

How do I delegate access to my account?

Welcome to Covered California

An Authorized Representative is someone you decide to give full access to your Covered California account, so they can help you with your application, enrollment, and managing your coverage.

In this video, we show you how to designate an Authorized Representative, by creating a delegation code, which your representative uses to link to your account.

From your Individual home page, click on the Authorized Representative link under the More Options section.

Start by entering the contact information for the person you wish to act on your behalf. Fields that are required are marked with a red asterisk.

Next, identify the communication and language preferences of your authorized rep.

Tell us if you want your representative to receive notices on your behalf.

When you finish adding all the required details, click Delegate Access to submit your request.

The Delegate Access Confirmation popup appears.

To confirm your request, click on the Delegate access button.

Next you'll see a popup message containing the delegation code. The code is six characters long and it is case sensitive. You will give this code to your Authorized Rep.

Click on the Continue button to proceed.

The Confirm Your Address popup displays asking you to confirm your Authorized Rep's address. Click on the Ok button once the correct address has been selected.

You can see that your Authorized Rep is shown on the left navigation bar.

The person you ask to be your Authorized Representative now has to go to the Covered California site and create an Authorized Representative account.

When creating a Covered California account, your Authorized Rep is asked for the delegation code you provided, which links that account to yours.

Once an Authorized Rep's account is linked to yours through the delegation code, they can log into Covered California and act on your behalf with full access to your account.

Click on the Return button to go back to your Individual homepage.

For more information Contact Covered California.