

How to Add a Dependent to an Employee's Account Through the BusinessPlus Broker Portal



1

Log into the Business Plus Broker Portal

<https://www.accesshealthct.com/ICHRA/anon/home> and log in.

Employee Census Management

Company Name Sole Person Search Filter 2026 Import Add

Terminate Employees/Members

EE ID	Mem ID	Name	Contribution End date	Projection Notice Sent Date	Final Notice Sent Date	Projection Notice Status
1	1149	Lucky Employee	12/31/2026	-	-	-

Showing 1-1 of 1 entries

First < 1 > Last

2

Go to Census Management

From the left-hand menu, click "Census Management."

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Employee Census Management

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EE ID	Mem ID	Name	tribution End date	Projection Notice Sent Date	Final Notice Sent Date	Projection Notice Status
1	1149	Lucky Employee	12/31/2026	-	-	-

Showing 1-1 of 1 entries

First < 1 > Last

3

Search for the Group

Use the search bar to locate the correct employer group.

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Employee Census Management

Company Name Sole Person Search Filter 2026 Import Add

Terminate Employees/Members

EE ID	Mem ID	Name	tribution End date	Projection Notice Sent Date	Final Notice Sent Date	Projection Notice Status
1	1149	Lucky Employee	12/31/2026	-	-	-

Showing 1-1 of 1 entries

First < 1 > Last

4

Select the Group

Click on the group name to open the employee census.

The screenshot displays the 'Employee Census Management' interface. On the left sidebar, the 'Census Management' option is highlighted with an orange box. The main content area features a search bar with 'Sole Person' entered, also highlighted with an orange box. A dropdown menu is open below the search bar, showing 'Sole Person' as the selected option, which is highlighted with a yellow circle. The interface includes a table with columns for EE ID, Mem ID, Name, Projection Notice Sent Date, Final Notice Sent Date, and Projection Notice Status. A single entry is visible with EE ID 1 and Mem ID 1149. The page also shows a 'Current Time: Fri Mar 27 2026' and a 'Logout' button in the top right corner.

EE ID	Mem ID	Name	Projection Notice Sent Date	Final Notice Sent Date	Projection Notice Status
1	1149	Lucky Em	-	-	-

5 Find the employee you are adding a dependent to.

• **Important:** Identify and remember the **EEID (Employee ID)** — this is critical for linking dependents correctly.

• **Click “Add” to Begin Entry**
Click the **“Add”** button to start entering the dependent.

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Employee Census Management

Company Name [] x Search Filter 2026 Import Add

Terminate Employees/Members

EE ID	Mem ID	Name	Contribution End date	Projection Notice Sent Date	Final Notice Sent Date	Projection Notice Status
1	1149	Lucky Employee	12/31/2026	-	-	-

Showing 1-1 of 1 entries

First < 1 > Last

When adding a dependent please use the EEID to link up any new additions to employees family.

6 Enter the EEID to Link the Dependent

- Enter the **same EEID as the employee**
- This ensures the dependent is correctly attached to the employee's application

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< Employee Census Management

Add Employee Census

2026

Sole Person

Personal Information

EEID* First Name* Last Name* Gender*

Date of Birth* Age at the time of coverage* Disabled* SSN/ITIN*

Employment Details

Class Name Member Type* Date of Hire Contribution Start Date

Salary (in \$) Current Plan Premium (in \$) Renewal Plan Premium (in \$)

Contact Info

7

Complete Required Personal Information

Fill out all required fields (red asterisk * only).

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< Employee Census Management

Add Employee Census

2026

Sole Person

Personal Information

EEID*	First Name*	Last Name*	Gender*
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Date of Birth*	Age at the time of coverage*	Disabled*	SSN/ITIN*
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--- --"/>

Employment Details

Class Name	Member Type*	Date of Hire	Contribution Start Date
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
Salary (in \$)	Current Plan Premium (in \$)	Renewal Plan Premium (in \$)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Contact Info

8 Enter the Correct Class Name

- Select the **exact class the employee is currently assigned to**
- This is critical to avoid eligibility or contribution errors

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< Employee Census Management

Add Employee Census

2026

Employment Details

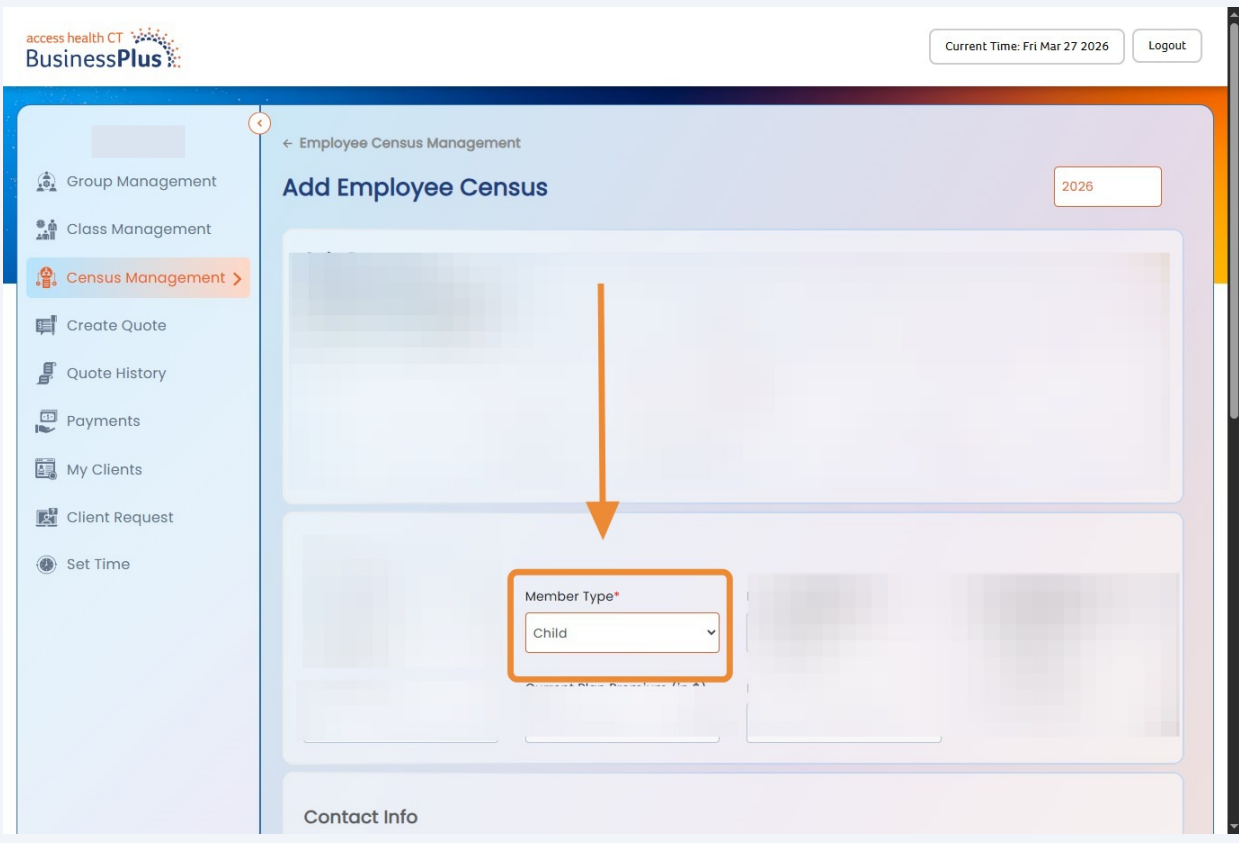
Class Name	Member Type*	Date of Hire	Contribution Start Date
Select	Select	MM/DD/YYYY	MM/DD/YYYY
Salary (in \$)	Current Plan Premium (in \$)	Renewal Plan Premium (in \$)	

Contact Info

9

Select Member Type

Choose whether the dependent is a **Child or Spouse**



10 Set Contribution Start Date

- Must be the **1st of the following month**
- Example: If adding on March 27 → use **04/01/YYYY**

The screenshot shows a form with several input fields. At the top, there are three fields: a greyed-out field, a dropdown menu with 'Select' and a downward arrow, and a date field with dashes. Below these is a red instruction box that says 'Enter 1st of the month. ex. 04/01/2025'. Underneath the instruction box, there are three columns of fields: 'e*' with a dropdown, 'Date of Hire' with a date field 'MM/DD/YYYY', and 'Contribution Start Date' with a date field 'MM/DD/YYYY' that is highlighted with an orange border. Below these are two more rows of fields: 'Premium (in \$)' and 'Renewal Plan Premium (in \$)'. An orange arrow points from the bottom left towards the 'Contribution Start Date' field.

11

Enter Dependent Contact Information

Complete all required contact details.

Client Request

Set Time

Employment Details

Class Name	Member Type*	Date of Hire	Contribution Start Date
Employee One	Child	MM/DD/YYYY	MM/DD/YYYY
Salary (in \$)	Current Plan Premium (in \$)	Renewal Plan Premium (in \$)	

Contact Info

Address Line 1*	Address Line 2	State*	City*
Address Line 1	Address Line 2	Select	City
Zip Code*	Email	Mailing Same as Home(Y/N)*	Paperless(Y/N)*
Zip Code		Select	Select

Save

12

Save the Record

Click "Save" and confirm the success message.

Set Time

Employment Details

Class Name	Member Type*	Date of Hire	Contribution Start Date
Employee One	Child	MM/DD/YYYY	MM/DD/YYYY
Salary (in \$)	Current Plan Premium (in \$)	Renewal Plan Premium (in \$)	

Contact Info

Address Line 1*	Address Line 2	State*	City*
Address Line 1	Address Line 2	Select	City
Zip Code*	Email	Mailing Same as Home(Y/N)*	Paperless(Y/N)*
Zip Code		Select	Select

Save

13

Click "Employee or household census has been added successfully."

The image shows a web form with a success message overlay. The form fields include:

- Class Name: Employee On
- Member Type*
- Date of Hire: 11/25/2011
- Salary (in \$)
- Premium (in \$)
- Contact Information:
 - Address Line 1*: 280 Trumbull Street
 - Address Line 2: Address Line 2
 - State: Connecticut
 - County*: Hartford
 - Zip Code*: 06103
 - Email: [empty]

The success message overlay is a white box with a blue header that says "Success!". It contains a green checkmark icon and the text "Employee or household census has been added successfully." A blue button labeled "Close" is highlighted with an orange border.

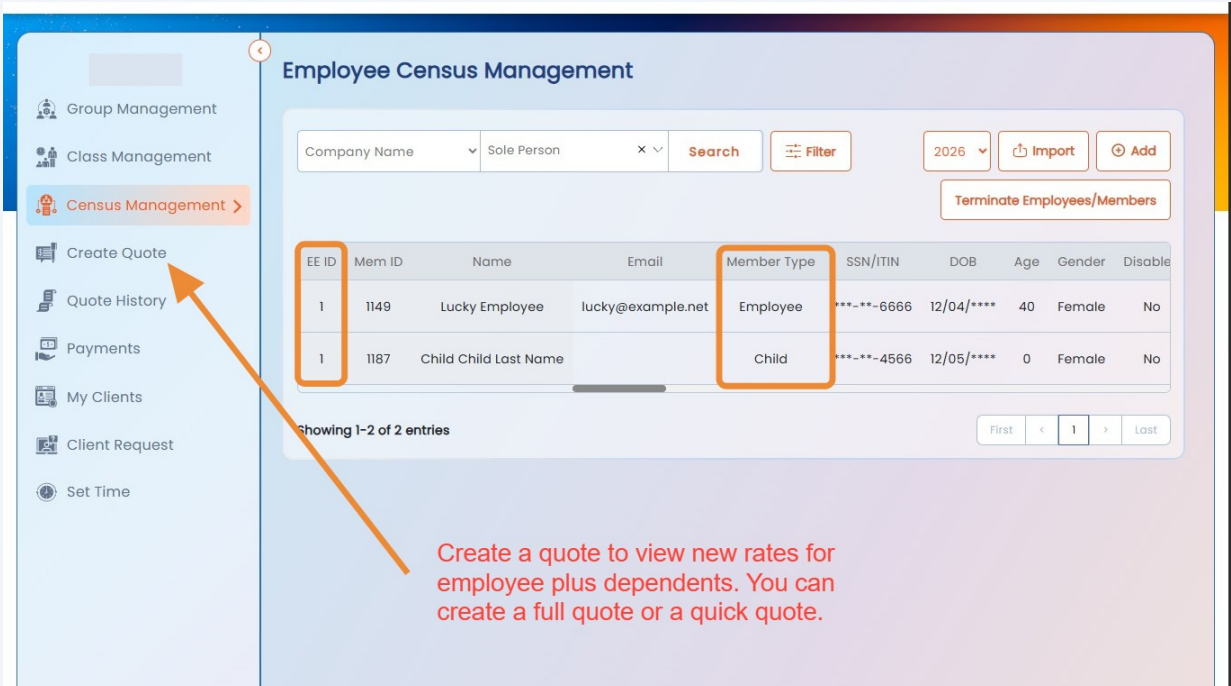
14 Verify Dependent Was Added Correctly

- Confirm the dependent appears under the same EEID as the employee
- Ensure no mismatches occurred

Generate Updated Rates (Critical Step)

Once the dependent is added, create a quote to reflect updated pricing:

- You can run a **Quick Quote** or a **Full Quote**
- This will show the updated cost for the employee + dependent(s)



The screenshot displays the 'Employee Census Management' interface. On the left sidebar, the 'Create Quote' option is highlighted with an orange arrow. The main content area shows a table with two entries. The first entry is for an employee (Mem ID 1149, Name Lucky Employee, Email lucky@example.net, Member Type Employee). The second entry is for a child dependent (Mem ID 1187, Name Child Child Last Name, Member Type Child). The table columns include EE ID, Mem ID, Name, Email, Member Type, SSN/ITIN, DOB, Age, Gender, and Disable. Below the table, it indicates 'Showing 1-2 of 2 entries' and has pagination controls. A red text box at the bottom of the screenshot reads: 'Create a quote to view new rates for employee plus dependents. You can create a full quote or a quick quote.'

EE ID	Mem ID	Name	Email	Member Type	SSN/ITIN	DOB	Age	Gender	Disable
1	1149	Lucky Employee	lucky@example.net	Employee	***--**-6666	12/04/****	40	Female	No
1	1187	Child Child Last Name		Child	***--**-4566	12/05/****	0	Female	No



Alert!

EEID must match the employee — no exceptions

- Class name must match exactly
- Only fill required (*) fields
- Contribution date = always 1st of next month
- Always run a quote after adding dependents