

Clear Springs Health Contracting Guide

The Guide at a Glance

- 1 You will receive an email from DoNotReply@clearspringteam.com with a subject of “<Agent Name> Appointment Application”.
- 2 Click on the contracting link and enter the Access Code provided in your email. Your first and last name and email address will be automatically filled out.
- 3 Create your profile credentials and choose "Update Settings"
- 4 You will then be taken to the Current Workflows/Pending Activities page.

After you set up your profile, you will need to complete the contracting process.
This process can take up to an hour.

- 5 Complete all components of the contracting process laid out in the checklist provided. The final 3 components will take care of the certification steps.

After you complete and submit your contract,
wait at least 1 business week for the carrier to process everything.

- 6 You will receive a welcome email **directly from Clear Springs**. The welcome email will include your unique writing number. This writing number means you are Ready to Sell!

Continue reading the following pages for more details on the contracting process.

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An example of the email you will receive from the carrier is below.

From: DoNotReply@clearspringteam.com
Subject: "<Agent Name> Appointment Application"

Agent Name,

We are pleased to inform you that Medicare Health Benefits Inc has contracted with **Clear Spring Health** and/or Eon Health Plan. We invite you to join us in the promotion and selling of these Medicare Advantage Plans. Please note that you must complete this contracting process in order to sell Eon or Clear Spring Health plans for the 2019 Plan Year.

Please follow the instructions below to begin the contracting, training and appointment process.

1. Follow this link: [Click to Access Producer Gateway](#)
2. Enter the following Access Code in the field provided: AccessCode: **111202800**

Note: Your Name and Email Address will be pre-filled. Please do not edit this information at this time. You will be able to edit your name and preferred email address once your account has been created.

3. You will be prompted to assign yourself a username and password. Please retain this information for future use as it will be needed.
4. Once you have created your username and password you will be directed to start the Application Process.
5. Begin/Complete the first form by clicking on the Green Action button. Then make your way through the forms.
6. Once all forms are completed, select Complete Workflow.

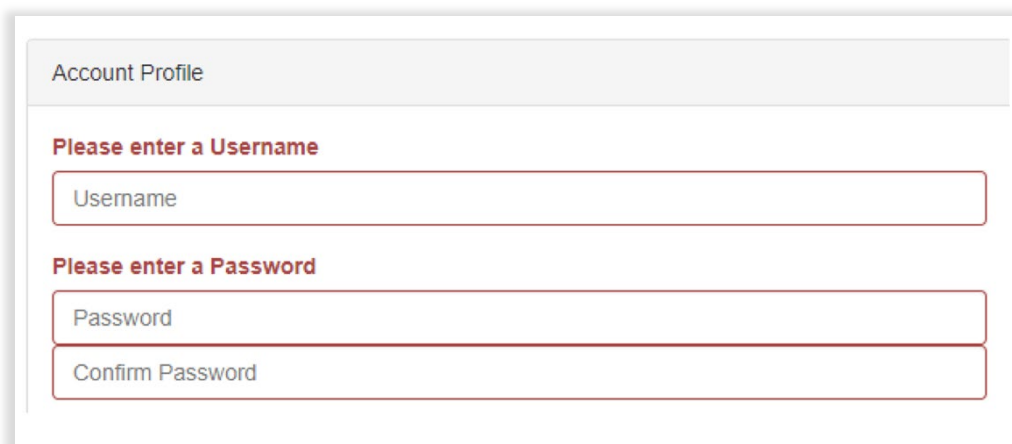
As always, we look forward to working with you and encourage you to contact us with any questions you might have.

Regards,
Medicare Health Benefits Inc

Note: The contracting link and Access Code are unique to you and will be different than the above example

1. Click on the contracting link and enter the Access Code provided in your email. Your first and last name and email address will be automatically filled out.

2. Create your profile credentials and choose "Update Settings".



Account Profile

Please enter a Username

Please enter a Password

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3. You will then be taken to the Current Workflows/Pending Activities page.
4. Click on the green action button to begin the first component, Commission payment Options.

25	records per page	Search:							
◆	Date Initiated	Date Complete	◆	Action	◆	Skip	◆	Needs Internal Authorization	◆
1.	2/20/2019		◆	Commission Payment Options	▶				

Showing 1 to 1 of 1 entries

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5. Choose your Commission Payment Options and click “Submit Information”.

Commission Payment Options

How would you like your commissions to be paid?

- Pay commissions directly to my personal account
- Pay commissions directly to my business (LLC/Corp) account
- Pay commissions directly to my licensed up line agency (assign commissions)

6. Continue to go through all components of the contracting process.

▲	Date Initiated	Date Complete	◆	Component	◆	Action	◆	Skip	◆	Needs Internal Authorization	◆
1.	2/21/2019		◆	Agent Application for Appointment	◆	▶					
2.	2/21/2019		◆	Agent Agreement							
3.	2/21/2019		◆	Agent Code of Conduct							
4.	2/21/2019		◆	EFT Form							
5.	2/21/2019		◆	Direct Deposit Voided Check							
6.	2/21/2019		◆	IRS W-9 Form - Individual							
7.	2/21/2019		◆	Errors and Omissions - Agent							
8.	2/21/2019		◆	Errors & Omissions Policy Declaration Page							

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Getting Certified

7. Steps 9, 10 and 11 of the contracting process are the certification steps.

9.	2/21/2019		Current Compliance Certifications (AHIP, FWA, Gorman, PinPoint)
10.	2/21/2019		Please use the link below to view our Product Training document. Once you have reviewed, return to this page and select the Green action button to move on to the comprehension check. View Product Training
11.	2/21/2019		New Producer Product Training Comprehension Check - Score needed: 85 in 3 attempts Attempts Made: 0

Note: You have 3 attempts to pass the new producer Product Training Comprehension Check.

8. When you have completed all components of the contracting and certification process, Click the "Complete Workflow button which will appear at the bottom of your screen.

9. Once your contracted has been submitted, Clear Springs will start processing the contract.

10. Once the contract is processed, you will receive a welcome email **directly from Clear Springs**. The welcome email will include your unique writing number.

11. Once you receive your writing number, you are Ready to Sell!

Note: It can take between 1-2 weeks to become appointed depending on the time of year.