

# Simply Healthcare

## 2019 MAPD Enrollment Instructions

When saving the application and uploading them to the secure portal site do not include an asterisk "\*", apostrophes or any special character (i.e. @, #, \$,%,&, '). If you use a special character on the file name the system will let you save the file but Simply Healthcare will not receive the application.

As disclosed before, use the instructions provided below to save your enrollment files, deviation from these guidelines will impact how quickly we are able to process your enrollments.

Please save each enrollment file using this format:  
For this example, let's assume the agency name is "Medicare Advantage Insurance Group". The enrollment file for this case should be saved as:

MAIG SmithJohn LAS 20170509

This is the description of the file name as listed above:

MAIG = FMO name initials, Medicare Advantage Insurance Group --> If you are not an FMO, you are contracted directly by the plan please use your initials twice using the same format

Smith John = Member Last NameFirst Name

LAS = agent of record initials Luis A. Sobrado, (LAS) 20170509  
= Application Signature Date (Not upload date)

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Files uploaded on the portal will be available for 30 days.  
After 30 days the file will be deleted from the portal.

Who to contact if you run into any issue with your  
enrollment portal:

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