

# Emblem Health Contracting Guide

## The Guide at a Glance

- 1 You will receive an email with the contracting link and supply order form from [contracting@medicarehealthbenefits.com](mailto:contracting@medicarehealthbenefits.com).

Note: If you are contracting as an agency please use your TIN in the SS# box on the W-9!

- 2 Click the contracting link to be directed to the log in page. **Register as an agent** and enter your SSN and the **registration code** provided in the email. Then complete all the required information in order to login to your account.

Once you create your login credentials, login to your account.

- 3 You'll be taken to your Dashboard where you can see your **"Active Programs."** Choose **"Start,"** then open the **"Welcome Form."** Choose **"Continue."**

It takes a minute to load. If it takes a while, click Programs on the left side of the page.

- 4 Fill out the **Appointment application** and **Background information.** Sign and choose **"Continue."** Then, proceed through the entire process completing each section:

- Assignment of Commissions
- W9
- E&O Policy Info
- Background Check
- License Check
- AHIP Upload
- Fraud, Waste & Abuse
- Compliance
- FWA Information
- Agent Agreement

Once you complete the Agent Agreement portion and continue, you'll be taken to the certifications.

- 5 **Getting Certified:** To be Ready To Sell, you must complete BOTH the **contracting process** AND the **certifications.** Once you complete the Agent Agreement portion, you will be taken to the certifications. These include:

- 2020 Product Training
- 2020 Affinity Product Training

Note: See Certification Guide for the full process.

- 6 After completing all certifications and Emblem processes the contract, you'll receive a welcome email **directly from Emblem Health** with your unique **writing number.** Once you have that, you're Ready to Sell!

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