

# Medico Contracting Guide

## The Guide at a Glance

- 1** You will receive an email from [noreply@gomedico.com](mailto:noreply@gomedico.com). The subject line will read similar to: **"Welcome "Agent Name" to Medico E-Contracting"**
- 2** Follow the link within your invitation. The link will take you to Medico's E-Agent Registration Page. Complete registration to create an account if you do not already have one, and log in.
- 3** After logging in, click on E-contracting under the Quick Navigation Bar.

**After you log in, you will need to complete the contracting process.  
This process can take up to an hour.**

Contracting Tabs to upload and complete:

- 4**
  - o Personal Info
  - o Advancing Option
  - o W-9
  - o License Information
  - o Non-Resident State License
  - o Employment History
  - o Background Information
  - o Direct Deposit Authorization
  - o Review Contract Information
- 5** To sign and submit the contract application, you must provide your Date of Birth and last 4 of SSN. By clicking "Next", this will submit your contract for processing with Medico.

**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, which 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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The email address that the Medico contracting invitation will be coming from is [noreply@gomedico.com](mailto:noreply@gomedico.com).

The subject line will read, "Welcome "Agent Name" to Medico E-Contracting from Anna Rothhaar"



Follow the link within your invitation. The link will take you to Medico's E-Agent Registration Page. Complete registration and log in.

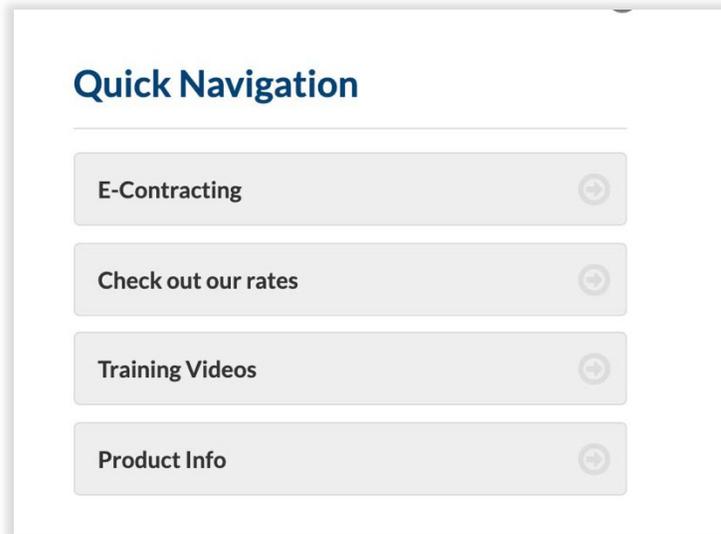
If you do have an account, you will be presented with a log in screen. Log into your account.

The screenshot shows the "E-Contracting Registration" form. The title "E-Contracting Registration" is at the top. Below the title, there is a section titled "Please enter the information you received in your contracting offer e-mail below:" which includes a "PIN" field and an "Email Address" field. The next section is "Enter new user account information below:" and contains several fields: "Social Security Number" (with a "confirm" link), "User Name" (with a "confirm" link), "Password" (with a "confirm" link and a help icon), "Security Question" (a dropdown menu with "-- Select --"), and "Security Answer". At the bottom of the form, there is a "Create Account" button. A disclaimer at the bottom states: "By clicking Submit, the user name and password you have specified above will become the user name and password you will use to complete e-contracting as well as access the Medico Information Center. Please keep this information in a safe place and do not share it with others."

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Once E-contracting registration is completed, you will be directed to the login page to start the process.

After logging in, click on E-contracting under the Quick Navigation Bar.



Contracting Tabs:

- o Personal Info
- o Advancing Option
- o W-9
- o License Information
- o Non-Resident State License
- o Employment History
- o Background Information
- o Distributor Direct Deposit Authorization
- o Review Contract Information

To sign, you must provide your Date of Birth and last 4 of SSN.

When you click on next this will submit your contract for processing.

## Confirmation

Your application was submitted successfully and is currently being reviewed.

A link to our website has been provided below. While we are processing your contract, we suggest you familiarize yourself with our products and training materials. Once we have completed your contracting, you will have full access to the website.

You can log in by using the same username and password you created when you registered.

[Medico Login](#)