

Aetna MA Contracting Guide

The Guide at a Glance

1 Request your contracts using the customized contract request link provided by your upline agency.

After you submit your contract requests, wait 24 business hours. Then:

2 Link(s) will be provided to you by Aetna directly.
You will receive an email from AetnaMedicare@aetna.com.
This email will contain a link to Producer World, where you will complete your contracting.

As soon as you have the links from Step #2, you can complete Step #3.

3 Using the contracting link from Step #2's email invitation, you will be prompted to complete your new Aetna contract. You will receive an on-screen confirmation of submission.

Once you submit your contract from Step #3, you can move on to Step #4.

4 Next, you need to complete your Aetna certification on the following site:

<http://aetna.cmpsystem.com/>

After completing your certification, wait two business days before Step #5.

5 At this point, you'll receive from Aetna your 'Welcome!' email.

NOTE: YOU ARE NOT READY TO SELL UNTIL YOU RECEIVE THIS EMAIL.

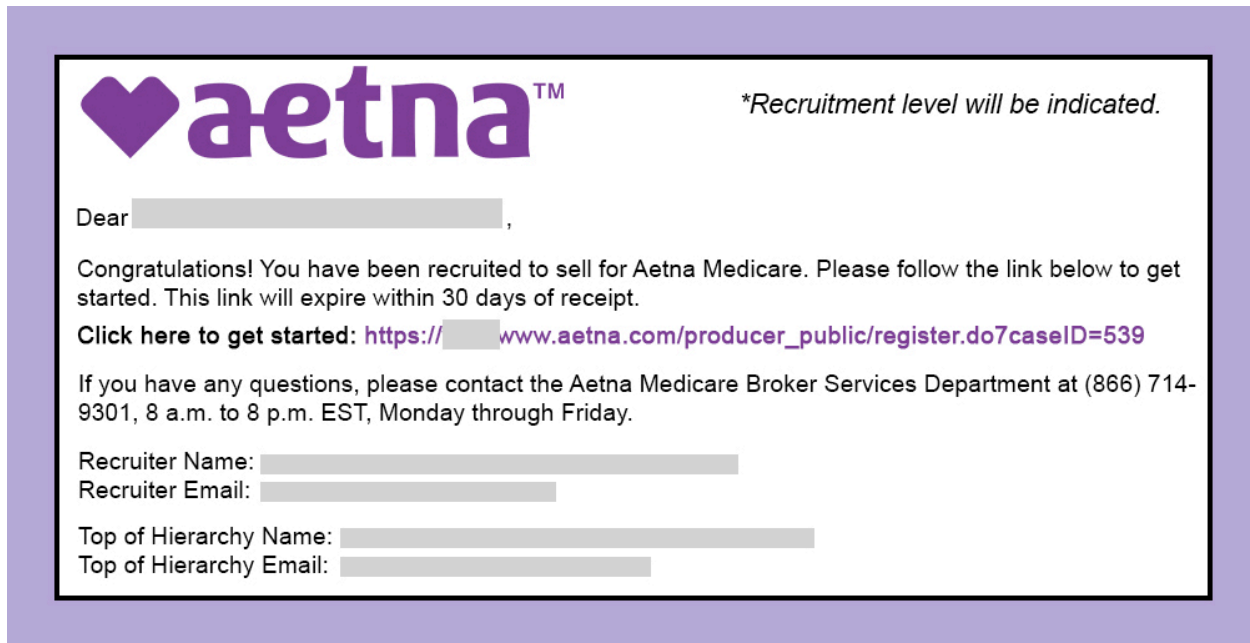
Continue reading the following pages for more details on the contracting process.

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The email address that the Aetna contracting invitation will be coming from is:

- AetnaMedicare@aetna.com -

The subject line will read "You have been invited to contract with Aetna Medicare!"



Follow the link within your invitation. The link will take you to Producer World, an online service center to help you sell Aetna products. You will be asked if you have access to the Producer World website.

If you do not have an account, you will be presented with a registration screen. Complete registration and login.

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

Upon logging into Producer World, your records will be pulled from the National Insurance Producer Registry.

Next, you will be guided to Medicare Producer Contracting where you will be prompted to complete your contract. You will receive an on-screen confirmation of submission.

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Contracting Tabs

License Tab - Review the Licenses tab which reflects your NIPR license records.

Background Questionnaire - Answer all background questions that are required on the background questionnaire. If YES is selected for any questions, provide an explanation in the text box. Once the questions are answered click "Submit"

Background Authorization - Click the start tab to activate the background authorization. Once the document opens, complete the fields then click the next tab.

You will electronically sign the form. After typing your signature, click "Apply" and select the blue "Click to Sign" button. You'll receive a notification that the background Authorization form is complete and you'll be given the option to download a copy. Next, click "Submit".



Banking Information - Click the check box to acknowledge your bank account information applies to all lines of Aetna business. Select the Bank Account Type from the drop down menu and complete the remaining fields. Click "Validate Routing Number" which validates and populates the bank name and address. Review the information and click "Submit."

Contracts - Click the "Start" tab to initiate completion of the producer agreement. Fields with an asterisk are required. Click "Next" to advance through the form. Select the blue "Click to Sign" button. Once the producer agreement is signed and saved, you'll be given the option to download a copy. Click "Submit"

Once all tabs have been completed, please click "Submit."

NOTE: Processing of your contract will not begin until your Aetna Individual Medicare certification is completed.

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Completing Certification and Getting Registered

First step to getting certified is to get registered on the Aetna site.

- <http://aetna.cmpsystem.com/> -

If you are a returning user, login using your credentials.

If you are a new user, click "Create a New Account"

Sign In	Registration
<p>Username (NPN or Email) <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot your username? Forgot your password?</p>	<p>New users, click here to register.</p> <p><input type="button" value="Create a New Account"/></p> 

Click "Continue Producer Registration".

Aetna Employees: Please provide your A-Number or N-Number, then click Submit.	<input type="text"/>	Keep Empty
2018 Individual Medicare Front Runners: Please provide your NPN, then click Submit.	<input type="text"/>	Keep Empty
Access Code Users: Please provide your Aetna certification access code, then click Submit.	<input type="text"/>	Keep Empty

All other users, please leave the above fields empty and click "Continue Producer Registration"

Fill out the Confidential Information section of the registration form and click "Submit."

Enter your first name into the indicated field and click "Find my NPN." This will automatically populate your National Producer Number in the NPN field. Click "Continue" to proceed.

National Producer Number

First name*	<input type="text" value="John"/>
NPN	<input type="text"/>
	<input type="button" value="Find my NPN"/>

To avoid delays in compensation, please be sure your NPN is accurate.

Fill out the Confidential Information section of the registration form and click "Submit."

Enter your first name into the indicated field and click "Find my NPN." This will automatically populate your National Producer Number in the NPN field. Click "Continue" to proceed.

You are now registered and can begin certifications!