Hello!

Care N' Care Agent Certification for 2024 IS NOW LIVE! Below you will find the Certification Link as well as the Registration/PIN Code for you to use to start the 2024 Certification process. Please follow the instructions below on how to get Contracted & Certified with Care N' Care

<u>*Please note, the below Registration/PIN Code is for BOTH Certification & INDIVDIUAL</u> Contracting*

<u>*If you are a NEW AGENT to Care N' Care you will have to create a new account through mirarmar-agent.com.*</u>

*If you are having issues signing in, please contact miramar-Agent.com or Agent Support for any assistance. The Instructions are located below. *

Certification Link: <u>https://miramar-agent.com</u>

2024 Registration/PIN Code: 24CNC3192

INSTRUCTIONS

- 1. Once you sign in, you may be prompted to verify your profile. Please review the information and make sure everything is up to date. If you are a NEW AGENT you will have already created this profile.
 - a. Click Save at the bottom of the Screen. This will save your information, <u>but the</u> <u>system will not move you forward.</u> You will need to click on the Dashboard icon on the lefthand side of your screen.



2. On your Dashboard you will click on "Register New Program." This is located above your Active Programs.



- 3. You will be prompted to enter the Registration/PIN code listed on page 1 of these instructions. ***The code will be highlighted***
- 4. Once the portal loads the new Registration/PIN Code, the 2024 Agent Certification will now appear under your Active Programs.

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5. Click on "Start" and follow the Certification/Contracting process. The system will push you through all the steps Automatically. You will know when you are done once you finish the "Care N' Care Product Training" and under the "Active Programs" bar you will be in a review state.



FAQS & Tips

- a) Google Chrome, Microsoft Edge, and Firefox works best with the portal. Results will vary if you use any other Internet Browser.
- b) We recommend you do <u>NOT</u> use Safari.
- c) We recommend you do <u>NOT</u> use your tablet to go through the Certification.
- d) Please have "Pop-Ups" for your browser <u>Disabled.</u> If <u>Enabled</u> your Pop-Up blocker will stop the next module from appearing.
- e) Modules will take time to load depending on what step you are on. Internet speed and Internet Browser may also affect how long each module step loads. Please click on the "Refresh Button" on your "Active Programs" if you are waiting for next steps. *See Image below* Please allow the portal time to load the next Module. If the Module takes more than 15 minutes to load, PLEASE CONTACT MIRAMAR-AGENT.COM.



- f) <u>AHIP, Background Check and E&O (if your module requires you to provide it, NEW</u> <u>AGENTS ARE REQUIRED TO GO THROUGH THESE STEPS</u>) all require time to process and must be reviewed.
- g) You <u>cannot</u> transfer your AHIP Certificate to Miramar. You will need to <u>Upload your</u> <u>AHIP</u> once you are on that module. <u>Review of the AHIP should NOT stop you from</u> moving to the next module.
 - a. If you are having any Loading Issues, please refer to FAQ e) before contacting Agent Support.
 - b. No Special Characters can be listed on your AHIP File we recommend naming the file "<Your Name> AHIP 2024"
- h) If the Miramar Portal is still not loading properly or is crashing, we recommend you clear your cookies & history from your current internet browser and try again. If that does not work, please contact Miramar-agent.com or Agent Support.

Contact Information

Miramar-Agent.com

If any issues arise, please click on "Need Help" on the login page of Mirmar-agent.com and submit a ticket or call the help desk Phone Number: (855) 818-2363

	Welcome to Miramar:Agent
Miramar:Agent is a flex organizations onboard effectively and comp	ible, module-based software solution designed to assist government managed care agents, provide training, manage ongoing oversight activities, and pay commissions liantly. Because every organization is unique, Miramar-Agent can be licensed as a complete solution or tailored to address specific needs.
	Need help? Click here.
	Log In
	Username
	Password
	Remember me? Forgot your username or password?
	Log In
	Register as an Agent

Care N' Care - Agent Support

For all other question including Commissions and Benefits through Care N' Care please contact us with the information below.

Agent Support Email: <u>agentsupport@cnchealthplan.com</u> Agent Support Phone Number: 855-547-0345