Centers for Medicare & Medicaid Services
Federally Facilitated Exchange

FFE Plan Management
Supplemental Submission Module
Quick Start Guide

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1   Introduction

This document provides a brief overview of the Supplemental Submission Module, which is used to update URL data submitted as part of a QHP application. For further details, please see the Supplemental Submission Module user guide.

2   Summary Page

The Summary page, shown in Figure 1, is the first page displayed after the user successfully logs into the *Supplemental Submission Module*. The user can access the URL Data Page in order to edit/view URL data for Issuers displayed on the Summary Page. An Issuer must have successfully submitted at least one Plans and Benefits template to the *Benefits & Service Area Module* or via the *System for Electronic Rates and Form Filing (SERFF)* system to appear in the Issuers Table.

Figure 1: Summary Page

3   URL Data Page

The URL Data page allows users to review and update URL data and is divided into three main sections: the **Download Issuer URL Template File** section, the **Upload Issuer URL Template File** section, and the **Search & Update URLs** section.

Figure 2 shows an example of the URL Data page.

Figure 2: URL Data Page

3.1   Download Issuer URL Template File Section

Users are able to generate an **Issuer URL Template** file, which displays all the URLs currently associated with an Issuer ID. Users have the ability to filter the URLs included in the **Issuer URL Template** using six criteria: *All*, *SBC* (Summary of Benefits & Coverage), *Plan Brochure*, *Payment*, *Network*, and *Formulary*. Users can select one or more URL types to be included in the **Issuer URL Template**, or select the *All* button to download a template populated with all five URL types.

Figure 3 shows an example of the Download Issuer URL Template File section with a successfully generated **Issuer URL Template** file.
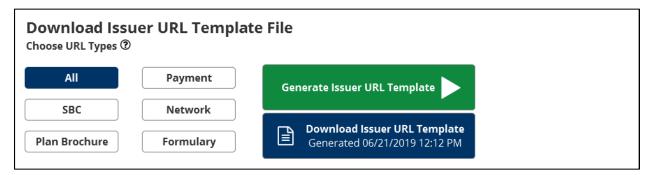

Figure 3: Download Issuer URL Template File

3.1.1   Issuer URL Template File

The **Issuer URL Template file** provides details of the URLs currently associated with an Issuer ID, and allows the user to easily submit a large number of URL changes at once. Users complete the template by entering values in the *New URL* column, then uploading the file to the **Upload Issuer URL Template File** section of the web page.

Figure 4 shows an example of the Issuer URL Template file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	HIOS Issuer ID:	10333												
2	GENERATED 2019-07-25T14:12:02													
3	URLs can be edited only with the New URL column (cannot be changed by making edits to the Current URL column). For more details and instructions, please reference the user guide that can be downloaded from the UI.													
4	URL Type	URL ID	Market Type	Product Type	Current URL	New URL								
5	Summary of Benefits and Coverage	10333TX0010001-00	N/A	N/A	http://www.google.com/SBC	http://www.google.com/SBC1								
6	Formulary	TXF010	Individual	Dental	http://www.google.com/Formulary	http://www.google.com/Formulary1								
7	Network	TXN005	SHOP	HealthCare	http://www.google.com/Network	http://www.google.com/Network1								
8	Payment	10333TX0010005	N/A	N/A	http://www.google.com/Payment	http://www.google.com/Payment1								
9	Plan Brochure	10333TX0010003-01	N/A	N/A	http://www.google.com/PlanBrochure	http://www.google.com/PlanBrochure1								
10														
11														

Figure 4: Issuer URL Template File

3.2   Upload Issuer URL Template File Section

Users are able to submit URL updates by uploading a completed **Issuer URL Template** file to the **Upload Issuer URL Template File** section. The system will then validate that the **Issuer URL Template** file is in the proper format and contains acceptable values. The URL updates will be stored in the system if the template passes all validations. If there is an error with the uploaded template, the system will return an error message and/or report outlining the validation error.

Figure 5 shows an example of the Upload Issuer URL Template File section.
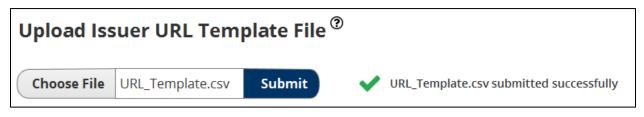

Figure 5: Upload Issuer URL Template File Section

3.3   Search & Update URLs Section

Users are able to view URL data currently stored in the system and make quick updates via a search results table. The search results table will only appear after the user has entered search parameters (e.g. selecting a URL type in the dropdown and typing in a URL ID) and clicked the magnifying glass.

Users may choose to enter a partial string of their URL ID to find a specific URL or leave the search field blank to return all URLs for the selected type. URL updates submitted via the search results table will undergo the same validations performed on the **Issuer URL Template** file.

Figure 6 shows an example of the search results table.

Figure 6: Search & Update URLs Section