Qualified Health Plan
Issuer Application Instructions

Plan Year 2025

Extracted section:
Appendix G: Machine Readable Submission

CMS

Appendix G: Machine Readable Submission

1. Introduction

In the Issuer Details section of the Marketplace Plan Management System (MPMS), issuers are required to submit and/or edit their index URL and technical point of contact email for their Machine Readable (MR) data.

> The instructions for this section apply to the following issuer types:
> - QHP
> - SADP
>
> See Appendix D for additional information.

2. Data Requirements

To complete this section, the following are needed:

1. State
2. Health Insurance Oversight System (HIOS) Issuer ID
3. MR Index URL
4. Technical Point of Contact Email Address

3. Quick Reference

Key Changes for 2025
◆ No changes for the 2025 Qualified Health Plan (QHP) Application.

Tips for the Machine Readable Issuer Details Section
◆ Verify that URLs are functional before you submit them.
◆ All MR URLs submitted via MPMS should be submitted by the <u>deadline of September 18, 2024</u>. All URLs must be active and directly route to the issuer's MR JSON data.

Additional Resources
◆ The Coverage Portal contains more information, FAQs, and tools about the MR submission process.

4. Detailed Section Instructions

On the *Issuer Details* tab on MPMS, select the State and Issuer from the dropdown menus and select the **Search** button to populate the table. The State and Issuer dropdowns are only populated with the values that the current user has access to.

Figure G-1. Issuer Details Page in MPMS

Select **Edit** in the Action column of the table to open the *Edit URL or Email* pop-up window to submit or edit the MR URL and email. After updating the URL or email, click the **Apply** button to save the changes. Select the **Cancel** or **Close** links to avoid making or to reject any changes.

Figure G-2. Edit URL or Email Pop-up

To apply the same URL and email to multiple Issuers click the *Apply to additional issuers* check box and select which issuers the URL and email should apply to.

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Figure G-3. Edit URL or Email Pop-up – Additional Issuers

Selecting **Apply** begins the validation process. A pop-up window will appear to indicate that the validation process has started.

Figure G-4. Validation in Progress Pop-up

The user will receive an error if they do not use "https://" at the start of the URL and ".json" at the end of the URL. The **Apply** button will be disabled if there is an in-line error.

Any Validation Warnings or Errors will be displayed in a pop-up message. Selecting the **Continue Editing** button redirects the user back to the *Edit URL or Email* pop-up to edit any data with errors.

Figure G-5. Validation Results Pop-up

If there are no Validation Results to review, the *Issuer Details* page will open and display a success banner, confirming that the URL and email have been updated (Figure G-6).

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Figure G-6. Success Banner on Issuer Details Page

Issuer Dashboard	Plan Validation Workspace	QHP Applications	Application Tools ⌄

Issuer Dashboard > Issuer Details

Issuer Details

Machine-Readable

Machine-Readable

QHP issuers on the FFE are required to create a set of machine-readable data files using the JavaScript Object Notation (JSON) format specified in the CMS Machine-Readable Tools.

✔ Successfully updated the URL and email for 1 issuer.   ✕

State	Issuer		
Florida ⇅	-Select- ⇅	Search	⬇ Download (CSV)

Issuer ⇕	Machine-Readable URL ⇕	Technical POC Email ⇕	Action
62662 - FL - Time Insurance Company	https://www.fltimeinsurance.com/json/mrf/index.json	Cschepker@timeinsurance.com	Edit
71675 - FL - Principal Life Insurance Company	https://www.principallife.com/json/mrf/index.json	Jake.Smith@principallife.com	Edit

Show 5 � results per page   ‹ Previous   **1**   Next ›   Showing **1–2** of **2** results

MR Submission 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.
Go to Issuer Details	Once in MPMS, at the top, click to go to the *Issuer Details* tab.
Search for Issuers	Select the State and Issuer from the dropdown menus and click the **Search** button to populate the table.
Edit or Submit MR Index URL and Technical Point of Contact Email	Select **Edit** in the Action column.
	A pop-up window will appear to edit or submit the MR URL or email details.
	To apply the same URL and email to multiple issuers, click the *Apply to additional issuers* check box and select the issuers the URL and email should apply to.
	Select the **Apply** button to save changes.

This concludes the MR Submission section instructions.