

# Washington Checklist

## Complete these steps to update or start your new medical coverage

- Review the Trust-approved plan for your area
  
- Fill out the pre-enrollment paperwork via DocuSign
- New Enrollment:** Schedule a phone enrollment appointment  
[www2.seiu503.org/scheduler](http://www2.seiu503.org/scheduler)
- Updating:** Update your information or plan by visiting:  
[www.wahealthplanfinder.org](http://www.wahealthplanfinder.org)
  
- Fill out the Enrollment Information Form if it has not been done for you: <https://enrolled.acuityscheduling.com/schedule.php>
  
- Pay your first premium to your insurance carrier
  
- Respond to any Requests for Information from the Washington Health Benefit Exchange or Washington Healthplanfinder.org
  
- New Enrollment: Get your medical ID cards
  
- Set up automatic payments for your monthly premiums using your Benefit Convenience Card

Questions? Visit [orhomecaretrust.org](http://orhomecaretrust.org) for more information or call the Healthcare Enrollment Team at 503-303-5668 (Portland Metro Area) or toll free 1-855-437-2694.