## 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.

Login to your account.

1

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

2 Click "Agent Se	rvices"			
COMMUNITY HEALTH CHOICE	ne Agent Services	Cases	My Account	Contact
				-
CHC fo	r Brokers			1
1 1 1 1 2 2 3	8			Ac

Click "Add/Change Agent"

COMMUNITY HEALTH CHOICE	Home	Agent Services ^	Cases	My Account	Contact
		Add/Change Agent Re-Certification	ą		
		Update Agent Demograp	ohics		1
		Broker Contracting/Cred	entialing		
СНС	for E	Bernand Agent Workfle	w		1
1 18	1- 7.8	1	1.132		10

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elect Applicat	tion Year and Line of Business
upplication Year	
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ne of Business	
Medicare Advantage	L.
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Vhat is the Appoi	ntment Type?				
Sub Agent	and offer				
Independent	Agent				
Join an Agenc					
Enter new Age	nov informatic	n helow to joir			
there will be	ncy informatio	in below to join	ra Agency.		
* Agency NPN					
	1				
	alidate NPN				
0					
O Please o	omplete NIPR lool	kup above			

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

	Click "Validate NPN" to verify that the agency is appointed with CHC
* W	hat is the Appointment Type?
۲	Sub Agent
C	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.

0	0					
	Appointment Selection					
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						
Validade NPN						
Agency Name						
Angel LLC						
			Previous	-	Net	
				-		
COMPANY			CONNECT	WITH US		
Community Health Choice Texas, Inc.		100	1.000		a	
1998 Loop Cantral Dr. Suite 670				1	0	

		Submission Con	Armation	
have been been been been been				
iomission Confirmation				
s/Change Agent request has been submitted successfully.	Please view the Case for status u	updates.		
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			CONNECT WITH	rh us

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

## 12 Click "Agent Services"

COMMUNITY HEALTH CHOICE	Home	Agent Services ~	Cases	More ~	
Account Grace Joy	Ŷ				
Account Type Agent	NPN 123456789	Phone (345) 456-7890	Email grace+joytest@emai	l.com	Account Owner
RELATED DE	TAILS				
😐 Contacts	(1)				
Contact Name		Contact Type		Email	
Grace lov		Agent		grace+jovtes	t@email.com

### 13 Click "Add/Change Agent"

	Agent Services A Cas	ses <u>More</u>	<u>_</u>
	Add/Change Agent		
Grace Joy	Re-Certification		
Account Type NPN Agent 123456789	Update Agent Demographics	t@email.com	Account Owner O Tobi Olorunsola 👔
	Broker Contracting/Credentialing		
RELATED DETAILS	Terminate Agent Workflow		
Contacts (1)			
Contact Name	Contact Type	Email	
Grace Joy	Agent	grace+joyt	est@email.com

#### Select the Line of Business



#### **15** Select how you will sell Marketplace





<b>18</b> Indicate if you have a signed termination letter.
independent Agency Appointment Selection
We found that you have an active Independent Agent appointment for the selected Line of Business: <b>Marketpla</b> 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

No     A Termination Letter is required to proceed. Please contact Agent Relations for further information.     Agency NPN     Validate NPN			
A Termination Letter is required to proceed. Please contact Agent Relations for further information.			
*Agency NPN	er is required to proceed. Please o	contact Agent Relations for further information.	
Validate NPN			
Validate NPN			
	N		
Please complete N		er is required to proceed. Please o	er is required to proceed. Please contact Agent Relations for further information.

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

Independent Agent: Agency Appointment Selection	
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We found that you have an active Independent Agent appointment for the selected Line of Business: Marketpl: Select from below options to change this appointment:

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

$\cap$	Are you trying to	hecome an	Agency for	selected	l ine of	<b>Business</b>
	nic you u ying to	become an	ABCILCY 101	Sciecced	LULC OF	Dusiness

Join an Ager	ICY the Signed Terminati	on Letter? 0				
A Ten	mination Letter is requir	ed to proceed. Plea	ise contact Agent	Relations for fur	ther information.	
	A SALE A SALE AND A					
	Validate NPN					

21	Click the "*Agency NPN" field.
Sel C	<ul> <li>lect from below options to change this appointment:</li> <li>Are you trying to join an Agency for selected Line of Business</li> <li>Are you trying to become an Agency for selected Line of Business</li> <li>Join an Agency</li> <li>Do you have the Signed Termination Letter?</li> <li>Yes</li> <li>No</li> <li>* Agency NPN</li> </ul>
	Error:Agency NPN is required. Validate NPN
	Please complete NIPR lookup above

**22** Enter the agency NPN that you are appointing with.

<ul> <li>Are you trying</li> <li>Join an Agency</li> <li>* Do you have th</li> <li>Yes</li> <li>No</li> </ul>	o become an Ag Signed Terminatio	ency for selecte	d Line of Busines	S	
<ul> <li>Join an Agency</li> <li>* Do you have th</li> <li>Yes</li> <li>No</li> </ul>	Signed Terminatio				
* Do you have th Yes No	Signed Terminatio				
		on Letter? 0			
*Agency NPN					
567891078					
V					
Ø Please co	mplete 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 Agenistment Selection	
ndependent Agent: Agency Appointment Selection	
He found that you have an active independent Agent appointment for the selected Line of Business: Ma elect 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	rketplace
Join an Agency	
*Do you have the Signed Termination Letter? 0 • Yes No	
*Agency NPN 567891078	
The NPN provided does not currently have an active appointment with CHC for Marketplace. For fur representative.	ther assistance, please reach out to your agency
	Pressue And
	CONNECT WITH US
<b>5</b> Click the "*Agency NPN" field.	
Select from below options to change this appointment:	
<ul> <li>Are you trying to join an Agency for selected Line of Business</li> <li>Are you trying to become an Agency for selected Line of Business</li> </ul>	s
✓ Join an Agency	
* Do you have the Signed Termination Letter?	
• Yes	
○ No	

2010310/d	
201891018	

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

27	Click "Validate NPN"
č	) 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 <b>Marketplace</b> . For further as representative.

#### 28 Review the Agency details and Click "Next"

"Do you have the Signed Termination Latter? 0 • Yes		
○ No		
* Agency NPN		
147852369		
Volidate NPN		
Agency Name	Agency Street Address	
Test Agency 1	2536 S Loop West	
Agency Cay Neutron	Agency state	
Agency Zip	Agency Email	
77054		
Agency Phane	Agency Fas	
\$729664215		
TERMENT COMMON		
Click "Upload Files"		
Click "Upload Files"	00_	<b>O</b> Upload Letter
Click "Upload Files"	00_	<b>O</b> Upload Letter
Click "Upload Files" Upload Letter	00	<b>O</b> Upload Letter
Click "Upload Files" Upload Letter	ØØ	Upload Letter
Click "Upload Files" Upload Letter	oo	Upload Letter
Click "Upload Files" Upload Letter	ØØ	Upload Letter

#### 30 Click "Done"

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Upload Files	Colomia Application
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ed	Done
	CONNECT WITH US
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**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.

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		Uplead Latter				
Jpload Letter						
Upload Signed Termination Letter						
A Upload Files Or drop Tiles						
Mobile Assessments ang						
Sam ter later			P	THE OWNER WATCHING	Siden	R Application
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				CONNECT	WITH US	
COMPUENTITY HEALTH CHORES Community Health Choice Texas, Inc.					with us f	a
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