

#### Centers for Medicare & Medicaid Services Federally Facilitated Exchange

Contract HHSM-500-2015-00246C

# 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.

Plan N	lanagement Supplemental Submissi	ion	
	Plan Year: 2020	USERNAME   Logo	out 🕩
Summ	nary		
	-	User Guide [PDF, 0.	8 MB]
cor	uers must have State authorization for all QHP data changes. Issue mply with all requirements prior to submitting any URL changes. B t the change(s) have been approved by the applicable State.		
Start w	orking on Supplemental Submission Modu	ıle	
lssuers ?			
lssuer ID	🖨 Issuer Legal Name	State  Action:	¢
12345	Insurance Company Inc.	VA View	
55555	ABC Co.	NY Edit	
99999	Get Well Soon Insurance	TX Edit	
Showing 1 to	o 3 of 3 entries	🕊 🕻 Previous 🜖 Next >	<b>»</b>
	HOME   ACROBAT READER   ACCESSIBILITY   WE	B POLICIES	
	A federal government website managed by the U.S. Centers for Medicare & Medicaid Services. 7500 Security Boulevard, Baltimore, MD 21244		

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.

Plan Management Supplemental Submission							
Plan Year: 2020	USERNAME   Logout 🕩						
12345 - Insurance Company Inc TX							
URL Data							
	User Guide [PDF, 0.8 MB]						
Issuers must have State authorization for all QHP data chan comply with all requirements prior to submitting any URL ch that the change(s) have been approved by the applicable St	anges. By submitting a URL change, you are attesting						
Download Issuer URL Template File Choose URL Types <sup>®</sup>							
All Payment							
SBC Network Generate Issu	er URL Template						
Plan Brochure Formulary							
Upload Issuer URL Template File <sup>®</sup> Choose File No file chosen							
Search & Update URLs <sup>®</sup>							
Choose URL Ty	pe 🔻						
HOME   ACROBAT READER   ACCESS	BILITY   WEB POLICIES						
A federal government website managed by the U.S. Centers for Medicare & Medicaid Services. 7500 Security Boulevard, Baltimore, MD 21244							

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.

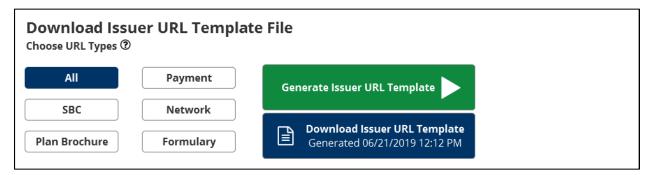


Figure 3: Download Issuer URL Template File

#### 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	В	С	D	E	F	G	н	1	J	к	L	м	N
1	HIOS Issuer ID:	10333												
2	GENERATED 2019-07-25T14:12:02													
3	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	URLID	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://ww	/w.google	.com/SBC1						
6	Formulary	TXF010	Individual	Dental	http://www.google.com/Formulary	http://ww	/w.google	.com/Form	nulary1					
7	Network	TXN005	SHOP	HealthCare	http://www.google.com/Network	http://ww	/w.google	.com/Netv	vork1					
8	Payment	10333TX0010005	N/A	N/A	http://www.google.com/Payment	http://ww	/w.google	.com/Payn	nent1					
9	Plan Brochure	10333TX0010003-01	N/A	N/A	http://www.google.com/PlanBrochure	http://ww	/w.google	.com/Plani	Brochure1					
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.

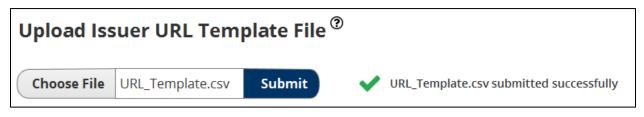


Figure 5: Upload Issuer URL Template File Section

#### 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.

Search & Update URLs <sup>®</sup>								
		Plan Brochure 10333TX001	Q					
URL Type	Plan Variant ID	Current URL	New URL					
Plan Brochure	10333TX0010001-01	https://www.google.com/myPayment01	Input new URL					
Plan Brochure	10333TX0010001-02	https://www.google.com/myPayment02	Input new URL					
Plan Brochure	10333TX0010001-03	https://www.google.com/myPayment03	Input new URL					
Plan Brochure	10333TX0010002-01	https://www.google.com/myPayment04	Input new URL					
Plan Brochure	10333TX0010002-02	https://www.google.com/myPayment05	Input new URL					
Plan Brochure	10333TX0010003-01	https://www.google.com/myPayment06	Input new URL					
Plan Brochure	10333TX0010003-02	https://www.google.com/myPayment07	Input new URL					
Showing 1 to 7 of 7 entries								
			Update					

Figure 6: Search & Update URLs Section