

Becoming a Sub Agent to an Agency

This flow is from the view point of an independent agent wanting to become a sub-agent of an agency.

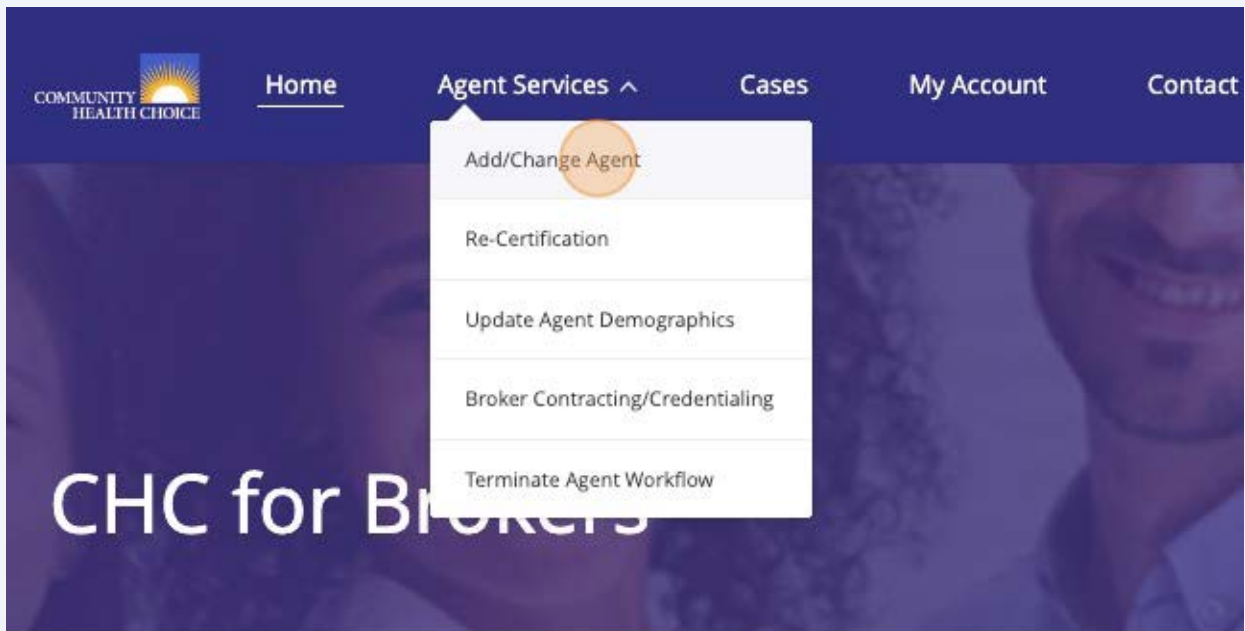
1 Login to your account.

Appointing with an Agency as a Sub-Agent and the agent does have a current appointment for the Line of Business

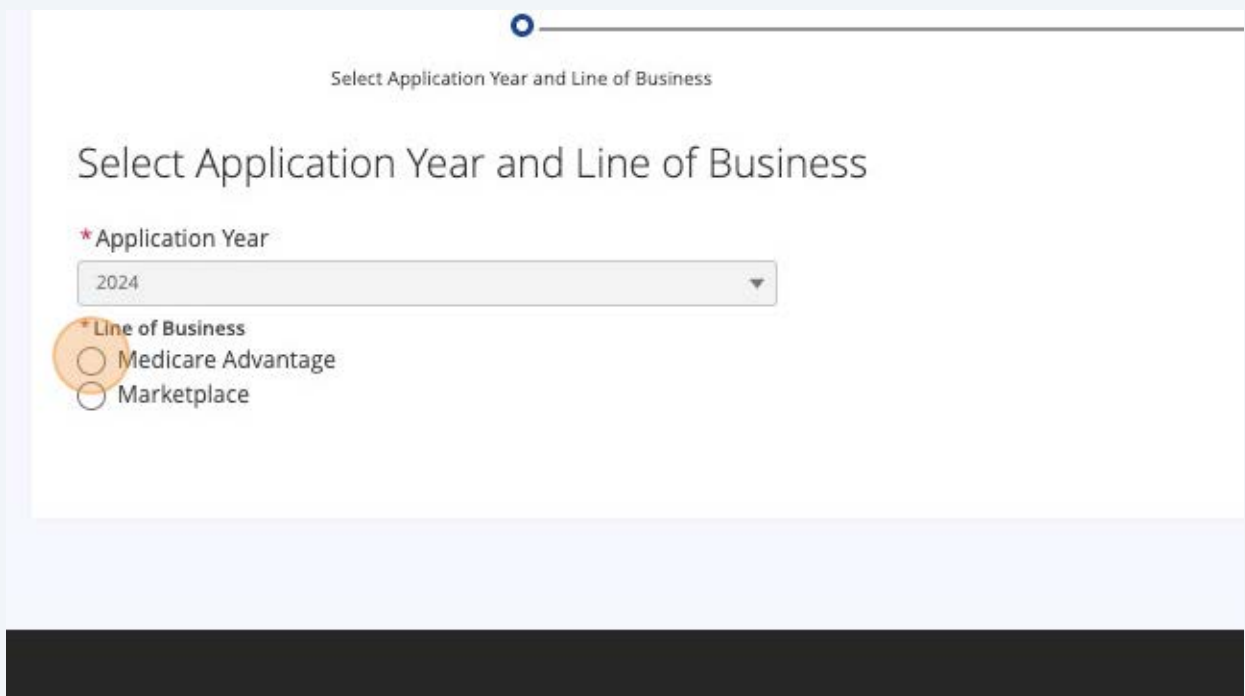
2 Click "Agent Services"



3 Click "Add/Change Agent"



4 Select the Line of Business you want to sell for the agency



5 Click "Next"

ne of Business

Next

CONNECT WITH US

6 Select the Appointment Type



Appointment Selection

*What is the Appointment Type?

Sub Agent

Independent Agent

7 Click the "*Agency NPN" field.

Appointment Selection

*What is the Appointment Type?

- Sub Agent
 Independent Agent

∨ Join an Agency

Enter new Agency information below to join a Agency:

*Agency NPN

Validate NPN

 Please complete NIPR lookup above

8 Type in the NPN for the Agency that you want to appoint for

9 Click "Validate NPN" to verify that the agency is appointed with CHC

*What is the Appointment Type?

- Sub Agent
- Independent Agent

Join an Agency

Enter new Agency information below to join a Agency:

*Agency NPN

567891078

Validate NPN

Please complete NIPR lookup above

10 Click "Next" to submit the request.



Appointment Selection

*What is the Appointment Type?

- Sub Agent
- Independent Agent

Join an Agency

Enter new Agency information below to join a Agency:

*Agency NPN

567891078

Validate NPN

Agency Name

Angel LLC

Previous Next

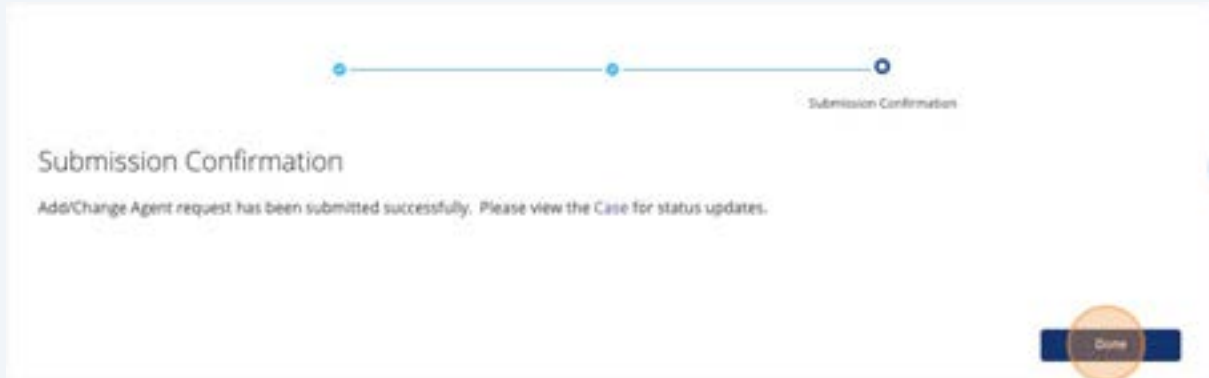


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4888 Loop Central Dr, Suite 600

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11 Click "Done"



Appointing for an Agency where the independent agent has a current appointment for the line of business.

12 Click "Agent Services"

The screenshot shows the 'Agent Services' dropdown menu open. The menu items are: Add/Change Agent, Re-Certification, Update Agent Demographics, Broker Contracting/Credentialing, and Terminate Agent Workflow. The 'Add/Change Agent' option is highlighted with an orange circle.

COMMUNITY HEALTH CHOICE

Home Agent Services Cases More

Account Grace Joy

Account Type	NPN	Phone	Email	Account Owner
Agent	123456789	(345) 456-7890	grace+joytest@email.com	Tobi Olorunsola

RELATED DETAILS

Contacts (1)

Contact Name	Contact Type	Email
Grace Joy	Agent	grace+joytest@email.com

13 Click "Add/Change Agent"

The screenshot shows the 'Add/Change Agent' option selected in the 'Agent Services' dropdown menu. The menu items are: Add/Change Agent, Re-Certification, Update Agent Demographics, Broker Contracting/Credentialing, and Terminate Agent Workflow. The 'Add/Change Agent' option is highlighted with an orange circle.

COMMUNITY HEALTH CHOICE

Home Agent Services Cases More

Account Grace Joy

Account Type	NPN	Phone	Email	Account Owner
Agent	123456789	(345) 456-7890	grace+joytest@email.com	Tobi Olorunsola

RELATED DETAILS

Contacts (1)

Contact Name	Contact Type	Email
Grace Joy	Agent	grace+joytest@email.com

14 Select the Line of Business

Select Application Year and Line of Business

Select Application Year and Line of Business

* Application Year

2024

* Line of Business

Medicare Advantage

Marketplace

15 Select how you will sell Marketplace

Select Application Year and Line of Business

Select Application Year and Line of Business

* Application Year

2024

* Line of Business

Medicare Advantage

Marketplace

* Are they selling On Exchange or Off Exchange? ⓘ

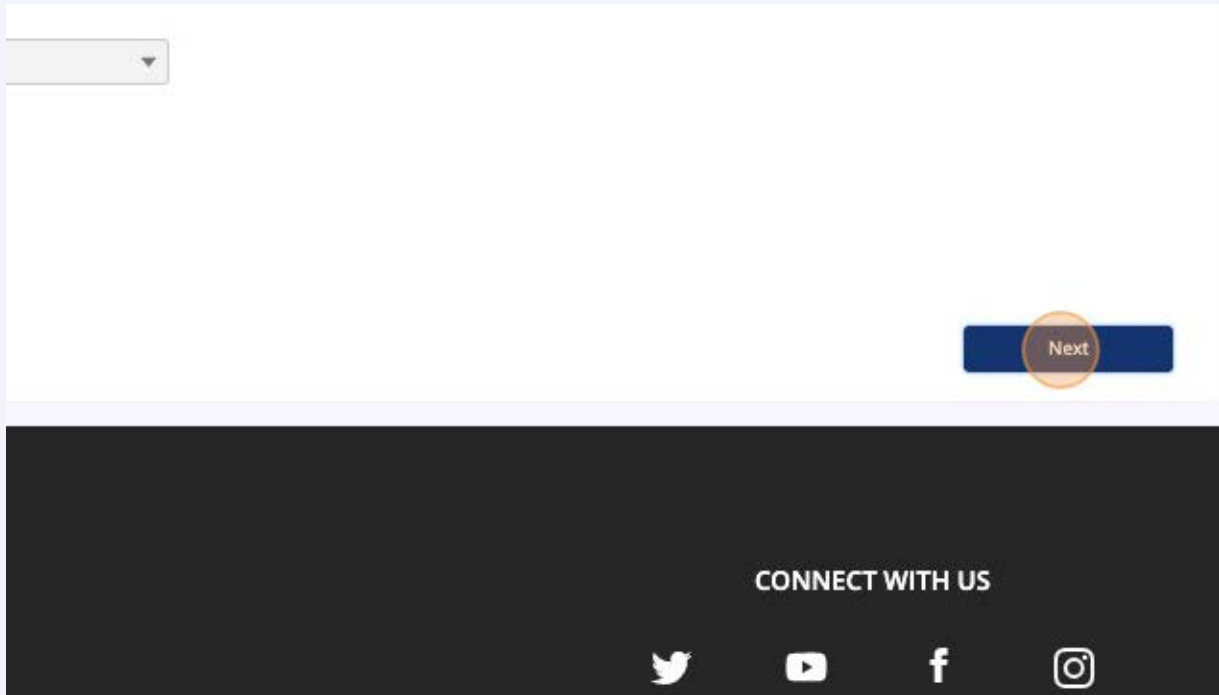
On Exchange

Off Exchange

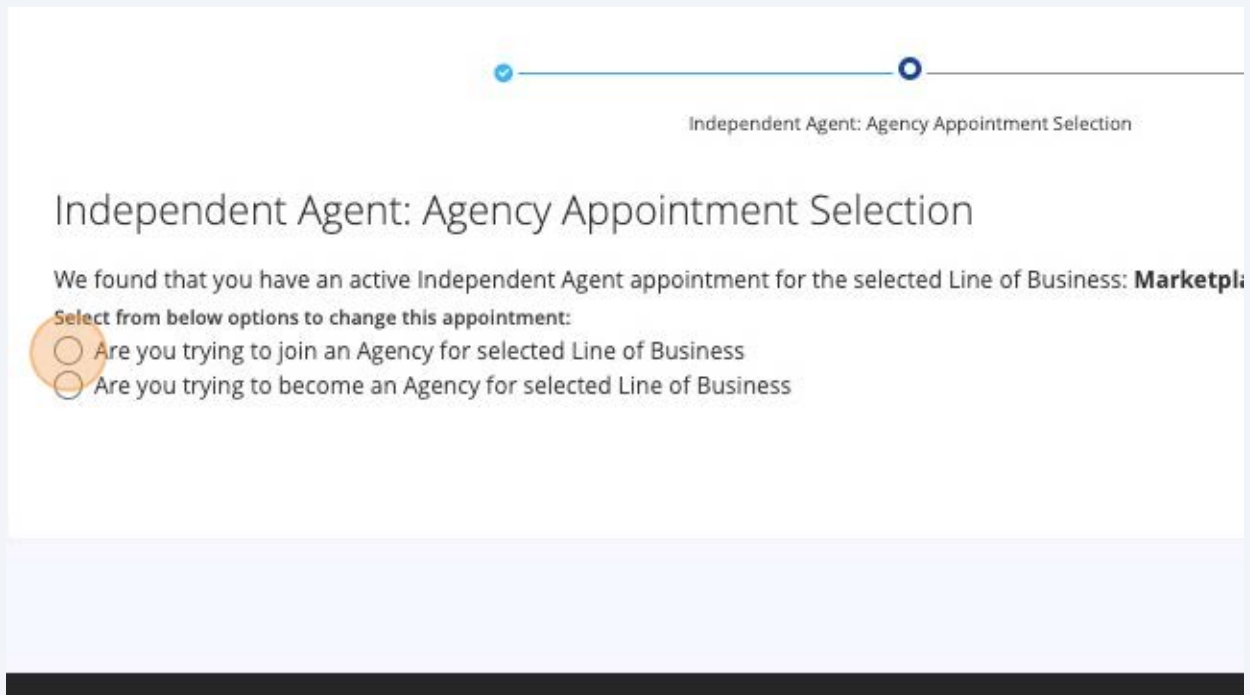
COMMUNITY



16 Click "Next"



17 Select the option to join an agency.



18 Indicate if you have a signed termination letter.

Independent Agent / Agency Appointment Selection

We found that you have an active Independent Agent appointment for the selected Line of Business: **Marketplace**.
Select from below options to change this appointment:

- Are you trying to join an Agency for selected Line of Business
- Are you trying to become an Agency for selected Line of Business

Join an Agency

*Do you have the Signed Termination Letter? ⓘ

- Yes
- No

*Agency NPN

Validate NPN

 Please complete NIPR lookup above

19 If you select no you will not be able to proceed with appointing with the agency

Are you trying to become an Agency for selected Line of Business?

Join an Agency

*Do you have the Signed Termination Letter? ⓘ

- Yes
- No

 A Termination Letter is required to proceed. Please contact Agent Relations for further information.

*Agency NPN

Validate NPN

 Please complete NIPR lookup above

20 Select "Yes" if you have a signed Termination Letter

Independent Agent: Agency Appointment Selection

We found that you have an active Independent Agent appointment for the selected Line of Business: **Marketplace**.
Select from below options to change this appointment:

- Are you trying to join an Agency for selected Line of Business
- Are you trying to become an Agency for selected Line of Business

∨ Join an Agency

- * Do you have the Signed Termination Letter? ⓘ
- Yes
 - No

 A Termination Letter is required to proceed. Please contact Agent Relations for further information.

* Agency NPN

Validate NPN

21 Click the "*Agency NPN" field.

Select from below options to change this appointment:

- Are you trying to join an Agency for selected Line of Business
- Are you trying to become an Agency for selected Line of Business

∨ Join an Agency

- * Do you have the Signed Termination Letter? ⓘ
- Yes
 - No

* Agency NPN

Error: Agency NPN is required.

Validate NPN

 Please complete NIPR lookup above

22 Enter the agency NPN that you are appointing with.

23 Click "Validate NPN"

Are you trying to become an Agency for selected Line of Business

✓ Join an Agency

* Do you have the Signed Termination Letter? ⓘ

Yes

No

* Agency NPN

567891078

Validate NPN

 Please complete NIPR lookup above

24

If the agency does not have a current appointment with CHC for the selected line of business a notification with display on the screen.

Independent Agent: Agency Appointment Selection

Independent Agent: Agency Appointment Selection

We found that you have an active Independent Agent appointment for the selected Line of Business: **Marketplace**

Select from below options to change this appointment:

- Are you trying to join an Agency for selected Line of Business
- Are you trying to become an Agency for selected Line of Business

Join an Agency

* Do you have the Signed Termination Letter? ⓘ

- Yes
- No

* Agency NPN

567891078

Validate NPN

The NPN provided does not currently have an active appointment with CHC for **Marketplace**. For further assistance, please reach out to your agency representative.

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Click the "*Agency NPN" field.

Select from below options to change this appointment:

- Are you trying to join an Agency for selected Line of Business
- Are you trying to become an Agency for selected Line of Business

Join an Agency

* Do you have the Signed Termination Letter? ⓘ

- Yes
- No

* Agency NPN

567891078

Validate NPN

The NPN provided does not currently have an active appointment with CHC for **Marketplace**. For further assistance, please reach out to your agency representative.

26 Add an NPN

27 Click "Validate NPN"

Are you trying to become an Agency for selected Line of Business

✓ Join an Agency

* Do you have the Signed Termination Letter? ⓘ

Yes

No

* Agency NPN

147852369

Validate NPN

The NPN provided does not currently have an active appointment with CHC for **Marketplace**. For further as: representative.

28 Review the Agency details and Click "Next"

Join an Agency

*Do you have the Signed Termination Letter? 

Yes
 No


*Agency NPI

147852369

Validate NPI




Agency Name	Agency Street Address
Test Agency1	2636 S Loop West
Agency City	Agency State
Houston	TX
Agency Zip	Agency Email
77064	
Agency Phone	Agency Fax
5126664215	

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 COMMUNITY HEALTH CHOICE


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29 Click "Upload Files"

Progress:    Upload Letter

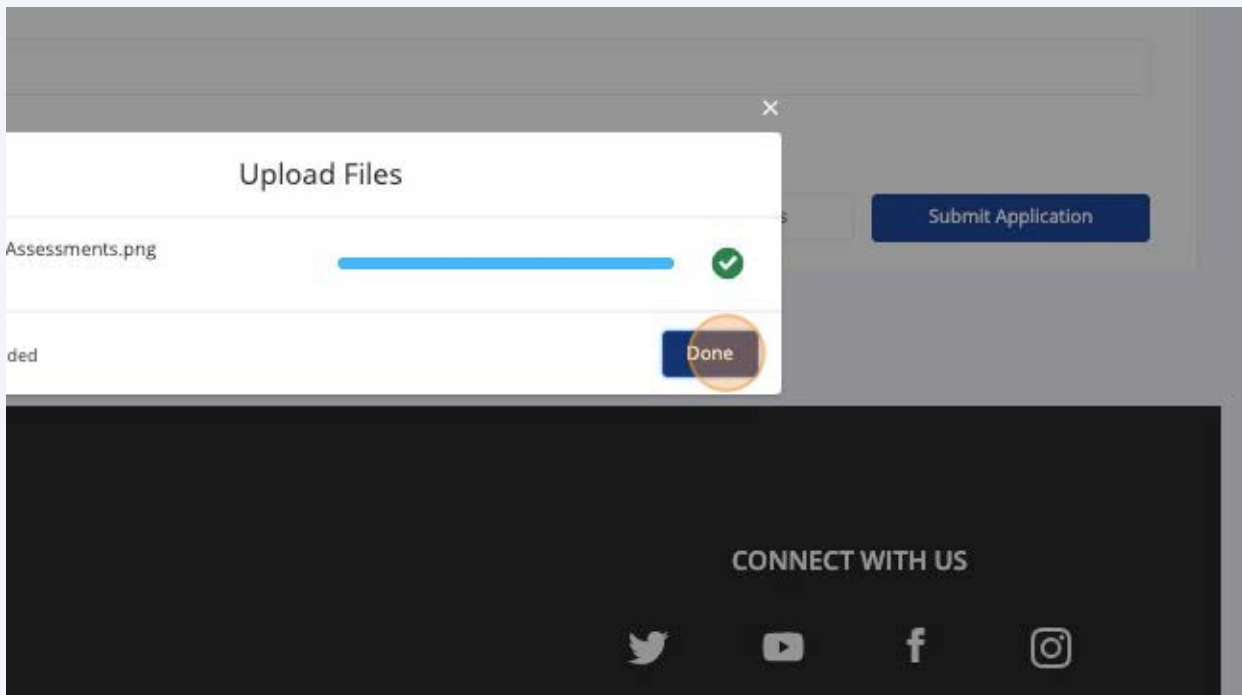
Upload Letter

*Upload Signed Termination Letter

 Upload Files Or drop files

Save for later

30 Click "Done"



31 You will have the options to save for later or Click "Submit Application" to initiate the process of becoming a sub-agent. This will begin the review and approval process.

