



HOW TO CERTIFY

GATEWAY HEALTH

Directions

- Gateway certifications are done through the **No More Forms** link you have been provided in your onboarding email.
 - Follow the link and enter the necessary information to begin onboarding.
- It is highly recommended that the forms be completed in the order in which they are presented to the applicant. This will enable appropriate pre-population of information from one form to other forms in the package.
 - **Note:** if at any time you need to exit the process, simply click the **Save Draft** button and all information will be saved until your next visit to **NoMoreForms**.
- Whenever you have completed a form, simply choose **Return to Forms Package** so that you can complete the other forms in the package.
- If you have questions about the process? Call the Help Desk at **800-686-8279**.

Step 1:

Upload AHIP:

- You are REQUIRED to attach a copy of your AHIP certificate.
- Click on the hyperlink “Please click here to add (or view) attachments as necessary”.
 - **You can view, edit, or print any form - by clicking its name.**
 - **You are required to attach a copy of your AHIP Certification.**
 - **There is 1 attachment for Gateway Health Plan Inc. Please click here to add (or view) attachments as necessary.**
- Browse your computer for your selling year **AHIP Certificate (.PDF File)**.
- Provide a descriptive name, *it is a best practice to save your AHIP certificate document with a descriptive name, such as your first and last name and the certification year.*
- Click **Add Attachment**.
- Click **Done**.

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Examples of Gateway Health Certification

2 Select a file to attach:

Provide a descriptive name:

Your attachments will be automatically scanned for viruses.

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Selected File	Descriptive Title	Remove
2019 AHIP.pdf **	2018 AHIP	<input type="checkbox"/>

** Denotes Pending Attachment. Awaiting Form Submission.

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

Select Return to Forms

Pending Attachment	Description
<input type="checkbox"/>	2019 AHIP

Step 2:

- Please give each attachment a **descriptive name**.
- Click the **Done** button when finished.

Step 3:

- If you would like to remove an existing attachment, check the **Remove** box and click the **Remove** button.
- Select **Return to Forms**

Step 4:

Medicare Training and Assessment:

- The Gateway Medicare Advantage product training (both the training materials and the assessment) for the upcoming plan year is included in the application package
- You must score **85% or higher** to pass the assessment.
- Click on the **Medicare Advantage Training** link to access the training materials.

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5 **Return to Forms Package**

6 **Score as percent:**

7 **Submit Answers**

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Gateway Strategies LLC Captive Agent Pac Forms	
Medicare Advantage Training	printable
2018 Medicare Adv Assessment (Remaining Attempts: 0)	view assessment
Application	printable
AHIP Confirmation	printable
Authorization and Disclosure	printable
Captive Agent Assignment	printable

[Return to smf Login](#)

Step 5:

Statements:

- Statements are available via the ICM system
- The first page of the commission statement lists the total amount paid for new enrollments and/or renewals, as well as the total sum payment;
- If a member dis-enrolls within **90 days of their effective date** the commission is **“charged back”** to Gateway Health Plan.

Step 6:

- Choose the Medicare Adv Assessment link to access the training test.

Step 7:

- After you have completed the assessment, choose **Submit Answers**.
- To view your score for the assessment, choose **View Assessment**.

Step 8:

- If you have passed the assessment, the status of the Medicare Advantage Assessment will show as Complete, Assessment Passed.
- If you have not passed the assessment, your remaining attempts will show next to the Medicare Adv Assessment link.