

# John Hopkins Contracting Guide

## The Guide at a Glance

**1** Request your contracts using the customized [AgentContract.com](#).

After you make your requests at [AgentContract.com](#), wait **24** business hours. Then:

**2** Medicare Health Benefits will send you an email regarding the contracting process.  
You will receive an additional email with contracting links. Click these to move to Step #3.

After Step #2, you can immediately complete Step #3.

**3** Using the link from Step #2, you can register your account and begin the contracting application process.

Once you submit your contract, wait up to 2 weeks. Step #4 will occur.

**4** John Hopkins will process your contract over the next several days. After everything is processed, you will receive a welcome email.

This welcome email will include your unique writing number, indicating that 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 receive an email from the Senior Market Advisors Contracting Team with further information on contracting.

## Email Example:

Hello Agent!

We are reaching out to you in regards to your request to contract with John Hopkins.

You will receive a unique e-contracting link from [contracting@seniormarketadvisors.com](mailto:contracting@seniormarketadvisors.com) within 24-48 hours. Once the link is completed, you will receive a welcome email within 5-7 business days.

If you have any questions or concerns, please email [contracting@seniormarketadvisors.com](mailto:contracting@seniormarketadvisors.com).

Thank you for contracting with Senior Market Advisors.

-Senior Market Advisors Contracting Team

You will also 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: [noreply@propelcity.com](mailto:noreply@propelcity.com)



Your action is needed.  
Please review instructions below.

Hello Agent,

You have been invited to register from CHA, please use the link below to activate your Propelcity account.

Register Now

Note: Your link will be unique to you and will be different than the link in the above example.

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- After selecting Register Now, you will be prompted to create a password.
- Once your password is created, select Go to Login.
- After logging in, begin the contracting process by selecting Save & Proceed.

Please confirm your upline.

Save & Exit

Register from **Continental Health Alliance**. Please confirm that they are your upline agency.

- I would like to register Continental Health Alliance as my upline
- Continental Health Alliance is not my upline

Save & Proceed

- You will need to select the carriers you want to become appointed with by selecting the drop downs and then checking the boxes for each carrier.

Please select which carriers you would like to contract with.

Save & Exit

▼ Medicare Advantage

Aetna		<input type="checkbox"/>
Allwell	<a href="#">Agent PDF</a>	<input type="checkbox"/>
AmeriHealth Caritas	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Anthem		<input type="checkbox"/>
Capital BlueCross	<a href="#">Agent PDF</a>	<input type="checkbox"/>
CareFirst Medicare Advantage	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Cigna Healthspring		<input type="checkbox"/>
Clear Spring Health		<input type="checkbox"/>
Clover Health		<input type="checkbox"/>
Excellus Health Plan	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Fidelis	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Gateway Health Plan		<input type="checkbox"/>
HealthNow	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Health Partners Plans	<a href="#">Agent PDF</a>	<input type="checkbox"/>
Highmark		<input type="checkbox"/>
Humana		<input type="checkbox"/>
Johns Hopkins	<a href="#">Agent PDF</a>	<input checked="" type="checkbox"/>

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Note: If you have requested contracting for any of the below carriers, please be sure to select them as well. Do NOT select any other carriers aside from these.

- Care First
- Excellus Health
- Gateway
- Health Now
- John Hopkins
- Kaiser Permanente

- After selecting your carriers, choose Save & Proceed.
- Enter your information, and select Save & Proceed.
- Sign the authorization and select Save & Proceed

I hereby authorize GS National Insurance (the "Authorized Party") to affix or append a copy of my signature, as set forth below, all required signature fields on forms, agreements and/or contracts for any insurance carrier (a "Carrier") designated by me through the GS National Insurance website, software or through any other means, including without limitation, by e-mail or orally. The Authorized Party shall be permitted to complete and submit all such forms, agreements and/or contracts on my behalf for the purpose of becoming authorized to sell Carrier insurance products. I hereby release, indemnify and hold harmless the Authorized Party against all claims, demands, losses, damages, and causes of action, including expenses, costs and reasonable attorneys' fees which they may sustain or incur as a result of carrying out the authority granted hereunder.

By my signature below, I certify that the information I have submitted to the Authorized Party is correct to the best of my knowledge and acknowledge that I have read and reviewed the forms, agreements and/or contracts which the Authorized Party have been authorized to affix my signature. I agree to indemnify and hold any third party harmless from and against all claims, demands, losses, damages, and causes of action, including expenses, costs and reasonable attorneys' fees which such third party may incur as a result of its reliance on any form or agreement bearing my signature pursuant to this authorization.

[Back](#) [Clear](#) [Save & Proceed](#)

- Complete the background questions, changing any pre-populated "no" response to "yes" if necessary. Then select Save & Proceed
- Enter your E&O information and upload a copy. Select Save & Proceed.
- Enter your bank information and upload a voided check. Select Save & Proceed.
- Complete your W-9 information, sign, and select Save & Continue.
- Enter your current year AHIP completion date, upload a copy, and select Save & Finish.

Once you have submitted the agent information and accepted the agreement, John Hopkins will start the on-boarding process.

You will receive an email from John Hopkins regarding your agent portal, verifying that all of your documents have been uploaded, and providing you with your 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.