

Qualified Health Plan Issuer Application Instructions

Plan Year 2025

**Extracted section:
Section 2A: Administrative**

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1. Introduction

In the Administrative section, issuers provide company specific information that displays to consumers. Administrative information displayed on the [HealthCare.gov](https://www.healthcare.gov) website will be pulled from the *Issuer Marketplace Information* fields in the Health Insurance Oversight System (HIOS) Plan Finder Module. This applies to all qualified health plan (QHP) and stand-alone dental plan (SADP) issuers, including those who file through the System for Electronic Rates & Forms Filing (SERFF).

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

- QHP
- SADP

See Appendix D for additional information.

2. Data Requirements

To enter or update issuer Administrative data, the individual managing the information must have the Submitter role for the HIOS Plan Finder Module. Instructions on how to update fields in the HIOS Plan Finder Module are contained in Section 3.2 of the [HIOS Plan Finder—Issuer User Manual](#).

3. Quick Reference

Key Changes for 2025

- ◆ No changes for the 2025 QHP Application.

Tips for the Administrative Section

- ◆ Issuers will review the Administrative data within the Marketplace Plan Management System (MPMS) to determine if required fields are missing.
- ◆ Ensure the individual managing the issuer's Administrative data has the Submitter role in HIOS.
- ◆ Ensure the *Issuer Marketplace Information* fields in HIOS are completed (not the *Issuer General Information* fields).

Additional Resources

- ◆ There are no supporting documents for this section.
- ◆ There are no instructional videos for this section.
- ◆ There are no templates for this section.

4. Detailed Section Instructions

Once in MPMS, navigate to the Administrative section in the QHP Application. The section will identify whether the issuer has missing fields and explain whether the missing fields are required (errors) or optional (warnings). Issuers must make any required corrections within HIOS Plan Finder. Changes made to the HIOS Plan Finder will refresh and be displayed in MPMS.

All issuers, including issuers that submit via SERFF, will need to review the Administrative data within MPMS to determine if required fields are missing.

This concludes the Administrative section of the QHP Application Instructions.