COVERED CALIFORNIA
SMALL BUSINESS

PROCESSING ADDITIONS- MyCCSB Q&As

Why use the MyCCSB portal?

The MyCCSB portal offers easy web-based access to all of your group enrollment and account information. Best of all, it provides faster processing and allows you to perform essential functions.

Can coverage be added through the MyCCSB portal?

With the MyCCSB portal, it's easy to add coverage for a new employee, or a new employee and their dependent(s).
If you want to add a dependent(s) to an existing employee, you will need to upload a Change Form.

Valid reasons for adding coverage

New Employee(s) can be added using the MyCCSB portal. For all other qualifying events that require adding coverage, you will need to submit a Change Form which can be downloaded from and uploaded into the portal.

How to add coverage for New Employee(s)

In the MyCCSB portal, click the **"Eligibility Maintenance"** button on the Dashboard - the **Eligibility Maintenance** screen displays. Click **"Add a New Employee,"** then click either **"New Hire"** or **"Qualifying Event."** You will then choose if you want to **"Invite the Employee to Enroll Via Email"** or if you want to **"Complete the Application for the Employee."**

If **"Invite Your Employee to Enroll Via Email"** is selected, you must enter the employee's first name, last name, social security number, and email address. After entering this information, specify the effective date or Qualifying Event (only available if Qualifying Event was selected), then click the **"Send Email Invitation to Employee"** button.
- New Hire: Specify the Effective Date.
- Qualifying Event: Specify the Qualifying Event and the Qualifying Event date. You can also choose the Effective Date.

If the employee submits their completed form, you will need to approve this on the Employer dashboard before their coverage can become effective.

If **"Complete the Application for the Employee"** is selected, you must enter the employee's first name, last name, social security number, and birth date.
- New Hire: Specify the Effective Date. After selecting the effective date, you will be redirected to the File Upload Message Board.
- Qualifying Event: Specify the Qualifying Event and the Qualifying Event date. You will then be redirected to the File Upload Message Board.

How to verify coverage was added

In the MyCCSB portal, click the **"Eligibility Maintenance"** button on the Dashboard - the **Eligibility Maintenance** screen displays. You will be redirected and need to select **"Review Existing Employee / Dependent Information."** You will be able to view a list of current employees and dependents. Please note the added employee won't appear until the next day.