

# WellCare 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:

Link(s) will be provided to you by WellCare.

**2** You will receive an email from [wellcare@calliduscloud.com](mailto:wellcare@calliduscloud.com).

This email will contain your unique contracting link.

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

**3** Using the contracting link from Step #2, you can log in to your account and click the Agent Onboarding – ONBD-35386 link.

Once you log in to your account (Step #3), immediately complete Step #4.

**4** Complete your registration and contracting, review your information and then click Submit.

After you submit from Step #4, wait up to 2 business weeks. Step #5 will occur.

**5** At this point, you'll receive your 'Welcome!' email. It will contain your unique writing number.  
**NOTE: YOU ARE NOT READY TO SELL UNTIL YOU RECEIVE THIS EMAIL FROM WELLCARE.**

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

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The email address that the WellCare contracting link will be coming from is below.

**From:** [wellcare@calliduscloud.com](mailto:wellcare@calliduscloud.com)  
**Subject:** Onboarding Invitation

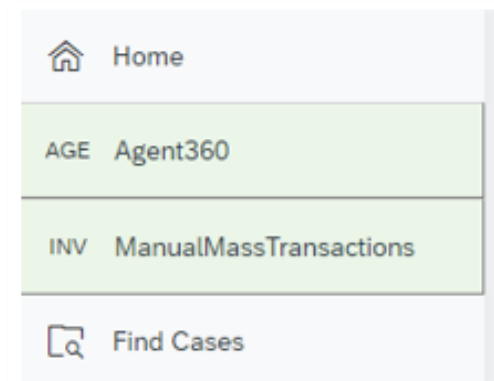


**NOTE: The contracting link and credentials are unique to you and will be different than the example above.**

Click on the contracting link and enter the login credentials provided in the email and click submit.

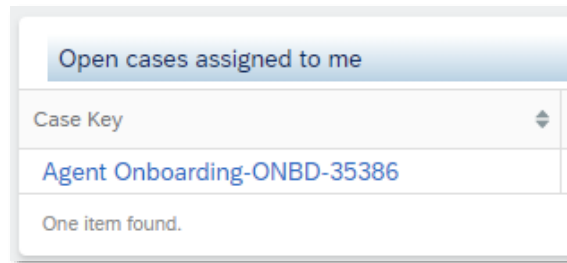
You will then be prompted to change your password. Choose "Change Password".

You will then be directed to the home page.



In the "Open cases assigned to me" section, under the Case Key, Click the "Agent Onboarding - ONBD-35386" link.

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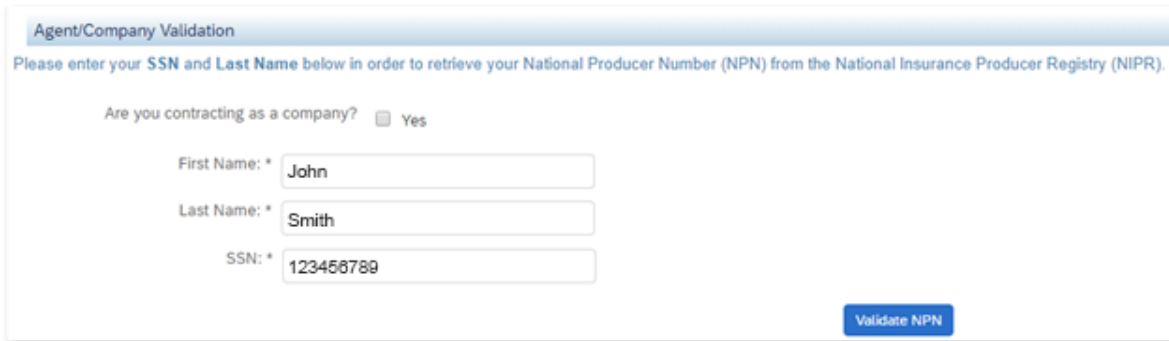


Open cases assigned to me

Case Key
Agent Onboarding-ONBD-35386

One item found.

Fill out the Agent/Company Validation and click “**Validate NPN**”.



Agent/Company Validation

Please enter your SSN and Last Name below in order to retrieve your National Producer Number (NPN) from the National Insurance Producer Registry (NIPR).

Are you contracting as a company?  Yes

First Name: \*

Last Name: \*

SSN: \*

[Validate NPN](#)

Confirm the Agent Result shows your name, SSN, and NPN correctly. Then click “**Submit**”.



Agent Result

Name	SSN/Tax ID	NPN
Agent Name	123456789	12345678

1 total rows, displaying from 1 to 1

Click **Abort** to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of WellCare. [Abort](#)

Once all required information has been entered, click **Submit** to continue. [Submit](#)

Fill out the Interview Questionnaire and click “**Next**”.

Review and E-Sign the Contract document and click “**Next**”.

**NOTE: To view the contract, click the blue contract link.**

# WellCare Contracting Guide

Click to open and review your WellCare Contract and Compensation Schedule. Please carefully review the content of the documents prior to signing.

Contract Compensation Schedule Compensation Schedule

I have read and understood the WellCare Contract and Compensation Schedule presented on this form. By applying my signature below, I agree to the terms outlined by these documents and understand the content of the document and agree to its terms

Date 02/21/2019

Please click Sign button to

Complete the W-9 section and click “Next”.

Complete the FCRA section and click “Next”.

Review all information and if everything is correct, click “Submit”.

Once your contract has been submitted, WellCare will begin to process it.

Once the contract is processed, you will receive an email from WellCare with Certification Instructions.

Once certifications have been complete you will receive a Welcome Email directly from WellCare.

**Note: 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.**