Bright Health Contracting and Certification Guide for Agents

GA or FMO

Name

TIN

Welcome Agents! We are excited to get you on-board with Bright Health. Our priority is to make it easy for you to represent Bright Health. Use this guide to help you to get started.

Individual & Family Plan Agents	Medicare Agents
You must complete individual contracting unless otherwise approved. Contact the Broker Service Unit if you have any questions.	You must complete individual contracting & Medicare certification.

① Gather required documents

☐NPN or SSN
☐E&O Insurance
☐Medicare Agents:2020AHIP

Commission Assignment

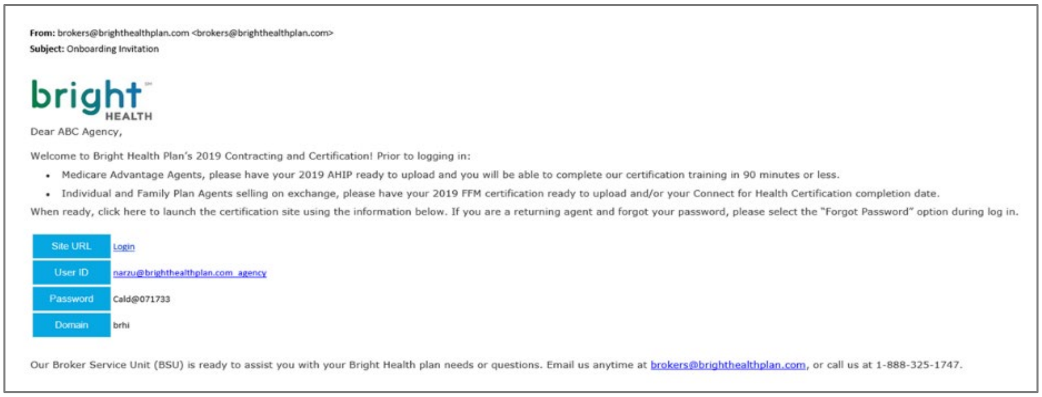
To Agency
☐Agency TIN (Agency must be contracted with Bright Health)

Direct to Agent
☐W9
☐Banking Information

Have all documents? You are now ready to access the Bright Health Contracting website.

② Access the Bright Health contracting system

- **There are 2 ways to acquire an Onboarding Invitation to the Bright Health Contracting website:**
  1. Your upline may initiate the request for you
  2. You can access BrightHealthBroker.com and click "Start Contracting"
- You will receive an email (Subject: Onboarding Invitation) from **Brokers@BrightHealthPlan.com** with a link and log-in information (User ID,Password,and Domain). May take up to 2 business days.



From: brokers@brighthealthplan.com <brokers@brighthealthplan.com>
Subject: Onboarding Invitation

bright HEALTH

Dear ABC Agency,

Welcome to Bright Health Plan's 2019 Contracting and Certification! Prior to logging in:

- Medicare Advantage Agents, please have your 2019 AHIP ready to upload and you will be able to complete our certification training in 90 minutes or less.
- Individual and Family Plan Agents selling on exchange, please have your 2019 FFM certification ready to upload and/or your Connect for Health Certification completion date.

When ready, click here to launch the certification site using the information below. If you are a returning agent and forgot your password, please select the "Forgot Password" option during log in.

Site URL	Login
User ID	narzu@brighthealthplan.com_agency
Password	Cald@071733
Domain	brhi

Our Broker Service Unit (BSU) is ready to assist you with your Bright Health plan needs or questions. Email us anytime at brokers@brighthealthplan.com, or call us at 1-888-325-1747.

Onboarding Invitation

- Click on the Login link within the email and reset your password.
- Enter your NPN and/or SSN to retrieve your NIPR licensing information.

③ Complete the contracting application

- You will see the tabs below and must complete all information on tabs.

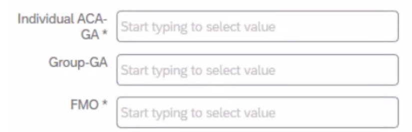
Contracting Checklist:

1. General Information Tab
- ❑ Most fields are pre-populated from NIPR, so you will need to confirm the information is correct

2. Licenses Tab
- ❑ Active licenses according to NIPR are displayed at the top of the tab
- ❑ Select the States and corresponding Lines of Business that you would like to apply for appointment with Bright Health.
  - ❑ Place a checkmark beside the state(s) you want to be appointed in
  - ❑ Place a checkmark beside the corresponding Line of Business you want to offer (Individual ACA and/or Medicare).

When applicable select your:
- ❑ Individual/ACA GA
- ❑ Group GA:
- ❑ MA FMO

From the drop-down list select:
Box below may be populated by your upline



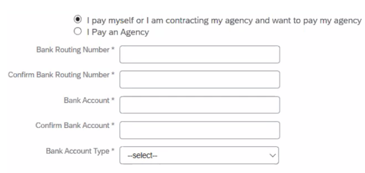
3. Appointments Tab
(No action needed)

4. Background Questionnaire Tab
- ❑ Answer the 6 Yes/No Questions

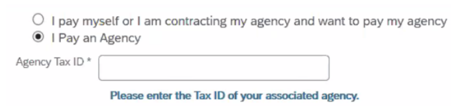
5. Background Agreement Tab
- ❑ Open ALL three required forms, review, and electronically sign for the background check. (FCRA Agreement, Disclosure Agreement, and Authorization Agreement)
- ❑ Be sure your name matches what is listed on the General Information tab.

6. E&O Insurance Tab
- ❑ Enter the required information from your E&O insurance and upload a copy

7. Banking Information Tab (Bright Health can pay either a contracted agency or the agent directly)
- ❑ Pay selection:
  - ❑ If selecting **"pay myself…"**, please enter your banking information.
  - ❑ Upload your W9



If selecting 'Pay an Agency', please enter the Agency TIN (agency must be contracted with Bright Health)



TIN:

8. W9 Tab (only appears if you select Direct Deposit above)
- ❑ Confirm federal tax classification
- ❑ Upload a copy of W9

9. Agreement Tab
- ❑ Review and Accept the Agent Agreement.
- ❑ Be sure to enter your name as it appears on the General Information Tab (First, Middle, Last).

10. Certification 1 Tab
- ❑ For Individual Plan Agents: ACA Individual Certification
  - ❑ Enter your FFM User ID
  - ❑ Select Off Exchange Only or Off/On Exchange
- ❑ For Medicare Agents:
  - ❑ Provide your AHIP (or equivalent) and completion date

11. Certification 2 Tab (Medicare only)
- ❑ Complete the 2021 Bright HealthMedicare Certification course.

12. Submit Tab
- ❑ Click Submit

④ Next Steps

- The Broker Service Unit will review your information and submit the background check request. **Process normally takes 3-5 business days.**
- Once complete, you will receive an email with your **writing number**, link to the Bright Health Broker Services website and login information to access the commission system.
- **For Individual agents,** you will also receive a separate email with access to our IFP Quoting and Enrollment Portal within 5 business days.
- Don't forget to attend a Bright Health training event. Access the Bright Health Broker Events Calendar at the Broker Services Website: **www.BrightHealthBroker.com**

Questions: Please feel free to reach out to the Broker Service Unit (BSU):

Broker SERVICES

Broker Service Unit	**Email:** Brokers@BrightHealthPlan.com
8:00am – 6:00pm CST	**Phone:** 1-888-325-1747

Or click here for contact information for your local Bright Health representatives