

Updating Disclosures



Entities

To notify Covered California of a new disclosure, or to report a disclosure that was not included in your original Entity agreement, please do the following:

STEP 1 Download the “Update to Entity Agreement Disclosure Form” by [clicking here](#).

STEP 2 Complete the form in its entirety. If you have nothing to disclose for any of the items, please enter “Nothing to Disclose”.

STEP 3 The form should be signed only by the Authorized Contact as listed in your Entity Application.

STEP 4 Once completed, please upload the document to “My Files” in your IPAS account or fax the form to [916-228-8905](tel:916-228-8905). For security reasons, documents cannot be accepted via email.

STEP 5 For questions related to disclosures, please email the Enrollment Assistance Program Support at: enrollmentassistancesupport@covered.ca.gov.

Counselors (Agreement Disclosures)

To notify Covered California of a new disclosure, or to report a disclosure that was not included in your original Counselor agreement, please do the following:

STEP 1 Download the “Update to Counselor Agreement Disclosure Form” by [clicking here](#).

STEP 2 Complete the form in its entirety. If you have nothing to disclose for any of the items, please enter “Nothing to Disclose”.

STEP 3 The form should be signed only by the counselor.

STEP 4 Once completed, please ask your Primary Contact to upload the document to “My Files” in the entity’s IPAS account or fax the form to [916-228-8905](tel:916-228-8905). For security reasons, documents cannot be accepted

STEP 5 For questions related to Counselor agreement disclosures, please email the Enrollment Assistance Program Support at enrollmentassistancesupport@covered.ca.gov.

Updating Disclosures



Counselors (Criminal Disclosures)

STEP 1 You must inform Covered California about any new conviction or administrative action **within 30 days**.

STEP 2 You should report this information directly to Covered California by mail. Please **do not** fax or upload to My Files.

STEP 3 **Within 30 days** of occurrence, please mail any information regarding new convictions or administrative actions to:

**HBEX/California Health Benefit Exchange
CONFIDENTIAL – BACKGROUND CHECKS
Office of Legal Affairs
1601 Exposition Blvd.
Sacramento, CA 95815**