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Topic - Completing the Insure Montana Business annual online "Program Renewal"

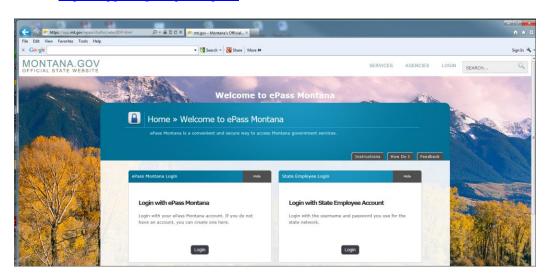
Your business will be sent a notice with information for your business to complete the renewal process. Please refer to that notice for your unique log in code and initial password.

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

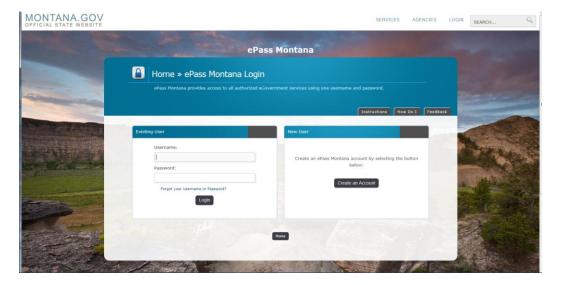
Online Renewal Instructions for ePass

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.

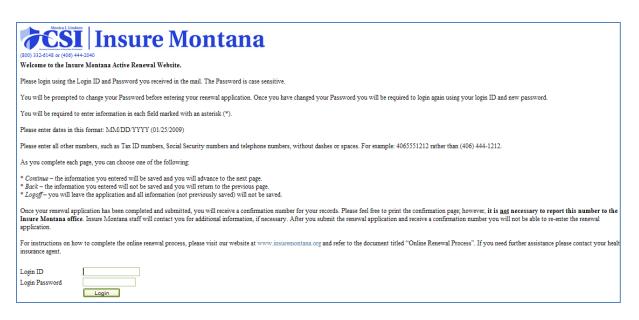


- ➤ Write your ePass Username and Password, and keep in a safe place.
 - o Write down the ePass Username that you have created _
 - Write down the ePass Password that you have just created _



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

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

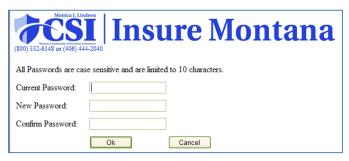


- Enter the Unique Log in provided to you in the notice you have received in the mail from Insure Montana.
- Enter the **Password** provided to you in the same notice.



Hint: This is the 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: retype 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)



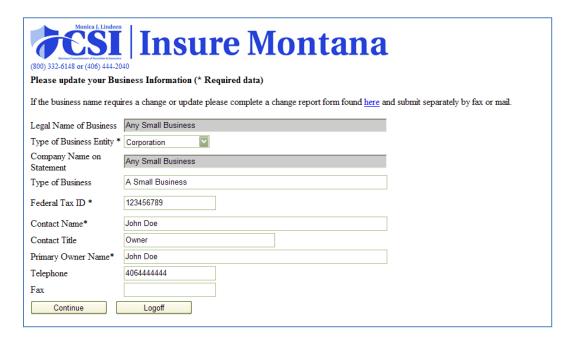
Hint: You will now login using the Login ID from your letter and your NEW password that you have created.

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

Tip for the Business 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.

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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.

Add Additional business owners that are not currently listed.

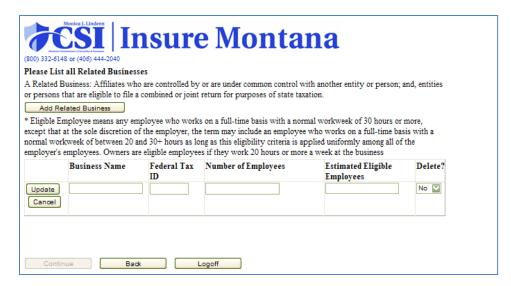




If all information is already correct, then just "continue".

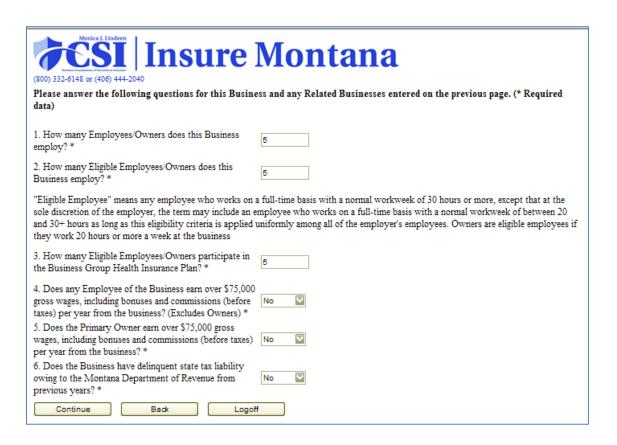
> Read the definition of a "Related Business" and list all businesses that would be applicable.

To add a related business select "edit" and the following screen will appear. Complete all the required fields and select "update" to save the information. Then you can proceed to the next page.



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

> Read the definition of "eligible employee" and answer all the questions regarding the number of employees.



➤ Business Premium Information — This is asking the business owner how much they are contributing toward the employees premiums. If you have any questions please refer to the "Business Contribution" document located in the Forms and Applications tab on the website at www.insuremontana.org. NOTE: This contribution should match the contribution percentage that is reported on your election form for your insurance carrier.

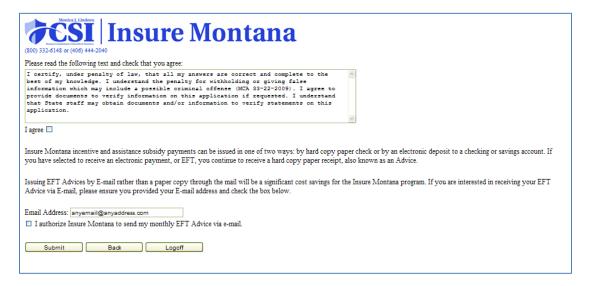


Hint: For assistance with this questions refer to the "Forms and Applications" tab on our website, and see the document "IM Business Contribution Information"

➤ Employee Information – This is a list of all eligible employees that Insure Montana is currently subsidizing. If it is incorrect, please submit the form that is indicated on the page, and follow any instructions that are listed on that form.



- 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.

