

2022 Quick-start Guide:

5 Steps to Start Selling Marketplace Health

Insurance agents play an essential role in helping consumers understand the Federally-facilitated Marketplace (FFM), explore their options, and get enrolled. Insurance agents that assist consumers in the Health Insurance Marketplace on Healthcare.gov must complete registration and required training on an annual basis before you can help your clients in enrolling in a plan. You'll want to complete your certification before October to prevent any carrier appointments being held.

Create an Account

- Go to the CMS Enterprise Portal at <https://portal.cms.gov>
- Select New User Registration (in the box at the upper right) and create an account
- Important: If you already have a CMS Enterprise Portal account, don't create another one. You'll just need to renew for 2022. Login and skip to Step 4

Identify Yourself

- Log in to your new Enterprise Portal account at <https://portal.cms.gov>
- Select Request Access Now
- Select the FFM/Training-Agents/Brokers/Assisters tile
- Select FFM Agent Broker from the drop-down menu

Confirm Your Identity

- Provide basic information that confirm your identity (known as “identity-proofing”). After you’re identify-proofed, you’ll be sent to the CMS Enterprise Portal home page. Log out of the Enterprise Portal.
- Wait a few minutes for the agent/broker role to be assigned to your profile or you will need to select the box that shows [Federally Facilitated Marketplace \(FFM\) / Request for MLMS Training Access](#)

Take Required Training

Important: You can take free training from CMS, or sign up for a paid course through a CMS-approved vendor. Vendor training may offer continuing education units (CEUs). Free CMS training doesn't offer CEUs.

Log in to the CMS Enterprise Portal at <https://portal.cms.gov>

- Select Complete Agent Broker Training
- Select the Access Training link next to Marketplace Learning Management System (MLMS) > FREE training or CMS-approved vendor.
- Complete the required profile information and select Save/Update.



Note: If you're taking training with a CMS-approved vendor, you'll do this before signing the CMS Privacy and Security agreements.

- Select the appropriate curriculum (Individual Market or SHOP).
 - Individual Marketplace is for Selling Individual Plans on the Marketplace
 - SHOP is for Selling Group Insurance Plans on the Marketplace
- Enroll in the curriculum and select Complete Enrollment.
- Complete all required training.

Sign the Privacy and Security Agreements

Go to Current Learning to launch and electronically sign the CMS Privacy and Security agreements.

Select Curriculum State and click the Actions link (to the right of a completed curriculum) Print your Registration Completion Certificate.



Important Tips

Be sure your popup blocker is OFF. Screens will load in a new window, wait for them to load

On a screen there may be buttons/links to click, if you are trying to move to the next page and it is not letting you, it is because you have not clicked all of the buttons/links.

After completing a module, go back to the HOME screen. Do not load the next module with the launch button as it may not register the module you had just finished and you will need to take it again.