

Qualified Health Plan Issuer Application Instructions

Plan Year 2024

Extracted section:
Section 2M: URL Collection

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1. Introduction

In the URL Collection section, you are required to submit URLs as part of their QHP Application. You must submit the following URLs: Summary of Benefits and Coverage (SBC), Plan Brochure, Enrollment Payment, Network, and Formulary. Note that SBC and Formulary Forms should also be uploaded to MPMS before the URL Submission Deadline. You must resubmit your forms whenever the forms are updated on the URL web page.

The instructions for this section apply to the following issue types:

- QHP
- SADP

See Appendix E for additional information.

2. Data Requirements

To complete this section, you will need the following:

1. HIOS Issuer ID
2. Summary of Benefits and Coverage (SBC) URLs
3. Plan Brochure URLs
4. Enrollment Payment URLs
5. Network URLs
6. Formulary URLs.

3. Quick Reference

Key Changes for 2024

- ◆ The *Market Type* and *Product Type* columns will be populated with N/A for all issuers. SERFF issuers no longer need to specify the Market Type and Product Type for the URL.
- ◆ Transparency in Coverage URLs will be submitted in the Transparency in Coverage section of MPMS. Refer to the Transparency in Coverage instructions for further detail.

Tips for the URL Collection Section

- ◆ Verify that URLs are functional before you submit them.
- ◆ All URLs submitted via the MPMS (SBC, Plan Brochure, Payment, Network, Formulary) should be submitted by September 20, 2023. All URLs must be active and directly route consumers to the appropriate document by the deadline for returning signed QHP Certification Agreements.
- ◆ Please note that the URL requirements described here apply only to on-Exchange plans; URLs for off-Exchange plans should still be submitted to the Rate & Benefits Information System (RBIS).
- ◆ All QHP SBC URL submissions must end with “.PDF” to ensure that the SBC URL leads directly to an SBC form.

Additional Resources

- ◆ There are no supporting documents for this section.
- ◆ There are [instructional videos](#) for this section.
- ◆ There are [templates](#) for this section.

4. Detailed Section Instructions

The Generate URL Template page (Figure 2M-1) will display when you log into the MPMS. Select one or more URL types (Formulary, Network, Payment, Plan Brochure, SBC) that you wish to pre-populate in the generated URL Template and select the Generate and Download URL Template button. If your Product Offering is set to SADPs Only, the Formulary URL will not appear as an option.

Figure 2M-1. Generate URL Template

[Return to Application Overview](#)

URL

Generate populated URL Template.

Select one or more URL types that you wish to pre-populate in the generated URL template. You can populate this template to submit new URLs or edit existing URLs that were previously submitted.

☒ Select All

☒ Formulary

☒ Network

☒ Payment

☒ Plan Brochure

☒ SBC

[Generate and Download URL Template](#)

Figure 2M-2. URL Template File

HIOS Issuer ID:	11104						
GENERATED 2021-12-14T12:24:48							
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.							
URL Type	URL ID	Market Type	Product Type	Current URL	New URL	Current Technical POC Email	New Technical POC Email
Machine-Readable	11104	N/A	N/A	http://www.machine-readableURL.com/index.json		useremail@yopmail.com	
Transparency in Coverage	11104	N/A	N/A	http://url.com		N/A	N/A
Summary of Benefits and Coverage	11104IN0010001-01	N/A	N/A	http://url.com		N/A	N/A
Plan Brochure	11104IN0010001-01	N/A	N/A	http://url.com		N/A	N/A
Payment	11104IN0010001	N/A	N/A	http://url.com		N/A	N/A
Network	INN001	N/A	N/A	http://url.com		N/A	N/A
Formulary	INF001	N/A	N/A	http://url.com		N/A	N/A

After populating your URL Template, upload it to MPMS by selecting the “Upload” link as shown in Figure 2M-3. The system will validate that any Issuer URL Template File you upload is properly formatted and contains acceptable values. If an uploaded template contains no errors, a message of “No Errors Found” will display in the Validation Status field. If errors were identified, you must correct them and reupload the template. If a template passes all validations, the URL updates will be stored in the system.

Figure 2M-3. Upload URL Template File

Upload URL template.

Upload URL templates here. Uploading a new completed URL template will edit existing URLs.

Document Type	File Name	Validation Status	Uploaded By	Action
URL	PY24_URL.xlsx	No Errors Found	Dannie Greer 01/22/2022 12:56 PM	Upload

Once URLs are uploaded, you may edit URLs individually by searching for the URL Type and a URL ID (Figure 2M-4). To use the search function, enter search parameters by selecting a URL type in the drop-down menu, entering a URL ID, and selecting the Search button. You can enter a full or partial string of a URL ID to find a specific URL or leave the search field blank to return all URLs for the selected type. The MPMS will perform the same validations for URL updates submitted via the Search & Update URLs Section as for those submitted via the Issuer URL Template File.

You can also delete a URL in this section. However, the delete option is enabled only for SBC, Network, and Formulary URL types associated to off-Exchange plans. The checkbox is disabled for On-Exchange URLs and is always enabled for all Payment and Plan Brochure URLs, whether they are on- or off-Exchange because these two URL types are optional.

Figure 2M-4. Search & Update URLs Section

Edit single URLs.

Edit URLs one at a time by searching for either or both the URL Type and URL ID.

URL Type

URL ID

URL Type	URL ID	Current URL	New URL	Delete
Plan Brochure	10055TX0010002-00	www.google.com	<input type="text"/>	
Plan Brochure	10055TX0010002-01	www.google.com	<input type="text"/>	
Plan Brochure	10055TX0010002-02	www.google.com	<input type="text"/>	

If you offer QHPs, you must submit Network and SBC URLs. If you offer stand-alone dental plans (SADPs), you must submit Network URLs.

Note: The Upload URL Template File section will return errors unless you submit all required URLs for each URL ID that is present in the MPMS for that URL type. For example, if you submit one Network URL when there are two Network URL IDs in the MPMS, the system will return an error because a required URL is missing.

URL Collection Process	Steps
Access the MPMS	Log into the Centers for Medicare & Medicaid Services (CMS) Enterprise Portal and select the MPMS application on the My Portal page.
Upload URL data into the MPMS	In the Generate URL Template File section of the URL Data page, choose the URL types you intend to upload.
	Select Generate and Download URL Template .
	Copy all new URL data into the Issuer URL Template File under <i>New URL</i> and save the template as a .CSV file.
Updating previously submitted URL data	Upload the completed .CSV version of the Issuer URL Template File into the Upload Issuer URL Template File section of the URL Data page.
	In the Search & Update URLs section of the URL Data page, enter search criteria, such as the URL type and relevant ID, to locate the previously submitted URL.
	Enter the updated URL under <i>New URL</i> .
	Click Save to ensure changes are retained.

This concludes the URL Collection section of the QHP Application Instructions.