

Bright Health Plan Contracting & Certification Guide (for General Agencies and FMO's)

Hello Partner,

We are excited to get your agents contracted with Bright Health. Our priority is to make it easy for you and your agents to complete the contracting process. Once your organization is contracted with Bright Health, you may use this guide to help you invite your agents to contract with us too.

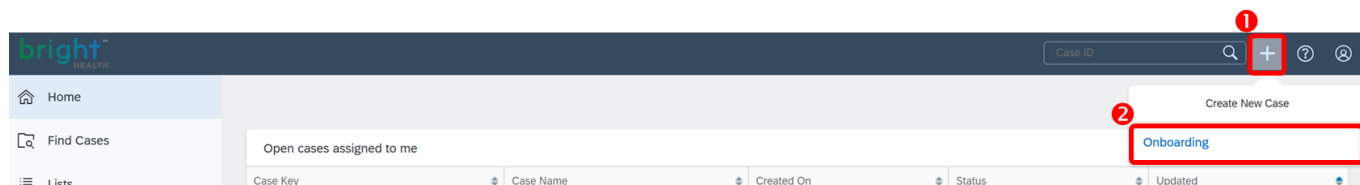
① Log-in to the Bright Health contracting website (Workflow)

- Bright Health contracting website url:
[Click here](https://social.webcomserver.com/wpm/) or <https://social.webcomserver.com/wpm/>
- Login Name (Broker email)
- Password (Set by GA/FMO upon account creation)
- Domain: brhi

Form fields: Login Name *, Password *, Domain. Buttons: Submit, Remember me. Link: Forgot your password?

② Send onboarding link to a new agent

- From the Home screen, click the "+" in the upper right-hand portion of the screen (①).
- Next, click on "Onboarding" (②) to open an onboarding invite window.



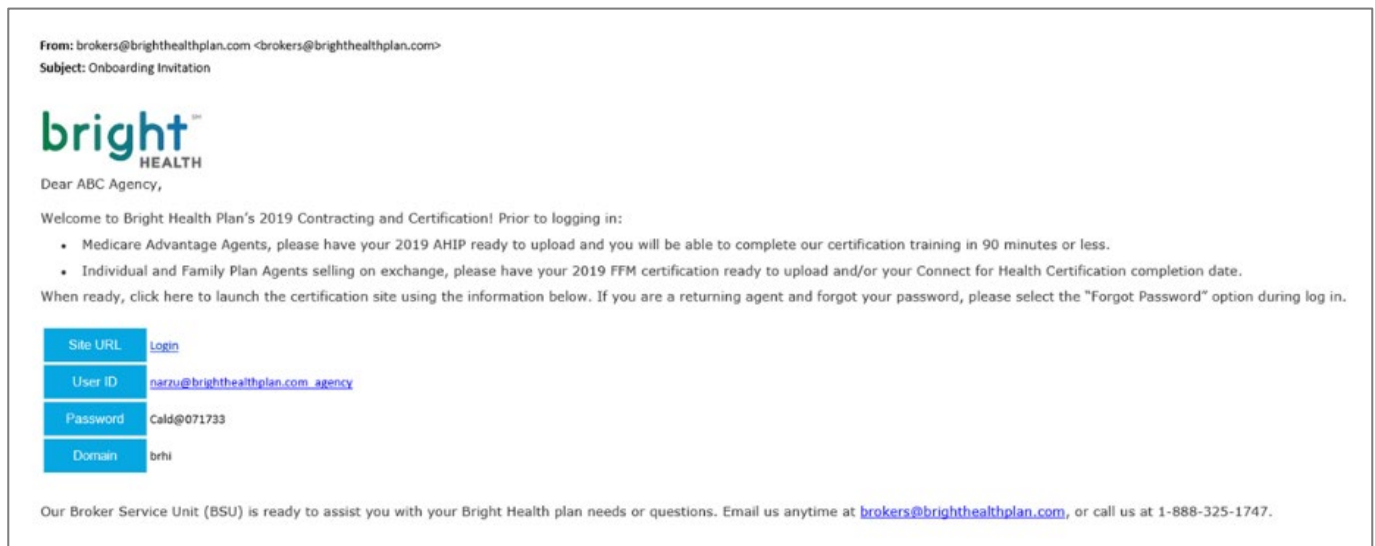
- Select the relevant Onboarding Type: "Agent" or "Agency" (③)
- Enter the name of the FMO or GA (④).
- Select the commission assignment ("Yourself" = Agent) (If "Agency" is selected, TIN will be required) (⑤).
- Enter the broker's or agency's information (⑥).
- Click "Create" to send the onboarding invite (⑦).

Form title: Onboarding. Instruction: Fill out the fields below to get started.

Fields: Onboarding Type * (Agent), FMO (start typing to select value), GA (start typing to select value), Pay (Yourself, Agency), First Name *, Last Name *, Contact Email * (e.g. johndoe@site.com). Button: Create.

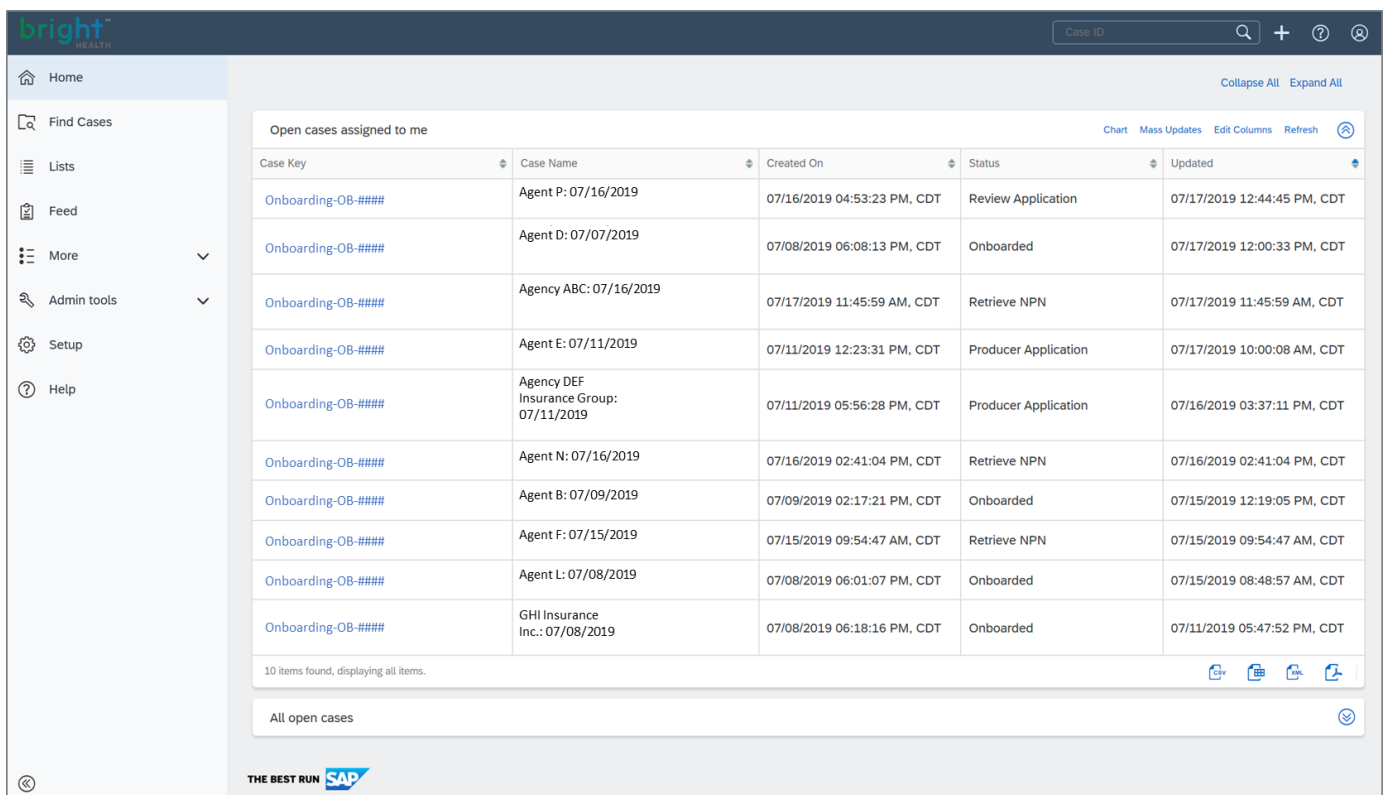
③ Onboarding invite email

- The agent/agency will receive an onboarding invitation email from Brokers@BrightHealthPlan.com with a link and log-in information (User ID, Password and Domain).
 - Subject: Onboarding Invitation



④ Track Onboarding Cases

- You will have the ability to track the onboarding status for all of the agents/agencies to whom YOU sent an onboarding invite on your homepage in the Bright Health contracting website (Workflow).



⑤ Track Agents/Agencies in your Downline (Onboarded Agents/Agencies)

- After an agent/agency is onboarded, you can verify they are your downline by logging into the Agency Dashboard at the Broker Services website (<https://BrightHealthBroker.com>).
- Please see the Bright Health Agency Dashboard Guide for details.
- PLEASE NOTE: If an agent/agency selected the wrong General Agency or FMO when contracting with Bright Health the agent/agency has 72 hours after being onboarded to contact the Broker Service Unit via email to request an upline change.

Questions: Please feel free to reach out to the Broker Service Unit (BSU) or your local Bright Health representatives.

Broker Service Unit:
8:00am – 6:00pm CST

Email: Brokers@BrightHealthPlan.com
Phone: 1-888-325-1747

Bright Health Individual & Family Plan Team			
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