

Humana 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 will receive an email with a link from Humana:
contracting@medicarehealthbenefits.com

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

3 Using the link from Step #2, accept Humana's online service agreement and complete each section of the onboarding process.

After completing Step #3, please allow up to 7 business days for processing.

4 You will receive an email from DoNotRespond@humana.com that contains your Humana agent number and a Next Steps attachment with certification information.

After you receive the email from Step #4, you can move on to Step #5.

5 Follow the instructions from Step #4's email to complete both the contracting process and certifications.

Please allow another 7 business days before Step #6 occurs.

6 Humana will send a welcome email confirming you are ready to sell!

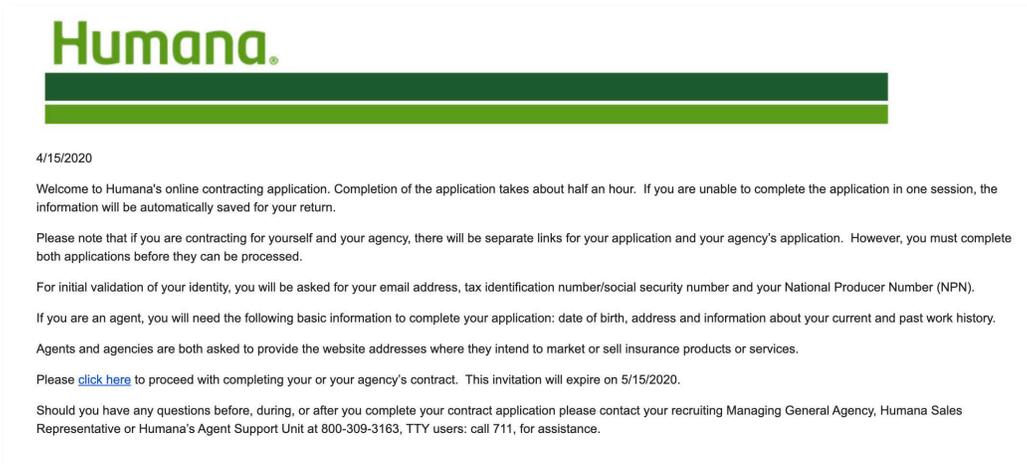
Continue reading the following pages for more details on the contracting process.

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The Humana contracting invitation will be coming from

contracting@medicarehealthbenefits.com

An example of the email is below:



1. Click on the contracting link.
2. You will need to accept Humana's online service agreement before proceeding.

You MUST scroll down to the bottom of the agreement before choosing Accept.

3. After accepting the online service agreement, choose Get Started.



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4. You will need to complete all on-boarding sections.

- Authentication
- Product Selection
- Your Information
- Background Questions
- Contract Forms
- Payment Options
- Review & Submit

5. After your contracting has been submitted, it will be sent to Humana for processing.

6. Once Humana has processed your contracting you will receive an email, like the one below, from DoNotRespond@humana.com.

This email will contain your Humana agent number and a Next Steps attachment with certification information.



Humana.

4/9/2020

Thank you for submitting your Agent/Agency Application! We appreciate your trust and look forward to working with you.

As a leader in our industry, we work to provide you with the products and services you need to meet our customers' demands and expectations. Our goal is to give you state-of-the-art benefits and plan options coupled with outstanding, personal service.

Your contract has not been executed by Humana and is not currently active; however, you may now register within the secure agent section of Humana.com so that you can learn about our products, gain access to marketing materials and request a quote for individual or group customers. You will receive notification from Humana after your contract has been executed and is active.

You will need your Humana agent number to register: 1234567

If your contract included the Medicare Marketing Authorization Addendum you will be activated after you complete Humana's required Medicare training and become certified.

Please contact your Humana sales representative or your Managing General Agency if your contract didn't include the Medicare Marketing Authorization Addendum and you wish to sell Medicare.

If your contract didn't include the Medicare Marketing Authorization Addendum you will be activated after you request a quote for individual or group customers and complete any applicable training.

See attached document for training requirements.

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Becoming Ready to Sell

- In order to be Ready to Sell, you must complete both the **contracting process and the certifications**.
- After your contracting has been executed and is active, you will receive a Welcome Email from Humana.
- Once you receive the Welcome Email from Humana, you are Ready to Sell!