Qualified Health Plan Issuer Application Instructions

Plan Year 2025

Extracted section: Appendix G: Machine Readable Submission



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.

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.



2025 QHP Application Instructions

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

- QHP
- SADP

See Appendix D for additional information.

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Plan Validation Workspace	QHP Applicatio	ns Application	Tools 🗸		
Jer Detalls					
ils					
Machine-Read	able				
QHP issuers on the (JSON) format specif	FFE are required to cre fied in the <u>CMS Machir</u>	ate a set of machine-rea e-Readable Tools.	adable data files using the Ja	avaScript Object	Notation
State	Issuer -Select-	+	Search	± Dow	nload (CSV)
Issuer	\$ Machin	e-Readable URL	Technical POC Ema	il ¢	Action
			imeinsurance.com/j x.json Cschepker@timeinsurance.com		
62662 - FL - Time Company	Insurance https:// son/mr	www.timeinsurance.con f/index.json	n/j Cschepker@timeinst	urance.com	Edit
	Plan Validation Workspace Jer Details Machine-Read QHP issuers on the I (JSON) format specif State Florida \Rightarrow Issuer	Plan Validation Workspace QHP Applicatio	Plan Validation Workspace QHP Applications Application uer Details IIS IIS QHP issuers on the FFE are required to create a set of machine-reacies (JSON) format specified in the <u>CMS Machine-Readable Tools.</u> State Issuer Florida -select. \$ Issuer \$ Machine-Readable URL	Plan Validation Workspace QHP Applications Application Tools \rightarrow uer Details ils Ils	Plan Validation Workspace QHP Applications Application Tools ∨ uer Details ils Ils

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
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ssuers box	and select which	email to multiple iss issuers to apply th	suers, check the e new URL and	e Apply to additional email to.
ssuer 2662 - FL -	Time Insurance	Company		
/lachine-R	adable URL			
https://ww	w.fltimeinsurand	e.com/json/mrf/ind	dex.json	
echnical P	OC Email			
Cschepker	@timeinsurance	.com		
Applyte	additional issue	rs		

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.



Edit URL or Email	X Close
To apply the same URL and email to multiple issuers, check the Apply to a issuers box and select which issuers to apply the new URL and email to.	additional
Issuer 62662 - FL - Time Insurance Company	
Machine-Readable URL	
https://www.timeinsurance.com/ison/mrf/index.ison	
Technical POC Email Cschepker@timeinsurance.com	
Apply to additional issuers	
Issuer Clear All	
(71675 - FL - Principal Life Insurance Company ×)	
Apply <u>Cancel</u>	

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	
Validation in Progress	
\mathbf{O}	
Validation could take up to a minute.	
Do not close this tab or browser window until saving is complete or your work won't be saved.	

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.



ioving forward.		
		⊻ Download (CSV)
Severity	Code	Validation Message
Warning	22220001	The following URL associated to Issuer ID 62662 is not active. All URLs submitted must lead to a live, active webpage that loads in under 60 seconds. Please resubmit an active URL (https://www.fltimeinsurance.com/json/mrf/index.json).
now 5	ults per	Previous 1 Next > Showing 1-1 of 1 result

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).



	Figure G-6. Su	uccess Banne	on Issuer Deta	ils Pag	8		
Issuer Dashboard	Plan Validation Workspace	QHP Application	s Application T	ools 🗸			
Issuer Dashboard > Issu	uer Details						
lssuer Deta	ils						
issuer betu							
Machine-Readable	Machine-Reada	able					
	QHP issuers on the F (JSON) format specifi	FE are required to created in the <u>CMS Machine</u>	te a set of machine-read -Readable Tools.	lable data fi	les using the JavaScri	ipt Object	Notation
	Successfull	y updated the URL and	email for 1 issuer.				×
	State	Issuer					
	Florida 🖨	-Select-	\$	Search		± Dow	nload (CSV)
	Issuer	\$ Machin	-Readable URL	t Techr	ical POC Email	\$	Action
	62662 - FL - Time Ir Company	62662 - FL - Time Insurance https://www.fltime Company /json/mrf/index.jsc		timeinsurance.com x.json Cschepker@timeinsura		e.com	Edit
	71675 - FL - Princip Insurance Compan	oal Life https://v iy n/mrf/in	ww.principallife.com/jsc dex.json	Jake.S	mith@principallife.co	om	Edit
	Show 5	per	<pre> Previous 1 </pre>	Next >		Showir	ng 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 <i>Issuer Details</i> 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	Select Edit in the Action column.
MR Index URL and Technical Point of	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 <i>Apply to additional issuers</i> check box and select the issuers the URL and email should apply to.
Contact Email	Select the Apply button to save changes.

This concludes the MR Submission section instructions.

