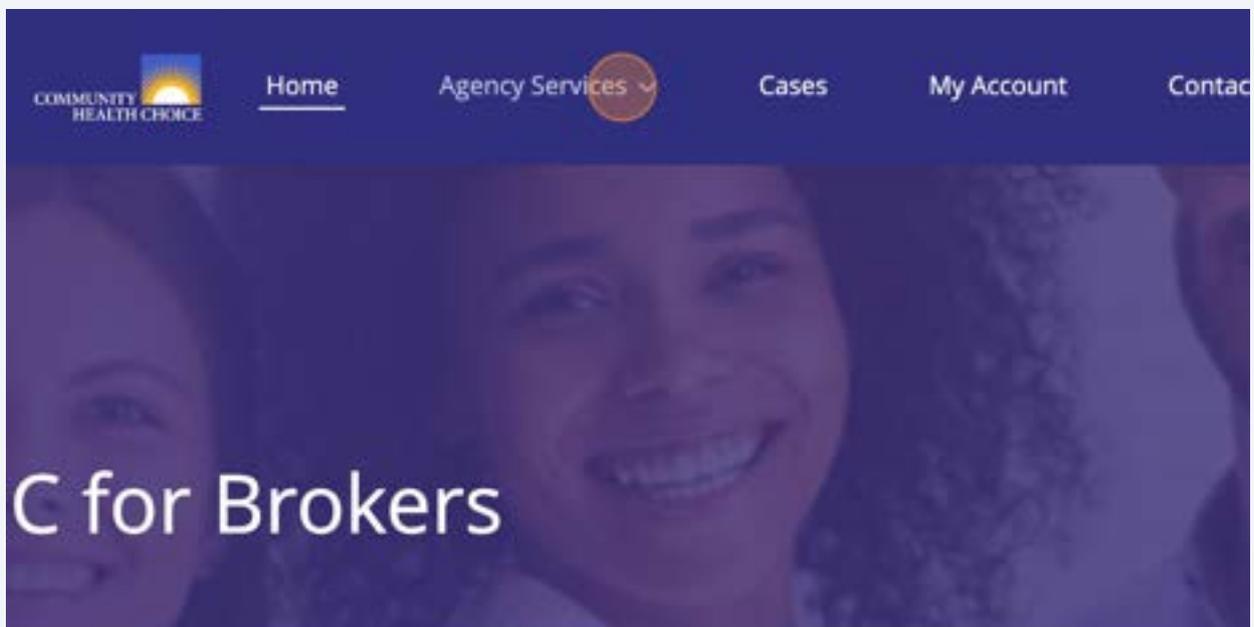


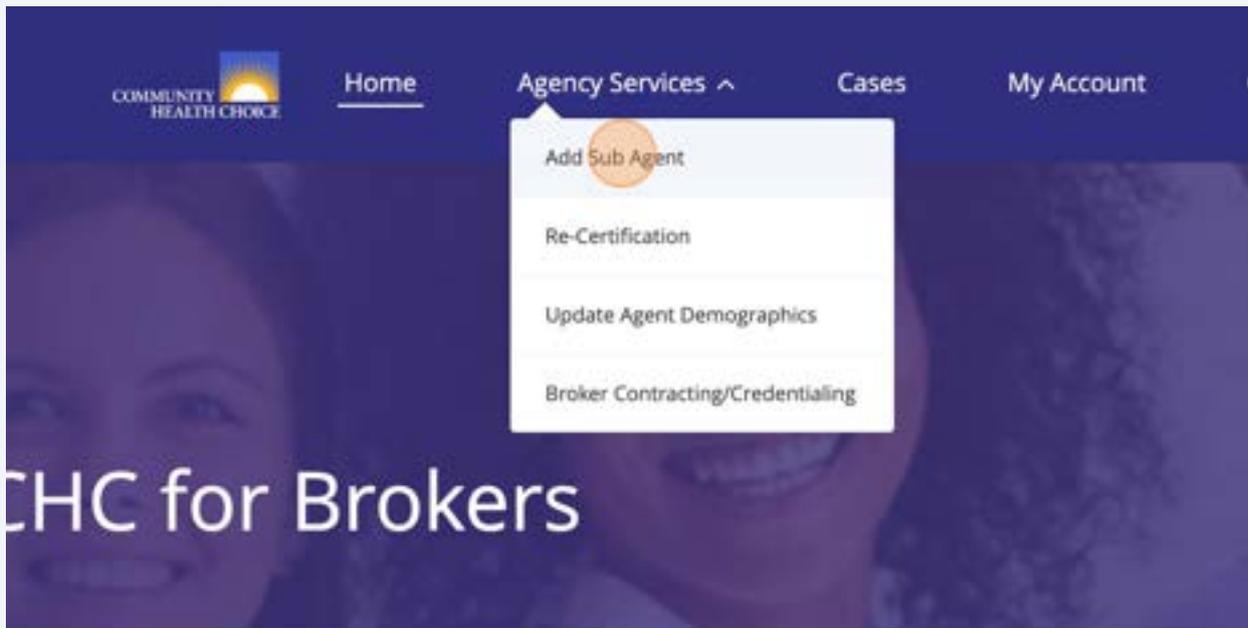
Add Sub Agent in Community Health Choice portal

1 Login to Your account

2 Click here.



3 Click "Add Sub Agent"



4 Click here.

A screenshot of the 'Sub Agent Information' form. The form is white with a light blue sidebar on the left. The title 'Sub Agent Information' is at the top. The form contains several fields: 'Application Year' (a dropdown menu set to '2024'), 'Line of Business' (a checkbox for 'Marketplace' which is checked), 'Are they selling On Exchange or Off Exchange?' (radio buttons for 'On Exchange' and 'Off Exchange', with 'On Exchange' selected), 'First Name' (text input), 'Middle Name' (text input), 'SSN' (text input), 'Confirm SSN' (text input), and 'Email' (text input). A blue button labeled 'NIPR Lookup' is positioned below the SSN and Confirm SSN fields. There are small information icons next to several fields.

5 Click the "*First Name" field.

A screenshot of a registration form. At the top, there is a dropdown menu showing "2024". Below it, the "Line of Business" section has a checked checkbox for "Marketplace". A question asks "Are they selling On Exchange or Off Exchange?" with radio buttons for "On Exchange" and "Off Exchange", where "Off Exchange" is selected. The "First Name" field is highlighted with an orange circle. Other fields include "Middle Name", "SSN", "Confirm SSN", "Email", and "Street Address". A blue "NIPR Lookup" button is positioned between the SSN and Confirm SSN fields. An "A" icon is visible in the bottom right corner of the form area.

6 Type "The Sub Agent First Name"

7 Click the "Middle Name" field.

A screenshot of a form with several input fields. The fields are arranged in a grid-like structure. The top row contains two fields: "Middle Name" on the left and "*Last Name" on the right. The second row contains two fields: "*Confirm SSN" on the left and "*NPN" on the right. Below these are two more fields, one on the left and one on the right, with the label "Apt / Suite" centered below them. An orange circle is placed over the "Middle Name" field. A blue rectangular block is visible on the left side of the form, partially overlapping the "Confirm SSN" field.

8 Type "The Sub Agent Middle Name"

9 Click the "*Last Name" field.



A screenshot of a web form with several input fields. The field labeled "*Last Name" is highlighted with an orange circle. Below it is the "*NPN" field. At the bottom left, there is a label "Apt / Suite" with a dropdown arrow. The form is set against a light blue background.

10 Type "The Sub Agent Last Name"

11 Click the "*SSN" field and add the SSN for the Sub Agent.

Marketplace

* Are they selling On Exchange or Off Exchange? ⓘ
 On Exchange
 Off Exchange

* First Name ⓘ Middle Name ⓘ
Sarah Sub

* SSN ⓘ * Confirm SSN ⓘ
[Empty] [Empty]

NIPR Lookup

* Email ⓘ
[Empty]

Street Address ⓘ Apt / Suite ⓘ
[Empty] [Empty]

City ⓘ State ⓘ

12 Click the "*Confirm SSN" field and add the SSN for the Sub Agent.

In Exchange or Off Exchange? ⓘ

* First Name ⓘ Middle Name ⓘ * Last Name ⓘ
[Empty] Sub Agent

* SSN ⓘ * Confirm SSN ⓘ * NPN ⓘ
[Empty] [Empty] [Empty]

Character limit.

NIPR Lookup

[Empty]

[Empty] Apt / Suite ⓘ
[Empty] [Empty]

State ⓘ Zip ⓘ

13 Click the "*NPN" field.

The screenshot shows a portion of a web form. On the left, there are two input fields, the second one containing the letter 'N'. To the right, there are three input fields: the top one is labeled '*Last Name' and contains the text 'Agent'; the middle one is labeled '*NPN' and is highlighted with an orange circle; and the bottom one is labeled 'Apt / Suite'. Below the 'NPN' field, there is a small orange text label that reads '9 character limit.'.

14 Type "Sub Agent NPN"

15 Click "NIPR Lookup"

* Are they selling On Exchange or Off Exchange? ⓘ
 On Exchange
 Off Exchange

* First Name ⓘ Middle Name ⓘ
Sarah Sub

* SSN ⓘ * Confirm SSN ⓘ
***** *****

NIPR Lookup

* Email ⓘ
[Empty field]

Street Address ⓘ Apt
[Empty field]

City ⓘ State ⓘ
[Empty field] [Empty field]

16 Click the "*Email" field.

* First Name ⓘ Middle Name ⓘ
Sarah Sub

* SSN ⓘ * Confirm SSN ⓘ
***** *****

NIPR Lookup

* Email ⓘ
[Empty field]

Street Address ⓘ Apt
[Empty field]

City ⓘ State ⓘ
[Empty field] [Empty field]

Phone ⓘ Phone Extension
[Empty field] [Empty field]

NIPR ⓘ *G

17 Type "Sub Agent email address".

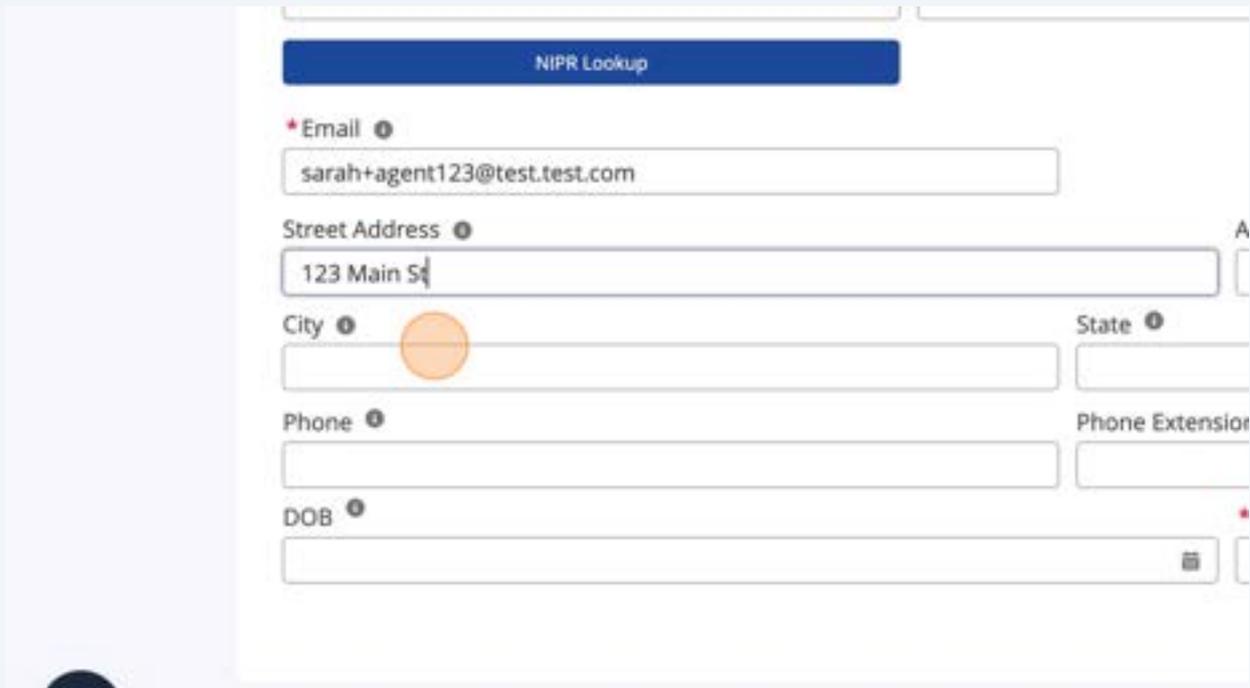
18 Click the "Street Address" field.

The screenshot shows a registration form with the following fields and elements:

- *SSN (with an information icon) and *Confirm SSN (with an information icon) fields, both containing masked text (*****).
- A blue button labeled "NIPR Lookup".
- *Email (with an information icon) field containing "sarah+agent123@test.test.com".
- Street Address (with an information icon) field, which is highlighted with an orange circle.
- City (with an information icon) and State (with an information icon) fields.
- Phone (with an information icon) and Phone Extension (with an information icon) fields.
- DOB (with an information icon) field with a calendar icon on the right.

19 Type "Sub Agent Adress"

20 Click the "City" field.



The image shows a web form titled "NIPR Lookup". The form contains several input fields: "Email" (with a red asterisk and a help icon) containing "sarah+agent123@test.test.com"; "Street Address" (with a help icon) containing "123 Main St"; "City" (with a help icon) which is highlighted by an orange circle; "State" (with a help icon); "Phone" (with a help icon); "Phone Extension" (with a help icon); and "DOB" (with a help icon and a red asterisk). There are also small icons for clearing the fields on the right side of the form.

21 Type "Your City"

22 Click the "State" field.

PR Lookup

est.com

Apt / Suite ⓘ

State ⓘ

Zip ⓘ

Phone Extension ⓘ

Fax ⓘ

*Gender ⓘ

The screenshot shows a form with several input fields. An orange circle highlights the 'State' dropdown menu, which is currently closed. The form includes fields for 'est.com', 'Apt / Suite', 'State', 'Zip', 'Phone Extension', 'Fax', and '*Gender'. Each field has an information icon (i) next to its label.

23 Click "Your State"

t.com

Apt / Suite ⓘ

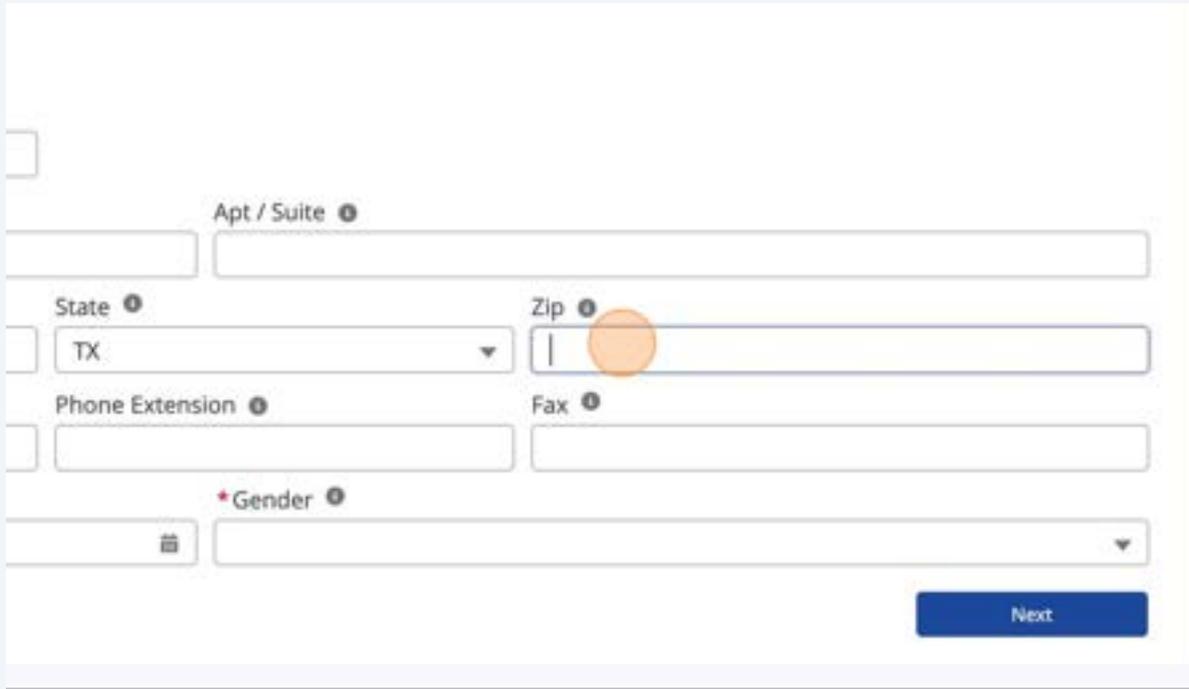
State ⓘ

Zip ⓘ

Fax ⓘ

The screenshot shows the same form as in step 22, but with the 'State' dropdown menu open. The menu is displaying a list of state abbreviations: T, CT, MT, TN, TX, UT, and VT. An orange circle highlights the 'TX' option, which is also highlighted with a light blue background. The other fields in the form are empty.

24 Click the "Zip" field.



A screenshot of a web form with several input fields. The fields are arranged in a grid-like structure. At the top, there is a small square checkbox. Below it, the 'Apt / Suite' field is a wide text input. The 'State' field is a dropdown menu currently showing 'TX'. The 'Zip' field is a text input with a vertical cursor and a blue circle highlighting it. Below 'State' and 'Zip' are the 'Phone Extension' and 'Fax' fields, both empty text inputs. At the bottom, there is a 'Gender' dropdown menu with a small icon to its left. A blue 'Next' button is located at the bottom right of the form area.

25 Type "The Sub Agent Zip Code"

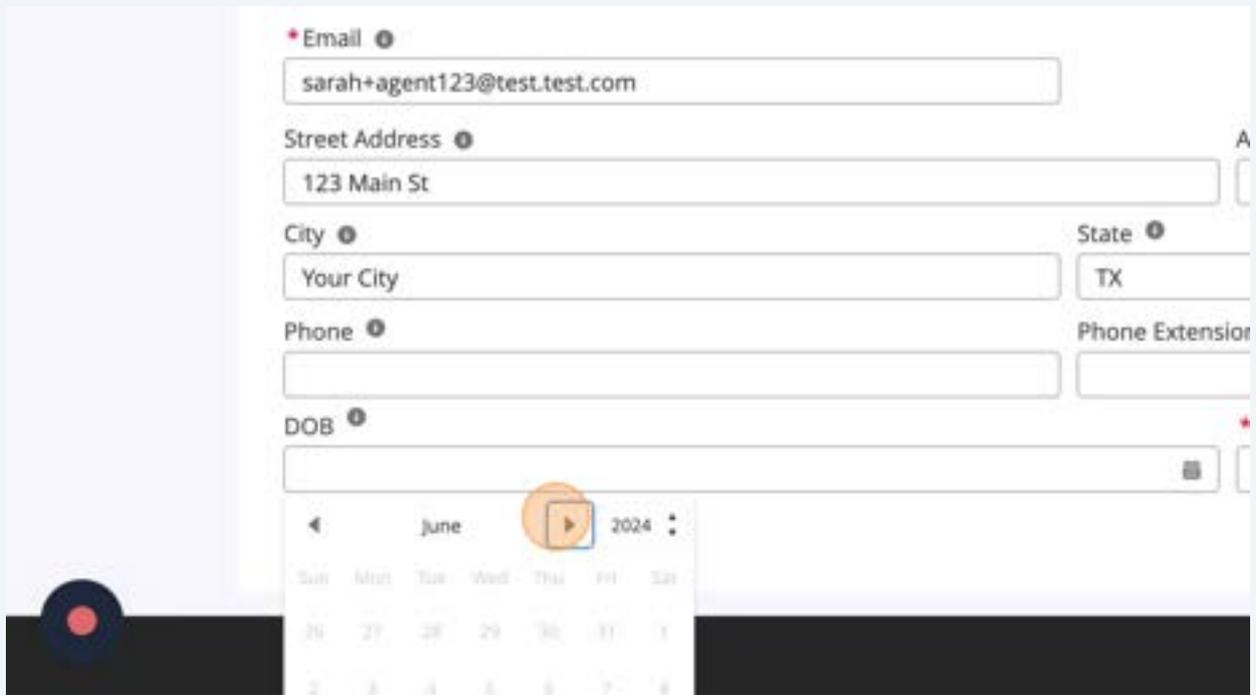
26 Click the "*Gender" field.

A screenshot of a registration form. The form contains several input fields: "Apt / Suite", "Zip" (with "77011" entered), "Phone Extension", "Fax", and "*Gender". The "*Gender" field is a dropdown menu with an orange circle highlighting it. A blue "Next" button is located at the bottom right of the form area.

27 Click "Select the Gender"

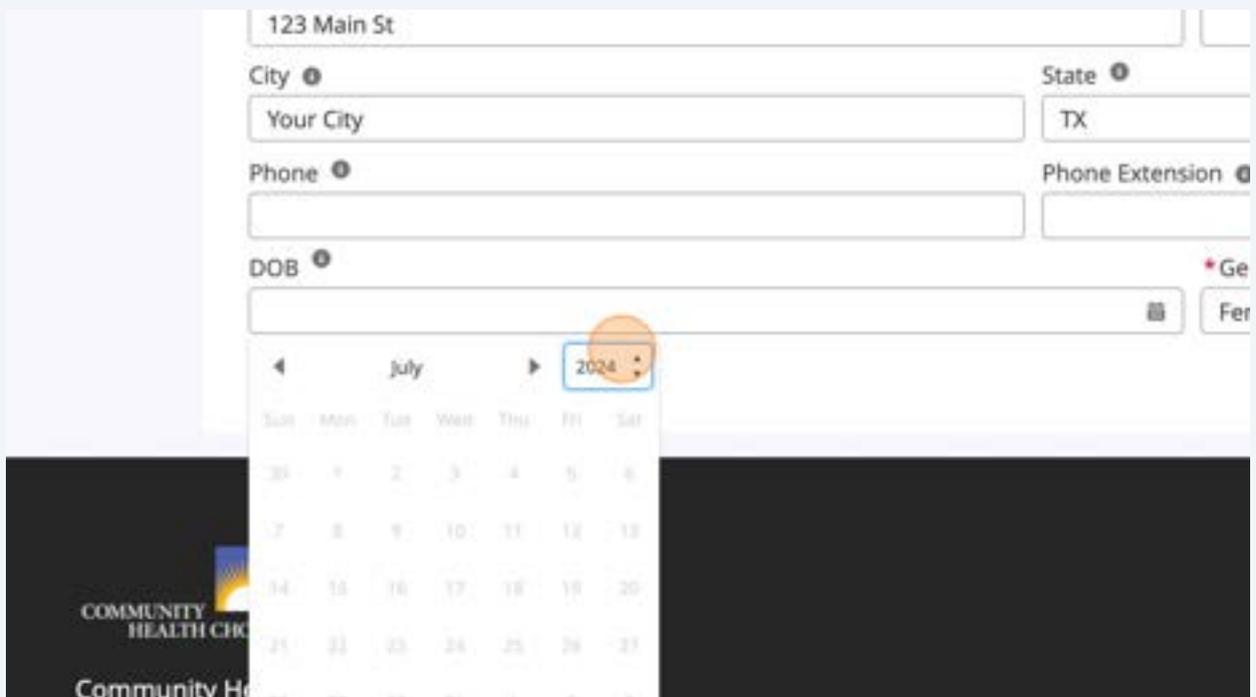
A screenshot of the same registration form, but with the "*Gender" dropdown menu open. The menu shows the following options: "-- Clear --", "Male", "Female", and "Other". An orange circle highlights the "Female" option. The rest of the form fields are visible in the background.

28 Click this icon to select the birth month of the Sub Agent.



The screenshot shows a form with the following fields: Email (sarah+agent123@test.test.com), Street Address (123 Main St), City (Your City), State (TX), Phone, and Phone Extension. The Date of Birth (DOB) field is open, showing a calendar for June 2024. An orange circle highlights the right arrow icon next to the year 2024, which is used to navigate to the next month.

29 Click this dropdown to select the Sub-Agent birth year.



The screenshot shows the same form as above, but the Date of Birth (DOB) field is open to July 2024. An orange circle highlights the year dropdown menu (2024) in the top right corner of the calendar, which is used to select the birth year.

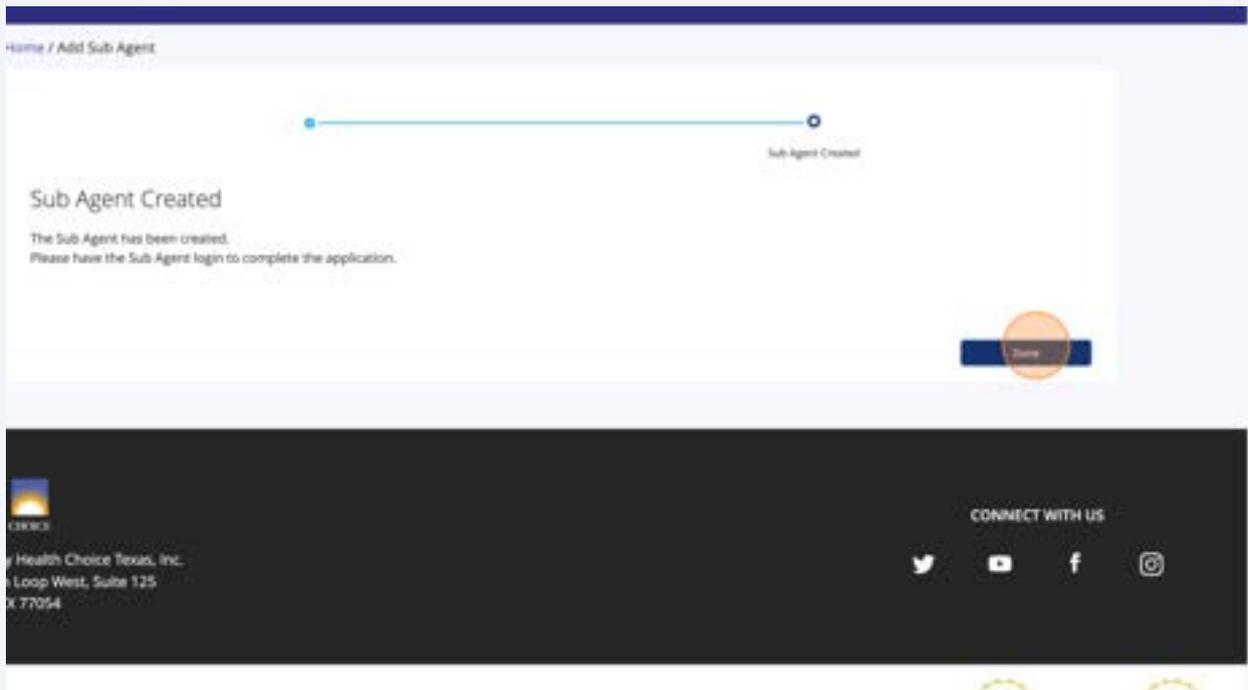
30 Click "The Day the Agent was born"

The screenshot shows a form with several input fields. The 'DOB' field is open, displaying a calendar for July 1988. The date '1' is highlighted with an orange circle. The form also includes fields for 'Phone' and 'Phone Extension'. In the background, there is a logo for 'COMMUNITY HEALTH CARE' and an address: 'Community Health Center, 2636 South Loop West, Houston, TX 77025'.

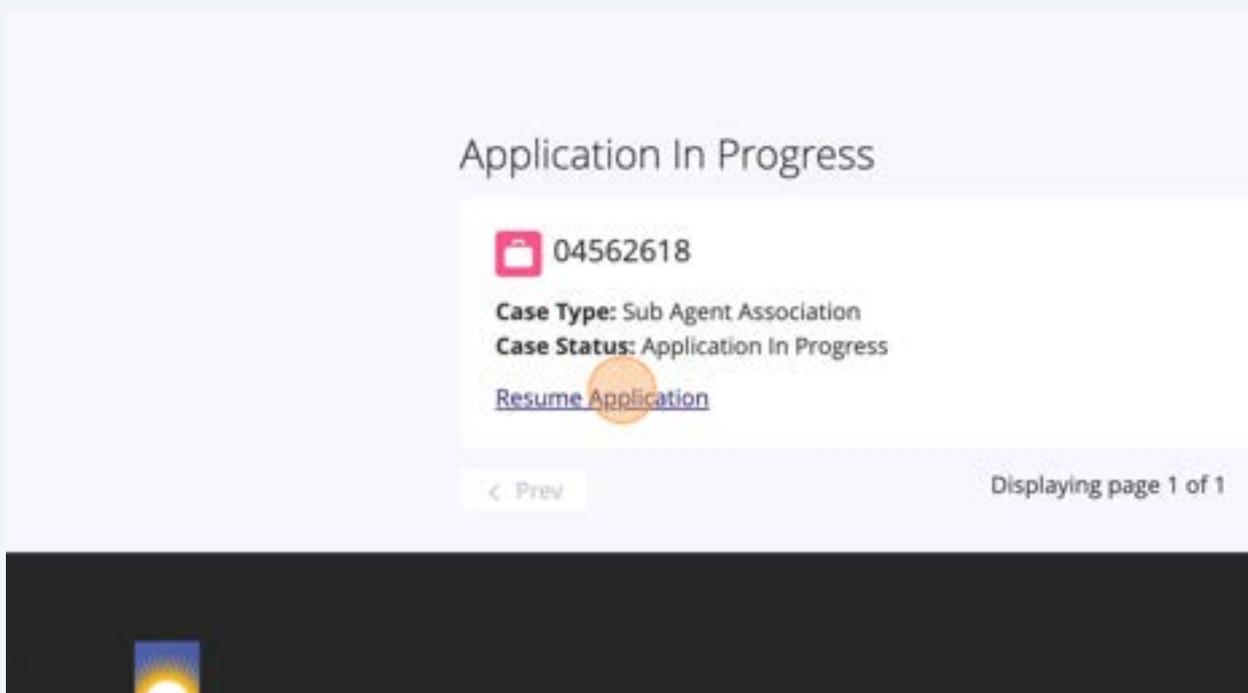
31 Click "Next"

The screenshot shows a form with several input fields. The 'Zip' field contains '77011'. The 'Gender' dropdown menu is set to 'Female'. A blue 'Next' button is highlighted with an orange circle. At the bottom of the page, there is a dark blue banner with the text 'CONNECT WITH US' and social media icons for Twitter, YouTube, Facebook, and Instagram.

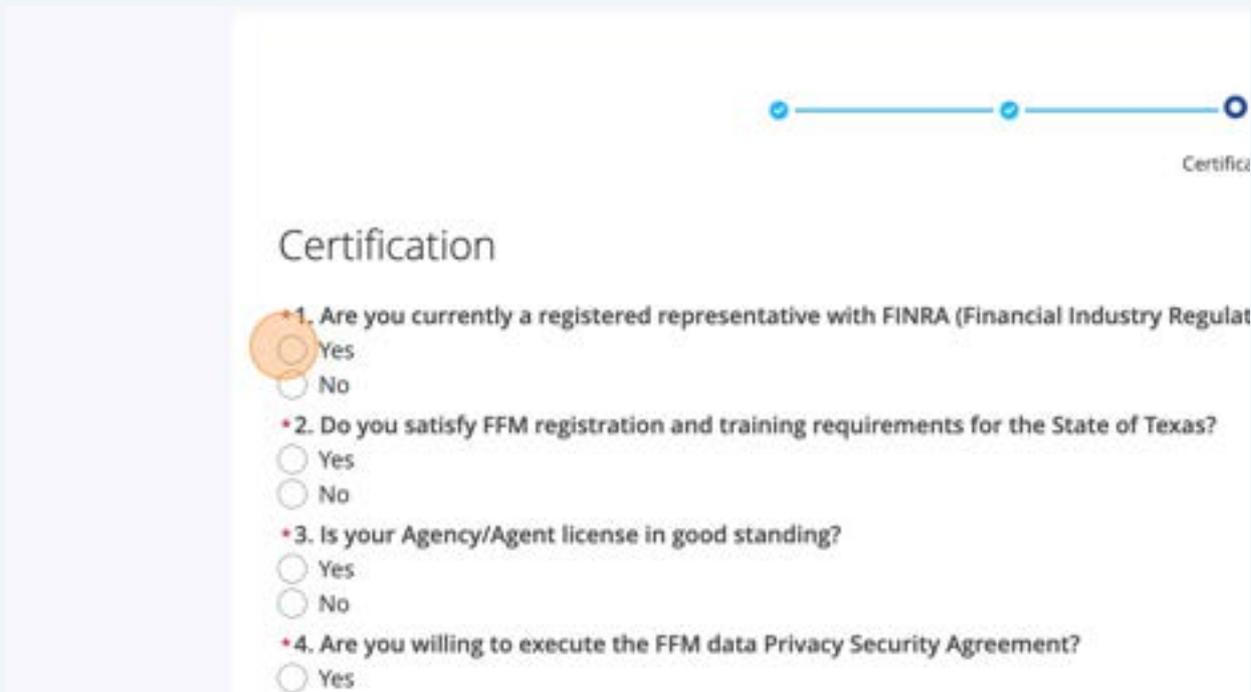
32 Click "Done"



33 To complete the Sub Agent Application, click "Resume Application"



34 Click here to answer the Certification questions for the Sub Agent

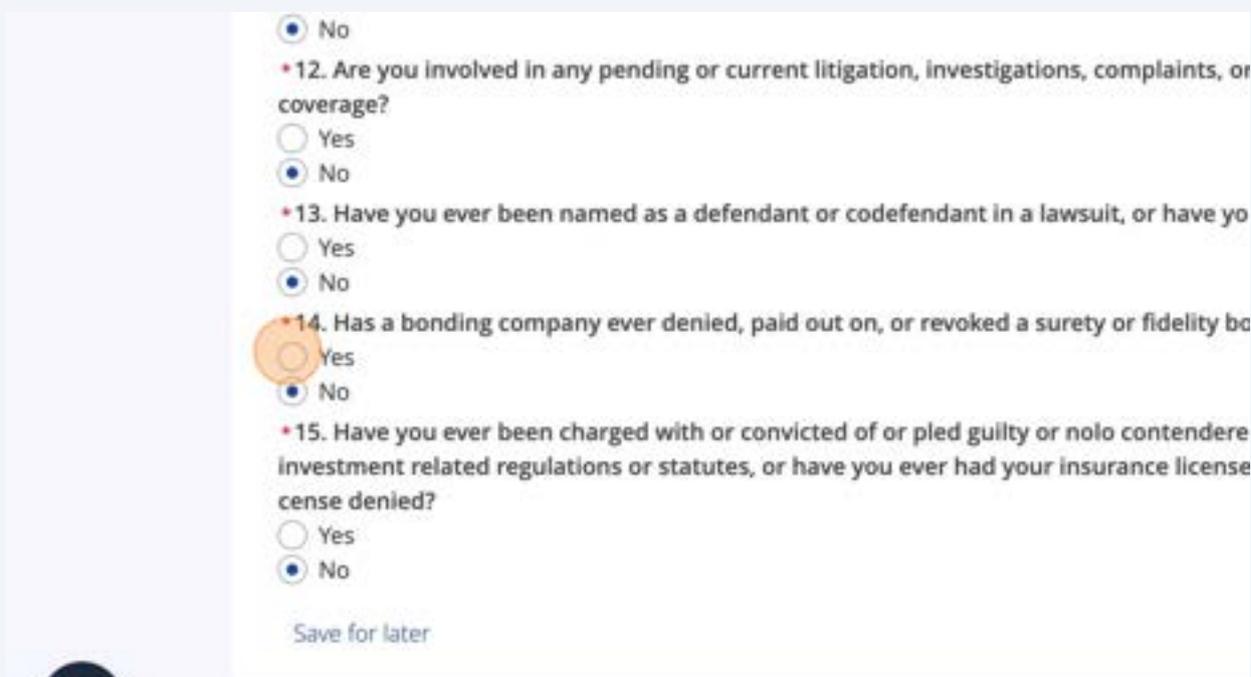


Progress bar: 1 2 3 (Certification)

Certification

- *1. Are you currently a registered representative with FINRA (Financial Industry Regulat)
 Yes
 No
- *2. Do you satisfy FFM registration and training requirements for the State of Texas?
 Yes
 No
- *3. Is your Agency/Agent license in good standing?
 Yes
 No
- *4. Are you willing to execute the FFM data Privacy Security Agreement?
 Yes

35 Click here to answer the Certification questions for the Sub Agent



- No
- *12. Are you involved in any pending or current litigation, investigations, complaints, or coverage?
 Yes
 No
- *13. Have you ever been named as a defendant or codefendant in a lawsuit, or have yo
 Yes
 No
- *14. Has a bonding company ever denied, paid out on, or revoked a surety or fidelity bo
 Yes
 No
- *15. Have you ever been charged with or convicted of or pled guilty or nolo contendere investment related regulations or statutes, or have you ever had your insurance license cense denied?
 Yes
 No

Save for later

36 Click "Next"

Have you ever sued or been sued by an insurance company?

Why bond for you, or is there any reason you cannot secure a bond?

Were (no contest) to violating state insurance department, federal or state securities, or insurance or securities registration suspended, revoked, investigated, audited or had a license

Previous Next

37 Click "Upload Files" for the questions that require supportive documentation.

Certification

Certification, supplemental information

You answered Yes to the following questions:

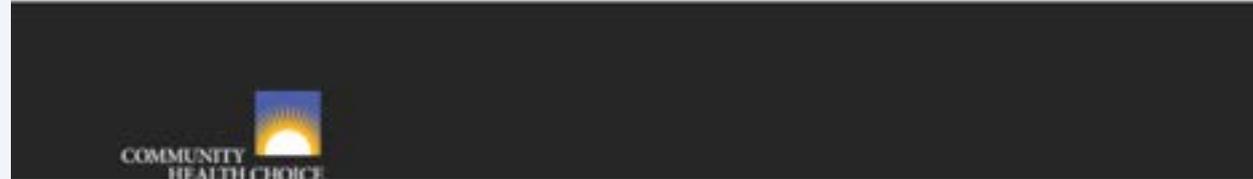
14. Has a bonding company ever denied, paid out on, or revoked a surety or fidelity bond for you?

You must attach an explanation with all relevant information and supporting documentation.

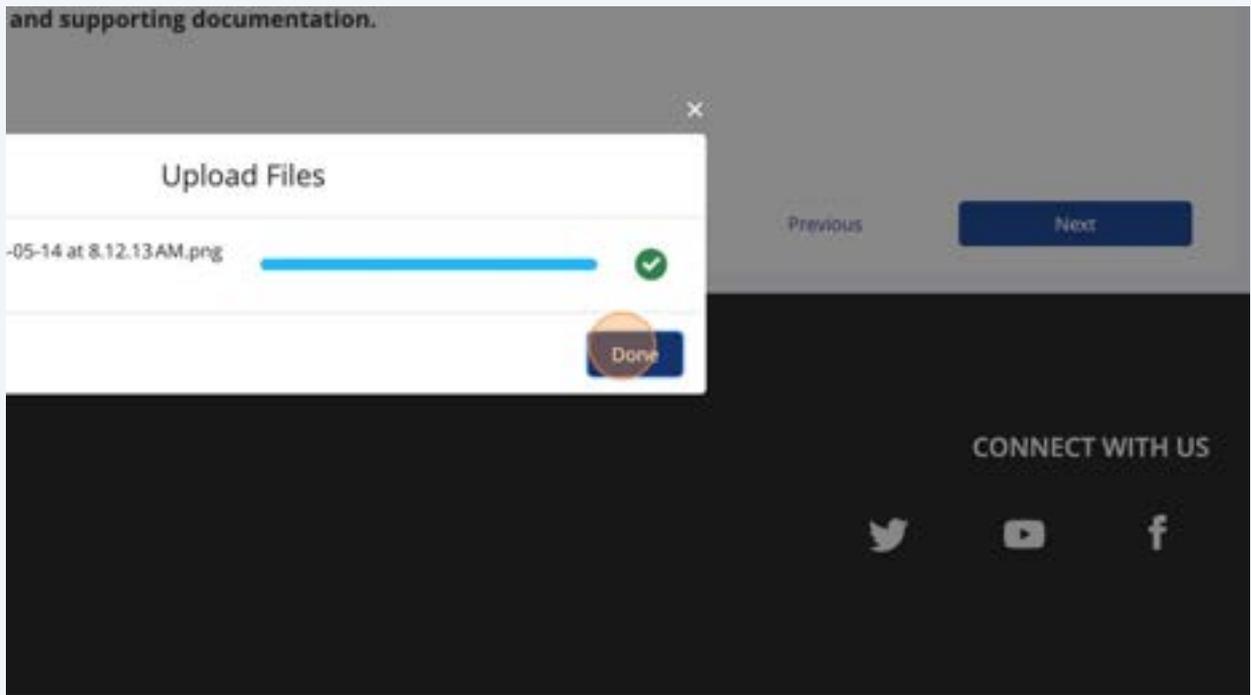
* Supportive Documentations

Upload Files Or drop files

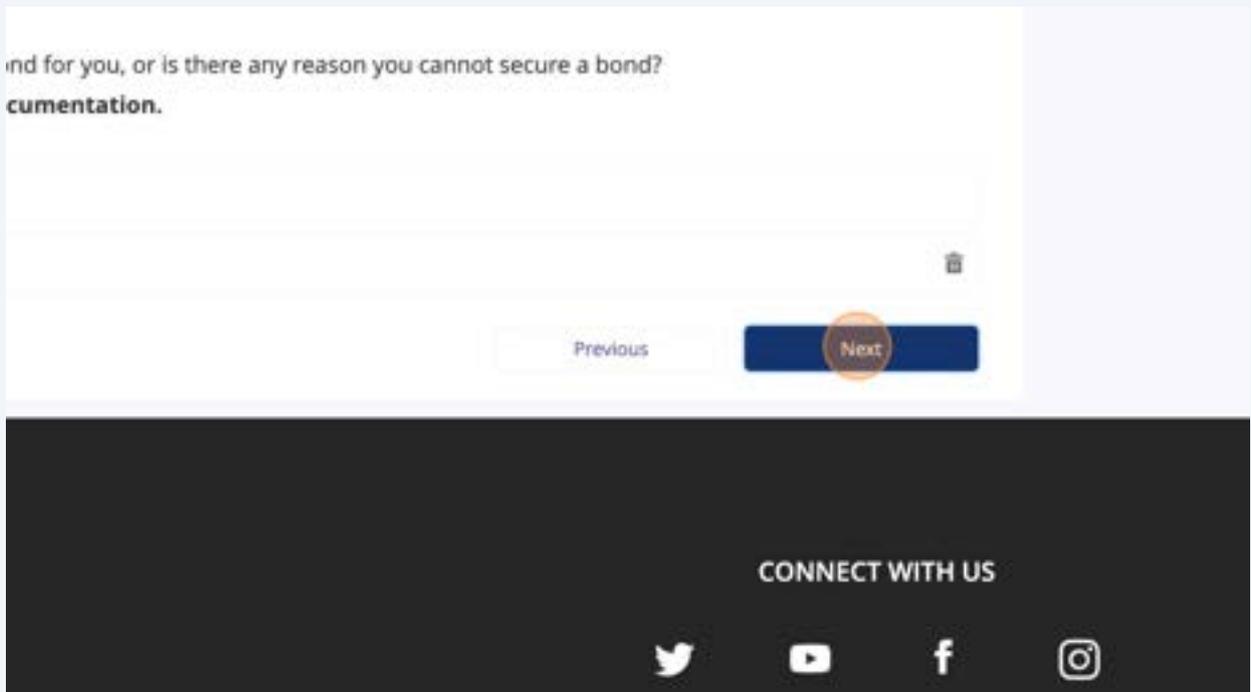
Save for later



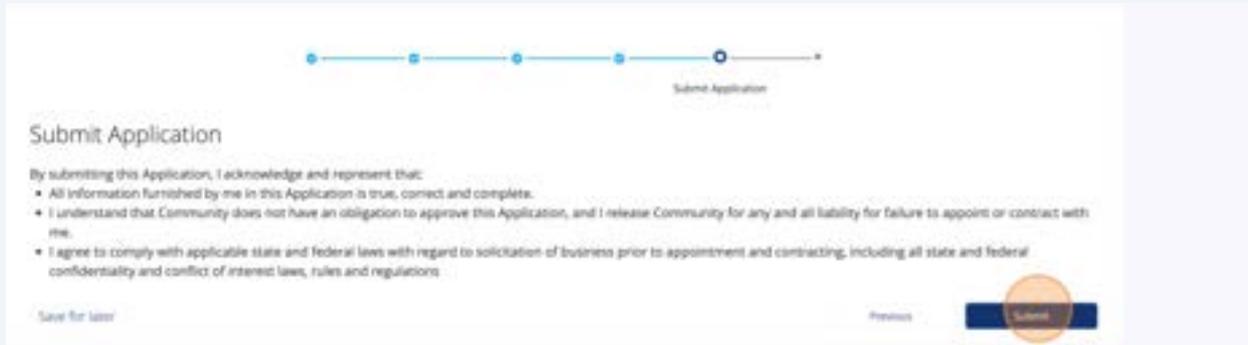
38 Click "Done"



39 Click "Next"



40 Once you review the acknowledgement, click "Submit".



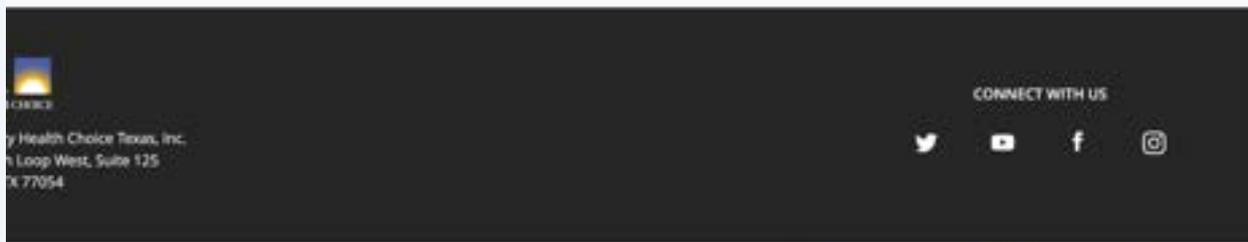
Submit Application

Submit Application

By submitting this Application, I acknowledge and represent that:

- All information furnished by me in this Application is true, correct and complete.
- I understand that Community does not have an obligation to approve this Application, and I release Community for any and all liability for failure to appoint or contract with me.
- I agree to comply with applicable state and federal laws with regard to solicitation of business prior to appointment and contracting, including all state and federal confidentiality and conflict of interest laws, rules and regulations

Save for later Previous **Submit**



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