



STEP 1

Complete the following new agent documentation and email it to Broker Relations.

- Medicare Products Hierarchy Form
- Agent Profile Form
- ACH Form
- W9
- Copy of E & O Policy
- Copy of Agent License
- Register through The Health Plan URL with AHIP ahipmedicaretraining.com/clients/thehealthplan

Email: brokerrelations@healthplan.org

STEP 2

Agent will receive an email through DocuSign® requesting the agent to review and sign our Agent Agreement documents. Once completed, the agent and/or Upline (if applicable) will receive an executed copy of the agreement.

STEP 3

Agent will receive an email from our vendor, Background Investigative Bureau LLC (BIB), to proceed with a background check from clientservices@bib.com. The email will include agent's username and password to access BIB portal. Once agent submits information and background check is complete and approved, proceed to Step 4.

STEP 4

Complete The Health Plan (THP) Medicare Products Training and Certification. Agents will receive an email from THP with the subject line: "The Health Plan: <Plan Year> Medicare Products Certification Training."

The email contains a training link, username and password. Click on the training link and enter your username and password. Download, review training slides and complete online testing and attestation. Upon successful completion of training, THP will send a request to appropriate states for appointment.

STEP 5

Agent will receive a "Ready to Sell" certificate that will include the agent's writing number and state(s) appointed. The Health Plan requires that agents complete re-certification annually thereafter to market and sell our products.

Have Questions or Need Assistance?

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