

Qualified Health Plan Issuer Application Instructions

Plan Year 2025

**Extracted section:
Section 20: URL Collection**

Section 20: URL Collection

1. Introduction

In the URL Collection section of the Marketplace Plan Management System (MPMS), issuers are required to submit URLs as part of their Qualified Health Plan (QHP) Application. Issuers must submit the following URLs: Summary of Benefits and Coverage (SBC), Plan Brochure, Enrollment Payment, Network, and Formulary.

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

- QHP
- SADP

See Appendix D for additional information.

2. Data Requirements

To complete this section, the following are needed:

1. Health Insurance Oversight System (HIOS) Issuer ID
2. SBC URLs
3. Plan Brochure URLs
4. Enrollment Payment URLs
5. Network URLs
6. Formulary URLs.

3. Quick Reference

Key Changes for 2025

- ◆ No changes for the 2025 QHP Application.

Tips for the URL Collection Section

- ◆ Verify that URLs are functional before submission.
- ◆ All URLs submitted via the MPMS (SBC, Plan Brochure, Payment, Network, Formulary) should be submitted by September 18, 2024. 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.
- ◆ Payment URLs are tested in a separate environment/outside of MPMS.

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 20-1) will display when the issuer logs into MPMS and navigates to the URL submission section. Issuers should select one or more URL types (SBC, Plan Brochure, Payment, Network, Formulary) to pre-populate in the generated URL Template and select the Generate and Download URL Template button to download the URL Template file (Figure 20-2). If the issuer's Product Offering is set to SADPs [stand-alone dental plans] Only, the Formulary URL will not appear as an option.

Figure 20-1. 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 20-2. 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

When completing the URL Template, the following special characters are allowed in free text fields within the template. Entering other special characters will result in validation errors when uploading the template to MPMS.

Valid Special Characters for Free Text Fields in the URL Template						
~ (tilde)	` (grave)	! (exclamation point)	# (hashtag)	@ (at sign)	\$ (dollar sign)	% (percentage)
^ (carat)	& (ampersand)	* (asterisk)	() (parentheses)	? (question mark)	_ (underscore)	+ (addition sign)
- (hyphen)	= (equal sign)	[] (square brackets)	\ (backslash)	{ } (braces)	; (semicolon)	: (colon)
" " (quotation marks)	. (period)	/ (forward slash)				

After the issuer populates their URL Template, it is uploaded to MPMS by selecting the “Upload” link, as shown in Figure 20-3. The system will validate that any Issuer URL Template File uploaded 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, they must be corrected and the template reuploaded. If a template passes all validations, the URL updates will be stored in the system.

Figure 20-3. 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, they can be edited individually by searching for the URL Type and a URL ID (Figure 20-4). 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. Full or partial strings of a URL ID can be entered to find a specific URL. Leaving the search field blank will return all URLs for the selected type. 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.

URLs can also be deleted in this section. The delete option is disabled for SBC, Network, and Formulary URLs associated with On-Exchange plans, but is enabled for all Payment and Plan Brochure URLs because these URL types are optional, and for SBC, Network, and Formulary URLs associated with off-Exchange plans.

Figure 20-4. 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"/>	

Issuers that offer QHPs must submit Network and SBC URLs. If an issuer offers SADPs, they must submit Network URLs.

Note: The Upload URL Template File section will return errors unless all required URLs are submitted for each URL ID that is present in MPMS for that URL type. For example, if one Network URL is submitted when there are two Network URL IDs in 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 that the issuer intends 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	In the Search & Update URLs section of the URL Data page, enter search criteria, such as the URL type and relevant ID, to locate a 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.