Covered California for Small Business Toolkit

Overview

Covered California for Small Business (CCSB) gives small businesses throughout California access to a competitive marketplace for insurance. This allows employees to select their preferred insurance coverage and ensure they can access their chosen doctors and hospitals when their employers are purchasing insurance.

Below is a detailed list of resources aimed at explaining the advantages of CCSB, guidance to obtaining a quote, assistance with the enrollment process, and much more.

CCSB Enrollment Resources

New Business Resources	Type	Description
Getting a Quote	Online Resource	Details on how to obtain a quote • Call for a quote (844) 332-8384 • Complete a Quoting Template
Eligibility	Online Resource	Review the guidelines to determine your eligibility requirements to expedite your group enrollment approval.
New Business Documents	User Guide	Tips and reminders for the new business submission process.
Tax Credits	Online Resource	Quick Reference Guide and Calculator
2026 New Business Submission Deadlines	Flyer PDF	Deadlines to submit your enrollment forms through 2026.
Apply Now	Online Resource	An employer can begin the enrollment process by setting up an account on the MyCCSB Portal. They can oversee their company's health and dental plans and choose a reference plan. Alternatively, an employer can complete the Employer Application and send via Email: ccsbeligibility@covered.ca.gov Fax: (949) 809-3264 Mail: Covered California P.O. Box 7010, Newport Beach, CA 92658

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New Business Resources	Type	Description
[CCSB Enrollment Online Portal Employer Guide](#)	User Guide	Review the guide for step-by-step instructions on how to complete your group enrollment.
[Employer Guide](#)	Online Resource	Information for an employer to manage their company's health and dental plans.
[How to Access My CCSB Portal](#)	Flyer (PDF)	Learn how easy the process is for employers to manage their group insurance information.
[How to Access Your Invoice](#) (New Groups)	Flyer (PDF)	Refer to the flyer to learn about two easy ways to submit your payments.
[CCSB Contact Sheet](#)	Contact Sheet (PDF)	Contact information for CCSB assistance. Other ways to contact us [click here](#).
[How to Access or order a Member ID Card](#)	Flyer (PDF)	Resource to help you contact each carrier to obtain new Member ID cards.

Health Plans Information	Type	Description
[Health and Dental Plans](#)	Online Resource	Information about health plan options. Please Note: Refer to the [Employer Guide](#) for information on managing your company's health and dental plans.
Provider Networks	Online Resource	Use the links below to search for a doctor within each carrier: • [Blue Shield](#) • [Kaiser](#) • [SHARP](#)

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Health Plans Information	Type	Description
[2026 Covered California for Small Business Network Summary](#)	PDF	Covered California 2026 CCSB Health Plan Offerings.
Pharmacy and Prescription Drugs Formulary	Online Carrier Networks	Use the links below to search for prescription formularies within each carrier: • [Blue Shield](#) • [Kaiser](#) • [SHARP](#)
Summary of Benefits Coverage (SBC) Information	Online Carrier Forms	Use the links below to access the SBC information for each carrier: • [Blue Shield](#) • [Kaiser](#) • [SHARP](#)

Existing Business Resource	Type	Description
[**Employer** Change Request Forms](#)	Online Resource	Use the links below to access the Employer Change Form(s). These forms allow you to make changes to your group's reference plan, metal tier levels, and contribution levels, or to update the address or ownership details of your small business. • [Employer Change Form (English)](#) • [Employer Change Form (Spanish)](#)
[**Employee** Enrollment and Change Request Forms](#)	Online Resource	Use the links below to access the Employee Change Form(s). These forms allow employers to add new employees, make changes due to a qualifying event, or open enrollment. • [Enrollment and Change Request for Employees (English)](#) • [Enrollment and Change Request for Employees (Spanish)](#)

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Existing Business Resource	Type	Description
[How to Access Your Invoice](#) (Existing Groups)	Flyer (PDF)	Refer to the flyer to learn about two easy ways to submit your payments.

Other Resources	Type	Description
COBRA Forms	Online Resource	Use the links below to access the COBRA related forms: • COBRA [election form](#) • COBRA [cancellation form](#) ○ Sample COBRA [termination notice](#) COBRA [rights document](#)
Appeals Forms	Online Resource	Use the links below to access the Appeals Forms: • [Small Business Appeal Form](#) • [Small Business Complaint Form](#)

Videos	Type	Description
[MyCCSB Video Walkthrough Certified Agents and General Agents](#)	Video (24.37 min)	Learn how this key tool can help efficiently manage client portfolios, access up-to-date plan information, and submit applications on behalf of their clients.
[MyCCSB Enrollment Online Portal Employer Guide](#)	Video (20.43 min)	Step-by-step instructions on creating employer accounts, applying for coverage, making payments and adding/terminating employees and dependents.
[MyCCSB Enrollment Online Portal **Renewals**](#)	Video (16.36 min)	Step-by-step instructions on maintaining existing small group coverage and renewals such as open enrollment, employer level changes, adding/terminating employees and dependents.

Videos	Type	Description
Informational Videos	Video	For Informational Videos, click here.

Check back frequently for updates.