

✓ HOW TO CERTIFY

BAYCAREPLUS

Directions

Examples of BayCarePlus Certification

1

Login to your portal

Email Address or NPN

[Forgot Login ID?](#)

Password

[Forgot Password?](#)

Log in

Step 1:

- Visit <https://producer.baycareplus.org/>.
- Login with Email or Pin Number and Password then click **Log In**.

Step 2:

- Click **Get Certified for 2022 BayCarePlus** as a **Producer** on your portal dashboard to recertify.
- *Note: You will not receive a new link from us and 2022 onboarding opens up on 07/15/21.*

Step 3:

- This module will assist you in your annual certification for our Medicare Advantage plans.
- You will need:
 - Social Security Number
 - Error & Omission Insurance Policy Information
 - AHIP Certification
 - 30-45 Minutes to complete product training
- Submit your information by clicking **Submit**.

2 Welcome, Jeffrey Pitta

This is your BayCarePlus producer portal dashboard.

1 It looks like you aren't yet certified

Before you can begin selling BayCarePlus plans, you need to get certified as a producer.

[Get Certified for 2022 BayCarePlus MAPD plan\(s\)](#)

3

Welcome to Producer Onboarding!

This module will assist you in your annual certification for our Medicare Advantage plans. You must complete this process to be deemed Ready to Sell (RTS) for the plan year. If you are unable to complete this process in one sitting, you can leave at any time and your progress will be saved. Upon completion the requirements, you will receive an email confirmation that you are RTS. Please do not market or sell any plans until you receive RTS confirmation from us.

To get started, please confirm the information below and enter your Social Security number. We will use it to confirm your identity and request your Producer Database (PDB) Report so we can gather your information from the National Insurance Producer Registry (NIPR).

If you have any issues, please reach out to Producer Support at the number above or email [Producer Support](#). We appreciate your partnership and look forward to a productive selling season!

What you'll need to complete your onboarding:

- ✓ Social Security Number
- ✓ Error & Omission Insurance Policy Information
- ✓ AHIP Certification
- ✓ 30-45 Minutes to complete product training

To get started, please enter your SSN below. We will pre-fill your information from National Insurance Producer Registry (NIPR):

National Producer Number (NPN)

8356574



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4 AgencyOnlyPay Producer Onboarding

Please complete the form below. All fields are required unless marked optional. You must complete each step of the process before you can advance to the next one. Each completed step will show a green check mark. Click "Continue and Save" after you complete each step to save your progress in case you need to leave the site and return later.

- ✓ Getting Started
- ✓ General Info
- ✓ Contact Info
- ✓ Licenses
- ✓ Background Check
- ✓ Insurance
- ✓ AHIP

General Information

Please verify the information we have on file for you:

First Name

Middle - optional No Middle Name

Last Name

5 AgencyOnlyPay Producer Onboarding

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- ✓ Getting Started
- ✓ General Info
- ✓ Contact Info
- ✓ Licenses
- ✓ Background Check
- ✓ Insurance
- ✓ AHIP
- ✓ Compliance Policies
- ✓ Sales Policies

Contact Information

Please verify the contact information we have on file for you:

Primary Address

Address Line 1

Address Line 2 - optional

City

6 AgencyOnlyPay Producer Onboarding

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- ✓ Getting Started
- ✓ General Info
- ✓ Contact Info
- ✓ Licenses
- ✓ Background Check
- ✓ Insurance
- ✓ AHIP
- ✓ Compliance Policies
- ✓ Sales Policies
- ✓ Product Training
- ✓ Sign Documents

Licenses for BayCare Sales Area

✓ Florida State License

License Number	License Class
Effective Date	Expiration Date

License LOA

We are only showing the licenses for the states where we offer a product. To become 'Ready to Sell', you need to have an active license in at least one of these states. Please note: you will only be appointed to sell and receive commissions for those states in which you have an active license.

Return to Dashboard
Previous
Continue and Save

Step 4:

- Enter your general information, NPN, and primary contact.
- Click **Continue and Save**.

Step 5:

- Enter your Contact information.
- Click **Continue and Save**.

Step 6:

- Review the **Licenses for BayCare Sales Area**.
- Click **Continue and Save**.



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- Getting Started
- General Info
- Contact Info
- Licenses
- Background Check
- Insurance
- AHIP
- Compliance Policies
- Sales Policies
- Product Training
- Sign Documents

Background Check
As part of the 'Ready to Sell' approval, a background check is performed. Please read and sign the agreements below to allow us to start the process.

- Authorization Agreement
- Disclosure Agreement
- FCRA Agreement

Once you have completed the above agreements, click 'Start Background Check' below to begin the check process. This check can take several minutes or longer to be completed and returned. This registration step will be marked as completed once the check is completed.

[Return to Dashboard](#)

Step 7:

- Review and sign documents in your Background Check:
 - Authorization Agreement
 - Disclosure Agreement
 - FCRA Agreement
- Click **Continue and Save**.

8 AgencyOnlyPay Producer Onboarding
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- Getting Started
- General Info
- Contact Info
- Licenses
- Background Check
- Insurance
- AHIP
- Compliance Policies
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Insurance
Please enter your Error & Omission insurance information

Insured Company

Policy Number

Effective Date

Expiration Date

Per Occurrence Limit

Aggregate Limit

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Step 8:

- Enter your **Error & Omission insurance information**.
- Click **Continue and Save**.



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9 Getting Started

- General Info
- Contact Info
- Licenses
- Background Check
- Insurance
- AHIP**
- Compliance Policies
- Sales Policies
- Product Training
- Sign Documents

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AHIP

Read and complete below:

In order to become Ready to Sell, you will need to complete America's Health Insurance Plans (AHIP) Marketing Medicare Advantage and Fraud, Waste and Abuse certifications. If you have not completed the certification, please click here to visit AHIP.


Once you have completed AHIP and sent your score to BayCare, please click here to refresh your AHIP certificate.

If you have your completed AHIP certificate, please upload it here. Enter the date that you completed the AHIP training below and only upload the certificate for the most current plan year as shown.



(Sample Certificate)

Upload your AHIP certificate



You are attesting that you have completed the course requirements in accordance with CMS guidelines as presented in the program. When approved, you will be able to proceed to the next component of the training.

Authorization Signature

AHIP Completion Date

10 Getting Started

- General Info
- Contact Info
- Licenses
- Background Check
- Insurance
- AHIP
- Compliance Policies
- Sales Policies**
- Product Training
- Sign Documents

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Sales Policies

Please read and sign the following:

BayCare

Sales Policy and Procedures (P&Ps) Acknowledgement

I understand that it is my responsibility to be aware of the information contained in these P&Ps, and that I am expected to abide by these P&Ps as a condition of my contract with BayCare. If I have questions at any time regarding this information, I will consult with the BayCare Sales Department.

I also acknowledge and understand that, although these documents reflect BayCare's current policies regarding Sales, it may be necessary to make changes from time to time, at BayCare's discretion, to best serve the needs of the organization. I understand that once modified, the P&Ps will be available on the producer portal and I will be responsible for reading and attesting to the revised policy.

- Sales Training
- Sales and Marketing Guidelines
- Sales Oversight
- Marketing/Sales Educational Events
- Sales to Vulnerable Individuals
- Broker/Agent Appointment and Termination
- Sales Code of Ethics

By electronically signing this Acknowledgement Form, I hereby acknowledge that I have read and understand the content of the documents that comprise the BayCare Sales policies and procedures (P&Ps) outlined above.

Directions

Step 9:

- To become Ready to Sell (RTS), you will need to complete America's Health Insurance Plans (AHIP) Marketing Medicare Advantage and Fraud, Waste, and Abuse certifications. If you have not completed the certification, please click here to visit **AHIP**.
- Authorize your **Signature** and **AHIP Completion Date**.
- Click **Continue and Save**.

Step 10:

- Review the **Sales Policy and Procedures (P&Ps) Acknowledgements**:
 - Sales Training
 - Sales and Marketing Guidelines
 - Sales Oversight
 - Marketing/Sales Educational Events
 - Sales to Vulnerable Individuals
 - Broker/Agent Appointment and Termination
 - Sales Code of Ethics
- Authorize **Signature**.
- Click **Continue and Save**.

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Product Training

Before you can begin selling BayCare, you'll need to complete the product training courses below:

- Producer Onboarding Product Training**

Step 11:

- Complete the product training courses below:
 - **BayCarePlus - 2022 Program Training**
 - Answer 21 questions in a "test" after downloading learning documents.
 - **2022 Producer Certification Guide**
- Click **Continue and Save**.

12 AgencyOnlyPay Producer Onboarding

Complete the form below. All fields are required unless marked optional. You must complete each step of the process before you can advance to the next step. Each completed step will show a green check mark. Click "Continue and Save" after you complete each step to save your progress in case you need to leave the site and return later.

Sign Documents

Sign the documents below to complete your onboarding:

- Sign Producer Documents**

Signed: (7/16/2021)

Step 12:

- Sign the **Producer Documents** to complete your onboarding.
- Click **Continue and Save**.
- *Note: All Agents receive an RTS email once they're onboarded.*