

# Christus Health Plan 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 You'll receive an email with contracting links for the carriers you requested. Clicking the link will take you to Sentinel Elite, where you can log in or register for an account to start the contracting process.

After you log in (Step #2), you can complete Step #3, which takes up to an hour.

- 3 In your Agent Dashboard, click "**Start**" next to the program name to begin the program. Complete each program to earn your certifications and then submit when you are finished.

After you submit (Step #3), wait up to 7 business days before Step #4 occurs.

- 4 Christus Health will process your contract. When they're done, you will receive a welcome email **directly from them**. The welcome email will include your unique writing number, which means you are ready to sell!

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

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After you request to contract through AC.com, you will then begin receiving contracting links specific to you for the carriers that you requested within 24-48 hrs. These links will be coming from a wide variety of email addresses, so please keep an eye out on your email.

## Email Example:

**From:** AgentContract.com Contracting [contracting@seniormarketadvisors.com](mailto:contracting@seniormarketadvisors.com)

Good afternoon!

We are reaching out to you regarding your request to contract with **Christus Health Plan**. Please click the link below to further pursue your contracting request.  
Christus Contract

Health Insurance Exchange registration code – **MHBHIX1671**  
Medicare Advantage registration code – **MHBMA1665**

Once the link is completed, Medicare Health Benefits will receive notification of completion and will submit the contract to the carrier. You will then receive a welcome email within **5-7 business days**.

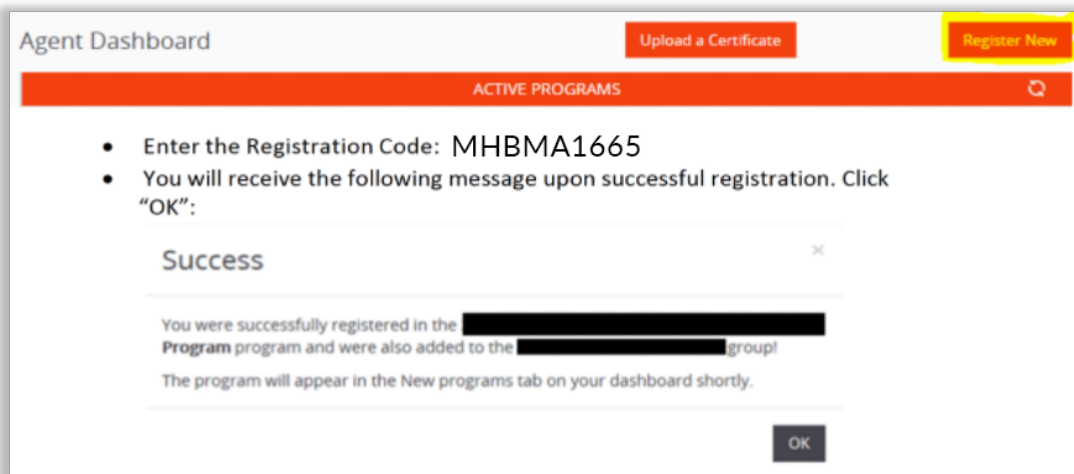
For technical support, please contact **Sentinel Elite Support Center at 844-271-8567**. Monday – Friday from 8am – 9pm, and Saturday and Sunday from 9am-3pm.

Thank you for contracting with Medicare Health Benefits.  
Medicare Health Benefits Contracting Team

Click on the Contracting Link provided in the email which takes you to **Sentinel Elite**.

If you have **already registered** in Sentinel Elite:

- Enter your Username and Password.
- Once logged in, go to your agent dashboard and click “**Register New**”.

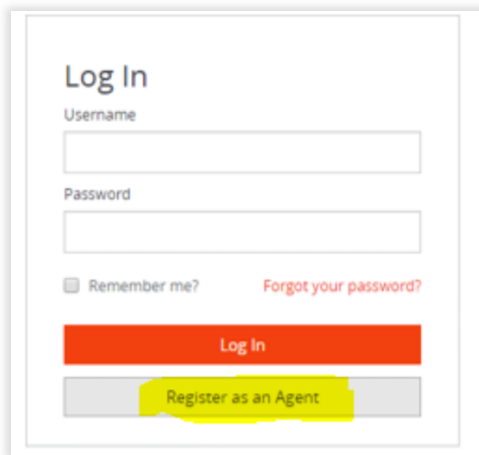


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- Enter the Registration Code: **MHBMA1665** and click “**Submit**”.
- You will receive the following message upon successful registration. Click “**OK**”.
- Once you have completed registration, your 2020 CHRISTUS Health Plan program will be waiting for you to start on your agent dashboard.

If you **have not registered** in Sentinel Elite:

- Click on the “**Register as an Agent button**”.



Log In

Username

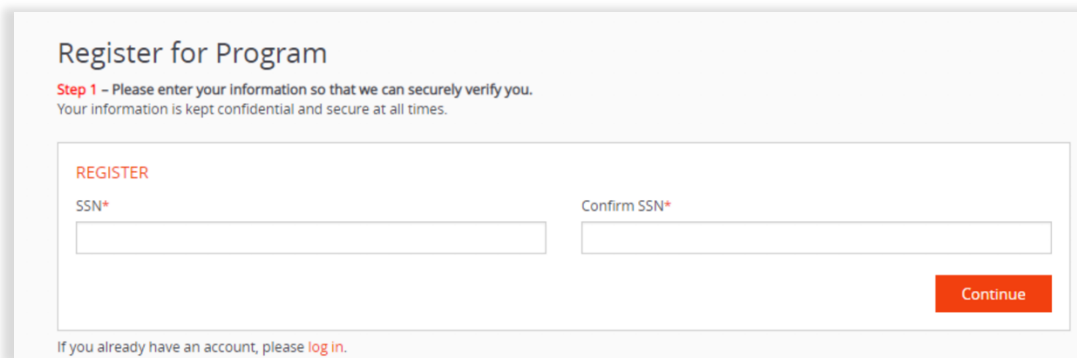
Password

Remember me? [Forgot your password?](#)

Log In

Register as an Agent

- Enter your Social Security Number and then click “**Continue**”.



Register for Program

**REGISTER**

**Step 1** - Please enter your information so that we can securely verify you.  
Your information is kept confidential and secure at all times.

SSN\*

Confirm SSN\*

Continue

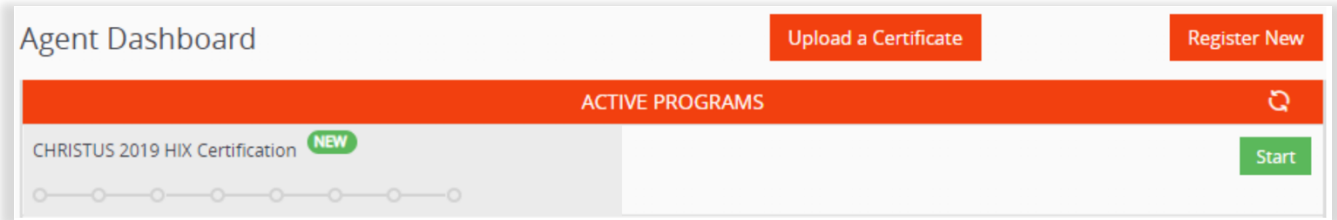
If you already have an account, please [log in](#).

- Enter the Registration Code: **MHBMA1665**
- Fill out all the required information and Create your login credentials and click “**Complete Registration**”.

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- Once you create your login credentials, Login to your account.
- Once logged in, your 2020 CHRISTUS Health Plan program will be waiting for you to start on your agent dashboard.

In your Agent Dashboard, click “**Start**” next to the program name to begin the program.



Proceed through the entire program completing each section which includes:

- Welcome Form
- HIX Cert Background Check
- Code of Ethics
- AOC HIX
- E&O Policy Information
- Document Upload
- HIX Attestation
- HIX Selling State Selection

Once you have completed all certifications, Christus Health will start processing the contract.

**Once the contract is processed, you will receive a welcome email directly from Christus Health. The welcome email will include your unique writing number.**

Once you receive your writing number, you are Ready to Sell!

**Note: It can take between 1-2 weeks to become appointed depending on the time of year.**