

# United Healthcare 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 United Healthcare:

[UHC\\_MedicareSolutionsContracting@sircon.com](mailto:UHC_MedicareSolutionsContracting@sircon.com)

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

**3** Using the link from Step #2, you can register on United Healthcare's Producer Portal as a new or returning user. Once you log in, you'll be greeted with an overview of the contracting process. Choose **Start**.

**Once you've clicked Start, you can complete the contracting process right away.**

**4** Complete each section – Interview Questions, Signatures, Send  
Once you submit, the carrier will begin processing.

**After completing Step #4, please allow up to 7 business days for processing.**

**5** United Healthcare will email you a Party ID and certification information. You'll need to complete certifications before you're ready to sell.

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

**6** United Healthcare 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 UHC contracting invitation will be coming from:

[UHC\\_MedicareSolutionsContracting@sircon.com](mailto:UHC_MedicareSolutionsContracting@sircon.com)

- An example of the email is below:

**UnitedHealthcare**  
Medicare Solutions

## Your Invitation for Appointment with UnitedHealthcare

April 16, 2020

Hello Agent:

We are excited to start a new partnership with you. To simplify the process, we invite you to use Producer Express, electronic contracting for UnitedHealthcare.

### INSTRUCTIONS

1. Click the **Get Started** link below to access Producer Express.
2. In Producer Express, select **Get My Password** to receive your login details via email.
3. Return to Producer Express to log in. You will be prompted to update your password before entering the electronic contracting system.

**Get Started**

*If you're having trouble seeing images, click [here](#) to Get Started with Producer Express.*

Thank you for choosing to represent the UnitedHealthcare Medicare product portfolio. Help is a call or email away, please contact your Recruiter or Licensing Site Contact if you need assistance.

Sincerely,  
Agent Lifecycle Management  
The Premier Onboarding and Agent Lifecycle Management Team in the Country.

1. Choose **Get Started**. You will be redirected to the Producer Express portal.

2. If you already have a password, enter the password and choose **continue**. If you need a password, choose **Get My Password** and a temporary one will be emailed to you.

- After entering the temporary password, you will be directed to make a new one.

**UnitedHealthcare**  
Medicare Solutions

Producer Express

## Welcome to Producer Express

### Need a password?

Welcome to Producer Express, the fastest way to get contracted with UnitedHealthcare. Producer Express guides you every step of the way as it fills out the contracting forms for you.

To begin, you will need a temporary password to gain secure access to your contracting packet.

[Get My Password](#)

### Already have a password?

If you already have a password, enter it into the box below and click on "Continue."

If you've lost your password, [click here](#) to have a temporary one sent to you.

Password  [Continue](#)

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3. After logging in with your password, you will be taken to the **Getting Started** page. This page gives an overview of the contracting process and how to use the Producer Express system.

4. From here, choose **Start**.

UnitedHealthcare Medicare Solutions

Producer Express

### Getting Started

Welcome to Producer Express. The following pages will guide you through the four steps required to complete your contracting request. Please take a moment to review this page before you begin. Any additional instruction will appear as needed.

The diagram below highlights 4 elements that will assist you in navigating through the process, followed by a brief description of each.

1. Review  
2. Start Over  
3. Start Review  
4. Save & Exit

**1.) Producer Icon:** As you progress through Producer Express, so will the producer icon. Some "stages" have more pages than others and the Producer Icon will reflect your progress accordingly. The four stages are as follows:

- Information Gathering** - You will be presented with several data entry fields (some required, some optional) that you need to complete in order to fulfill the document requirements.
- Review & Sign** - After all of your information has been entered, you will see the list of documents. Some may require an eSignature from you. This will be explained further once you get to this stage.
- Send Documents** - Once the documents are signed, you will click a button to send them to the Home Office for processing.
- Print** - Finally you will be able to view and print the completed documents using the [Adobe Acrobat Reader](#).

**2.) Start Over:** Clicking on "Start Over" will return you to this page. Any information you have previously entered will have been saved and available for any changes you may need to make.

**3.) Navigation Buttons:** These buttons will simply navigate you through the process.

**4.) Save & Exit:** If you are unable to complete your documents in one sitting, "Save & Exit" will save all information you have entered to that point.

Start

Privacy Statement

Powered by Siron

5. You will need to complete each contracting section.

- Interview Questions
- Signatures
- Send
- Print (optional)

6. After submitting your contracting, the carrier will begin to process it.

## Becoming Ready to Sell

- After your contracting has been submitted, you will receive an email with your Party ID and certification information.
- In order to be Ready to Sell, you must complete both the contracting process and the certifications.
- After completing certifications, you will receive a Welcome Email from UHC.
  - o This process usually takes about a week
- Once you receive the Welcome Email, you are Ready to Sell.