

Molina 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 from broker@molinahealthcare.com with a link to help you get started with the contracting process.

After Step #2, you can immediately complete Step #3.
This process can take up to an hour.

Using the link from Step #2, you can login to the Molina Health portal and begin the contracting application process.

- 3 You will need to enter your SSN or TIN to authorize Molina to request NIPR for a PDB report. Afterwards, you'll complete each contract tab, like filling out your personal information, signing agreements, and uploading your licenses. Once your application is finished, you will submit to the carrier.

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

- 4 Molina 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!

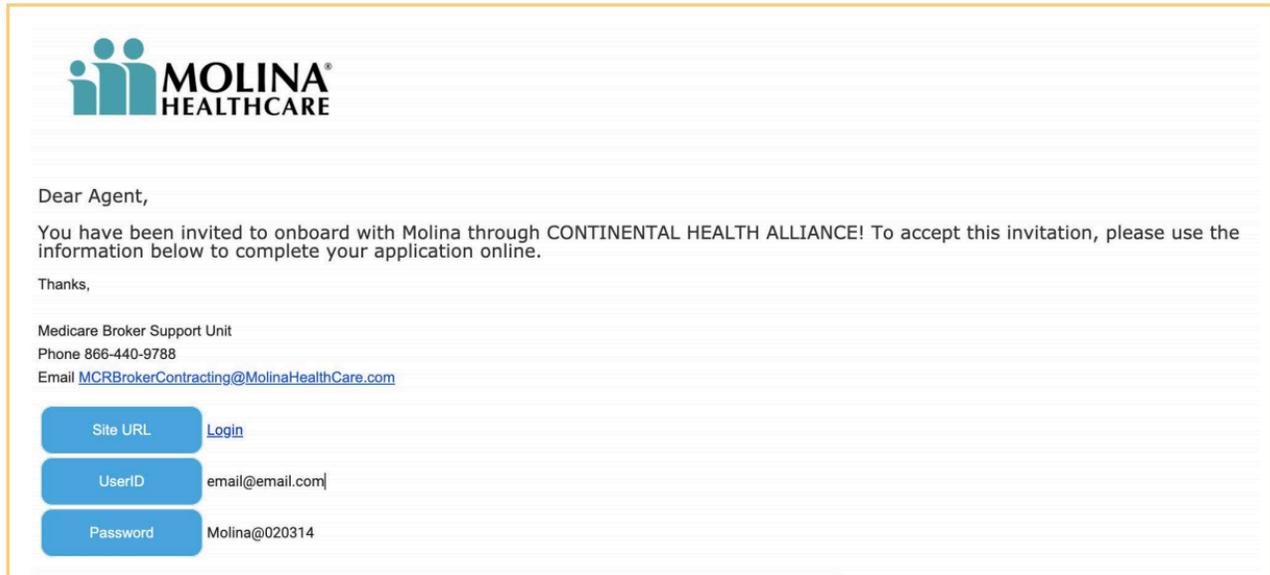
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Continue reading the following pages for more details on the contracting process.

The Molina contracting invitation will be coming from:

broker@molinahealthcare.com

An example of the email is below:

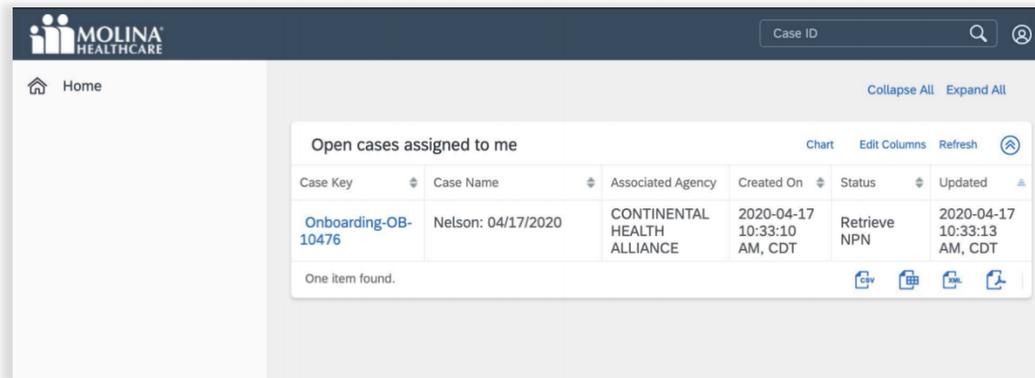


1. Choose **Login** next to Site URL.
2. Using the credentials provided in your Onboarding Invitation email, login to the Molina Healthcare portal.

You will be asked to create a new Password before proceeding to contracting.

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3. After changing your password you will be redirected to the Molina Healthcare Portal.



4. Select the blue Onboarding-OB-XXXXX link under Case Key.

5. Enter your SSN or TIN and check the "I authorize Molina Healthcare to request NIPR for a PDB report".

6. Choose Submit.

The screenshot shows the Molina Healthcare portal interface. At the top left is the logo and 'MOLINA HEALTHCARE'. A search bar for 'Case ID' is at the top right. Below the header is a 'Home' button. The main content area displays a form with the following text: 'Please enter your SSN to continue. Your NPN will be automatically populated from NIPR.' Below this is a text input field for 'SSN *'. Underneath is the label 'NPN'. There is a checkbox with the text 'I authorize Molina Healthcare to request NIPR for a PDB Report.' and a blue 'Submit' button.

7. Complete all contracting application tabs.

The screenshot shows the Molina Healthcare portal interface. At the top left is the logo and 'MOLINA HEALTHCARE'. A search bar for 'Case ID' is at the top right. Below the header is a 'Home' button. The main content area displays a form with the following text: 'Please fill out the application below. If you wish to save your progress and complete the application later, click "Save" and log back in at any time. If you have completed the application, please click "Submit" which is located on the "Submit" tab.' Below this is a blue 'Save Application' button. There are several tabs: 'General', 'Licenses', 'Appointments', 'Background Questionnaire', 'Background Agreement', 'E&O Insurance', 'Banking Information', 'eSignature', and 'Submit'. At the bottom, it says 'Please complete all required fields.'

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8. Before submitting, be sure that none of the tabs have "Incomplete" in red next to them. If they do, choose that tab and complete the required information.

9. Once your application is submitted, the carrier will begin to process your contract.

After the contract is processed, you will receive a welcome email from Molina. 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.