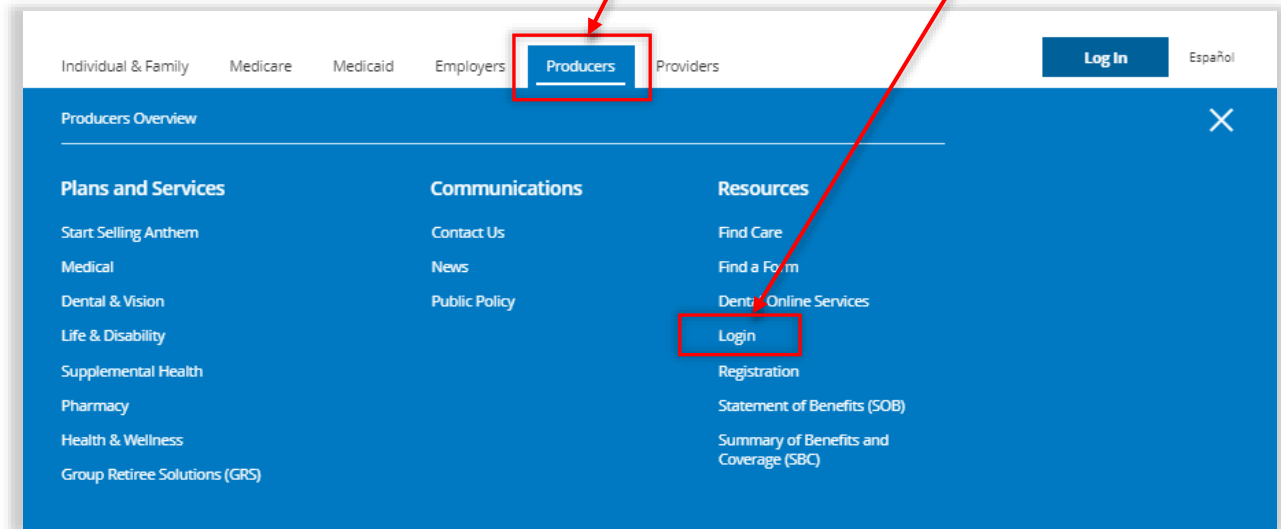


AGENT CONTRACTING - ANTHEM (PRODUCER TOOLBOX)

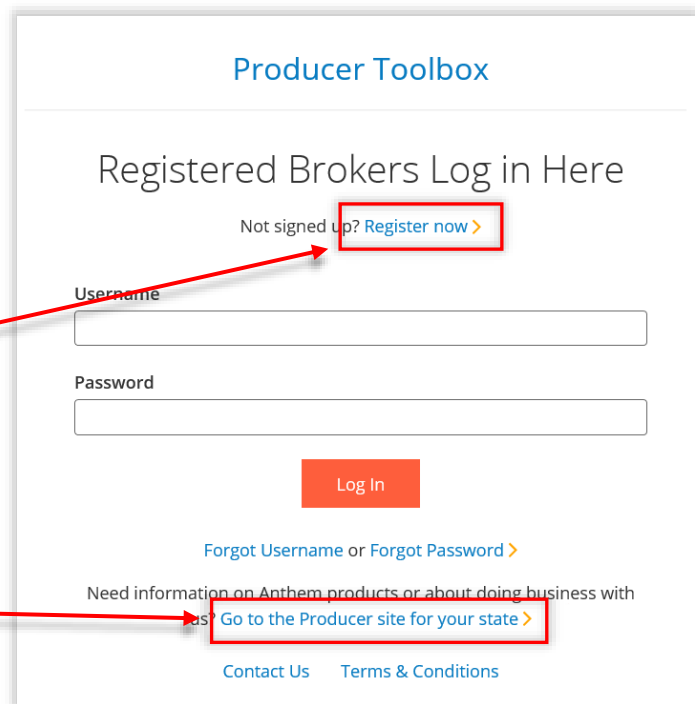
When you request to contract with Anthem, SMA will initiate the appointment for you. Here's how to submit your Anthem contract via Producer Toolbox.

First, visit www.Anthem.com and click the **Producers** tab. Then choose **Login**.



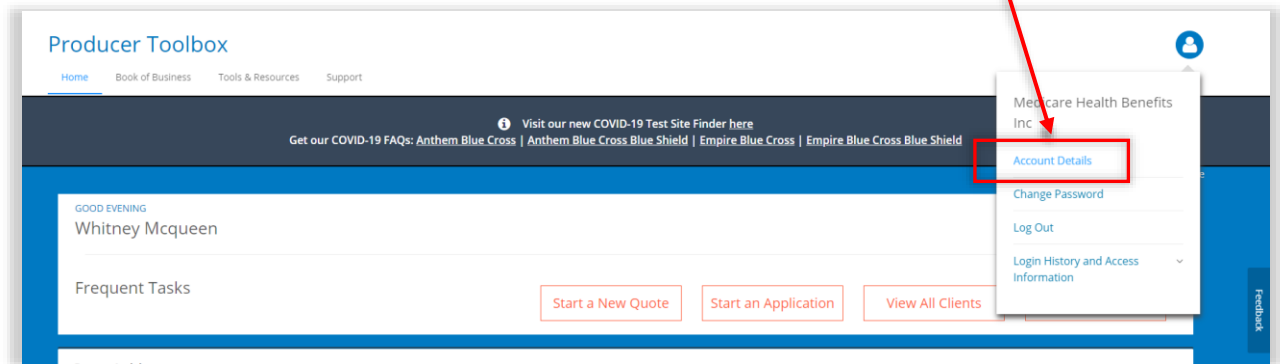
Next, register your account or login.

1. If you already have a Producer Toolbox account, enter your credentials and login.
2. If you don't have a Producer Toolbox account, click on **Register now**.
3. If you're a new broker or agency, choose **Go to the Producer site for your state**.

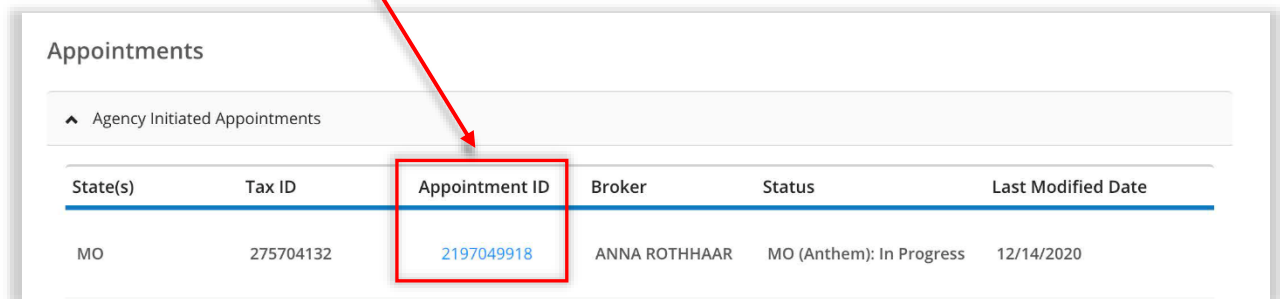


AGENT CONTRACTING - ANTHEM (PRODUCER TOOLBOX)

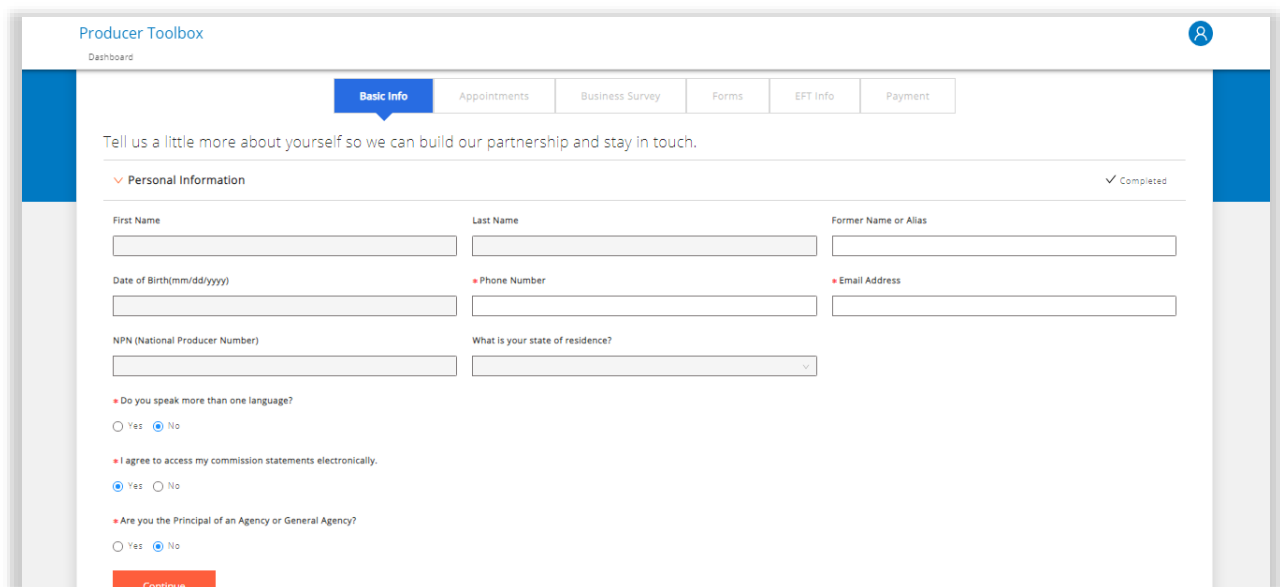
Once you're logged in, click the upper right icon  then choose **Account Details**.



Choose the **Appointment** tab, then click on **Agency Initiated Appointments**. From here, choose the latest **Appointment ID** to start the process (usually the topmost option).



Now that you've started the process, simply follow the steps and fill out each field as they appear, starting with the **Basic Info** tab.



AGENT CONTRACTING - ANTHEM (PRODUCER TOOLBOX)

NOTE: Be sure to click *Continue* at the bottom of each tab.

Once you arrive at the **Appointments** tab, be sure to click all the state/brand combinations you would like to be contracted in. The 'Agent Type/Relationship Type' will be pre-selected for you unless you are contracting as a tier 3 agency. Each **Commission Paid To** option is listed below:

1. **Parent Agency** – Commissions are paying to FMO (Medicare Health Benefits).
2. **Broker** – Commissions are paid to the broker directly from the carrier.
3. **3 Tier Broker Owned Agency** – Commissions to be paid to upline agency.
4. **3 Tier Agency** – Commissions paid to broker's agency.

Commission Paid To

Parent Agency

Parent Agency

Broker

3 Tier Broker Owned Agency

3 Tier Agency

Continue to Questions

Continue to click Continue when prompted. The remaining tabs left to review are shown below:

1. **Business Survey** – Select *yes* or *no* in this section. Provide any additional information and attach any required documents to the questions you mark *yes*.
2. **Forms** – Sign and complete all required forms. The more states you requested to contract in, the more forms you'll need to sign.

Be sure to click **I Acknowledge** and **Back to Overview** once you've finished each form.

3. **Payment** – Detailed appointment fees will appear based on your requested states. MHB will pay for the 1st year fees, so your total payment should be \$0.00.

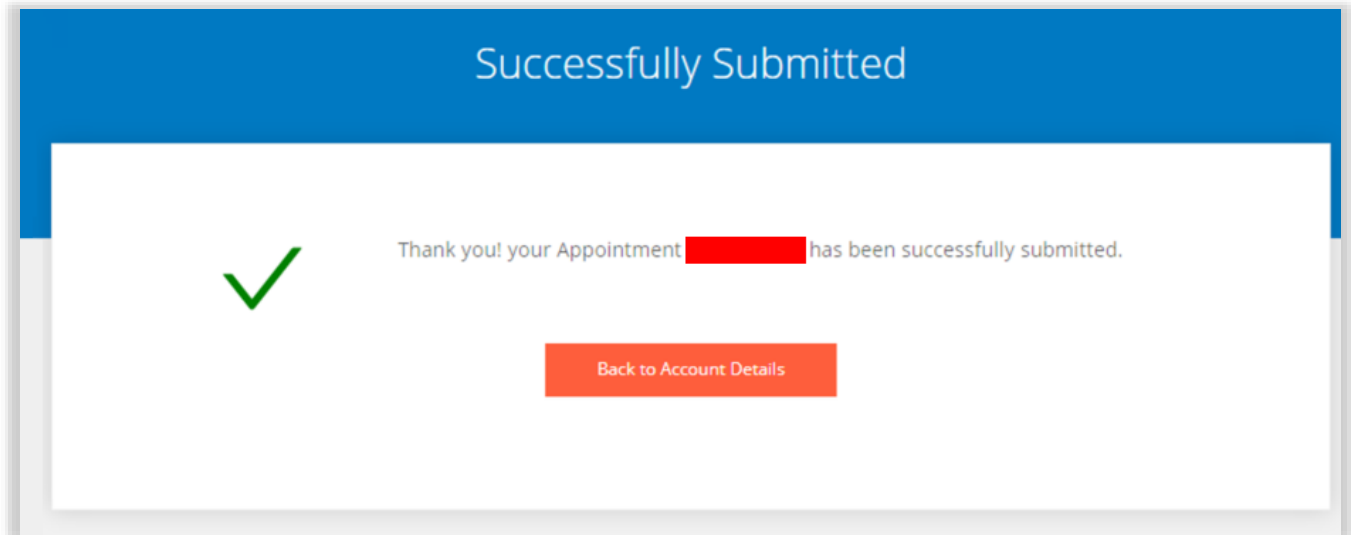
If this screen shows that you owe fees, please reach out to contracting@medicarehealthbenefits.com.

Appointment #722 Fees Summary

Description	Amount
New Jersey Appointment Fee	0.00
NIPR License Verification Fee	0.00
Total (2 items): \$0.00	

AGENT CONTRACTING - ANTHEM (PRODUCER TOOLBOX)

Proceed from here, and you will be met with a confirmation screen! From here, you are done. Click **Back to Account Details** if you'd like to view/print your contract summary.



If you're stuck during this process for any reason, please contact your Account Rep or contracting@medicarehealthbenefits.com.
