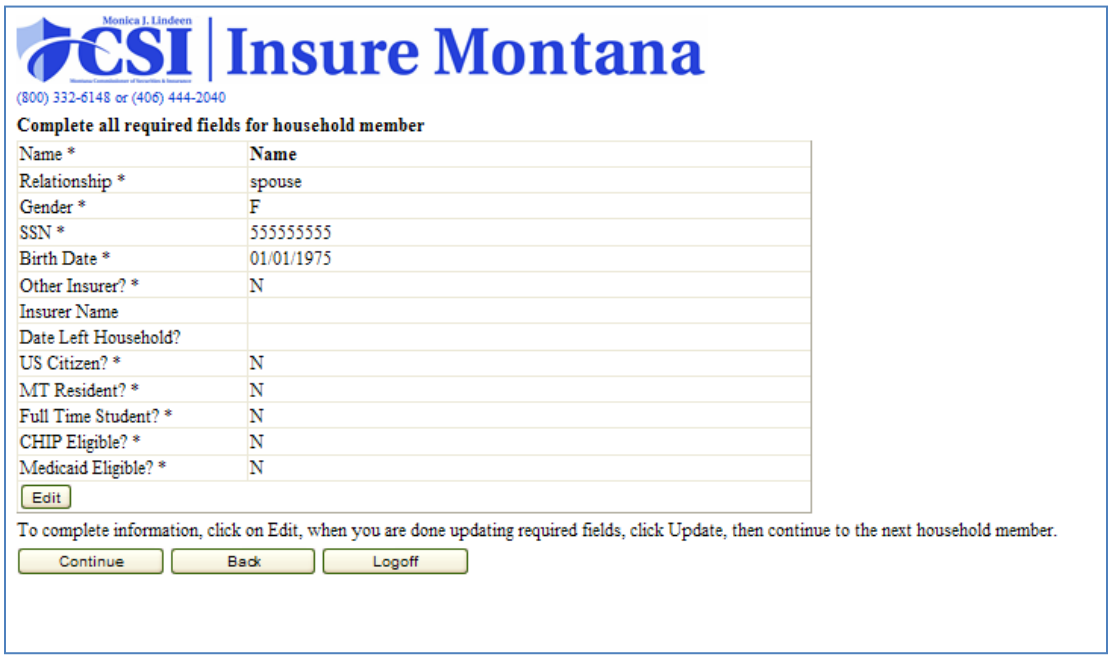


- **After all household members have been updated the following screen will appear, this allows you to review a list of all household members, if you need to add a new household member, select "Add household member".**

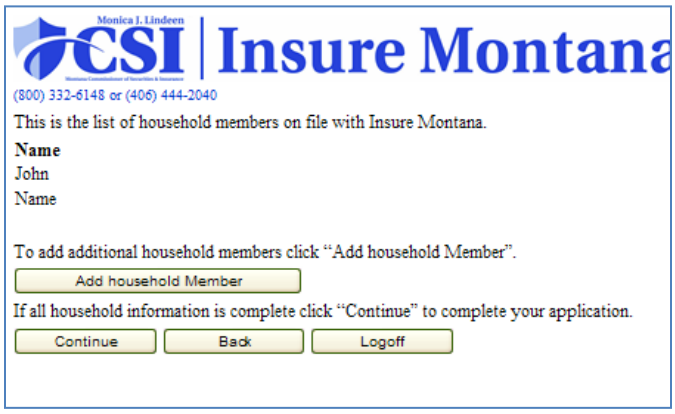
- **"Adding a household member" will produce this screen. You must complete all required information for the household member.**



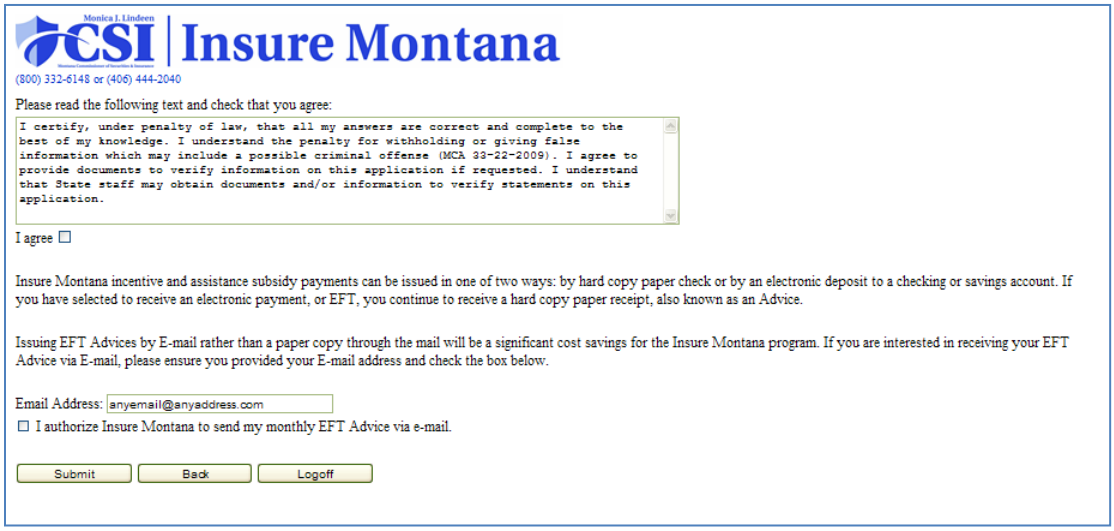
- **Upon completing the information, select "update", this will save the information and allow you to continue.**



- **This page will appear containing a list of all household members, if additional household members need to be added, repeat the previous steps. If the list of household members is complete, select "continue".**



- **Submission Page:**
- **Read the certification, and select the "I agree" box.**
- **Also, in an effort to save money, Insure Montana will now allow you to receive your EFT Advice via email that is sent monthly to you by hard copy. If this is something you would like to have done for your business, complete and check the "I authorize Insure Montana to send my monthly EFT Advice via e-mail" box.**



- **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.**