



Consumers for Affordable Health Care

www.maine cahc.org 1-800-965-7476

Marketplace Enrollment Appointment Checklist

We are happy to help you enroll. Your appointment is at _____ on _____.

Call us with any questions at _____.

Applying for coverage through the Health Insurance Marketplace is usually easy. To help with your enrollment, please bring the following:

Bring these to your enrollment appointment:

- Bring this **identity information for everyone claimed on the tax return, even if they don't need coverage:**
 - name
 - address
 - date of birth
 - social security number
- Bring **your healthcare.gov account log-in information**, if you already have an account set up:
 - Username _____
 - Password _____
- Bring **your email account log-in information** used to enroll on healthcare.gov if you have a healthcare.gov account set up.
 - Username _____
 - Password _____
- Bring **income documents** to help estimate your income for next year:
 - Social Security benefits or foreign income statements, letters or awards
 - most recent tax return, W2 forms
 - paystubs
 - anything else related to other income
- Bring any information you have about your Plan Name, ID number and Documents for all **other health coverage** offered or taken:
 - Employer offered coverage for anyone claimed on the tax return
 - COBRA coverage or offer of COBRA coverage
 - MaineCare, Medicare or VA Coverage
 - Completed **Employer Coverage Tool** form: **Tell us if you are eligible** for health insurance through a job or a spouse's job. **We will send you a form** the employer can fill out to make it easier to answer important questions about employer offered coverage.

(Turn over for more information)

- **Bring a credit or debit card** if you'll need to pay your first premium when you apply. Sometimes you can wait for your first bill to pay.
- Immigrants: Bring **Immigration Document Numbers** (for non-citizens or naturalized citizens)

If you're a naturalized or derived citizen, bring these documents:

If you have a Naturalization Certificate, you'll need these numbers from your document:

- Alien registration number (also called USCIS number)
- Naturalization Certificate number

If you have a Certificate of Citizenship, you'll need these numbers from your document:

- Alien registration number (also called USCIS number)
- Certificate of Citizenship number

If you need help finding information on your document, check on the back of the original document. Some older documents may not list both numbers.

We **can not** electronically verify your status using your U.S. passport, state-issued driver's license or ID card, or birth certificate. However, if you do not have a Naturalization Certificate or Certificate of Citizenship, you can still submit an application and get an eligibility determination. You **WILL** be asked to provide a copy of your other citizenship documentation to the Marketplace for review.

If you need help with these citizenship documents

To verify your naturalized citizen status, enter the alien number (also called the alien registration number or USCIS number). This number starts with an "A" and ends with 8 or 9 numbers. The alien number can be found at the top, right-hand corner of the "Certificate of Naturalization" (Form N-500). Also enter the "Certificate of Naturalization" number. The Naturalization Certificate number can be found at the top, right-hand corner of the "Certificate of Naturalization" (Form N-550).

To verify your citizenship status, enter the alien number (also called the alien registration number or USCIS number). This number starts with an "A" and ends with 8 or 9 numbers. The alien number can be found at the top, right-hand corner of the "Certificate of Citizenship" (Form N-560 or N-561). Also enter the "Certificate of Citizenship" (Form N-560 or N-561) number. Also enter the "Certificate of Citizenship" number. This number can be found at the top, right-hand corner of the "Certificate of Citizenship" (Form N-560 or N-561).

The number for the Marketplace Call Center is 1-800-318-2596.
TTY users should call 1-855-889-4325.