

Bright Healthcare Contracting and Certification Guide for Agents

(GA or FMO) NAME

TIN

Welcome Agents! We are excited to get you on-board with Bright HealthCare. Our priority is to make it easy for you to represent Bright HealthCare. Use this guide to help you to get started.

Individual & Family Plan (ACA)/Group	Medicare
You must complete individual contracting unless otherwise approved. Contact the Broker Service Unit if you have any questions.	You must complete individual contracting & Medicare certification.

1. Gather required documents

Commission Assignment

- | | | |
|---|--|---|
| <ul style="list-style-type: none">NPN or SSNE&O InsuranceMedicare Agents: 2022 AHIP | To Agency <ul style="list-style-type: none">Agency TIN (Agency must be contracted with Bright HealthCare) | Direct To Agent <ul style="list-style-type: none">W9Banking Information |
|---|--|---|

Have all documents? You are now ready to access the Bright HealthCare Contracting website.

2. Access the Bright HealthCare Contracting

- There are 2 ways to acquire an Onboarding Invitation to the Bright HealthCare Contracting**
 - Your upline may initiate the request for you
 - You can access www.brighthealthcare.com/broker and click "Start Contracting"
- You will receive an email (Subject: Onboarding Invitation) from **BrightHealthcare.com** with a link and log-in information (User ID, Password, and Domain). This may take up to 2 business days.

From: brokers@brighthealthplan.com <brokers@brighthealthplan.com>
Subject: Onboarding Invitation



Dear ABC Agency,

Welcome to Bright Health Plan's 2019 Contracting and Certification! Prior to logging in:

- Medicare Advantage Agents, please have your 2019 AHIP ready to upload and you will be able to complete our certification training in 90 minutes or less.
- Individual and Family Plan Agents selling on exchange, please have your 2019 FFM certification ready to upload and/or your Connect for Health Certification completion date.

When ready, click here to launch the certification site using the information below. If you are a returning agent and forgot your password, please select the "Forgot Password" option during log in.

Site URL	Login
User ID	narzu@brighthealthplan.com
Password	Cald@071733
Domain	brhi

Our Broker Service Unit (BSU) is ready to assist you with your Bright Health plan needs or questions. Email us anytime at brokers@brighthealthplan.com, or call us at 1-888-325-1747.

- Click on the Login link within the email and reset your password.
- Enter your NPN and/or SSN to retrieve your NIPR licensing information.

3. Complete the Contracting Application System

- You will see the tabs below and must fill in all marked fields to submit the application.

GeneralLicensesAppointmentsBackground QuestionnaireBackground AgreementE&O InsuranceBanking InformationW9AgreementCertifications 1

Certifications 2Submit

1. General Information Tab

☐ Most fields are pre-populated from NIPR, so you will need to confirm the information is correct

☐ Select all languages spoken

2. Licenses Tab

☐ Active licenses according to NIPR are displayed at the top of the tab

☐ Select the States and corresponding Lines of Business that you would like to apply for appointment with Bright HealthCare.

☐ Place a checkmark beside the state(s) you want to be appointed in

☐ Place a checkmark beside the Line of Business you want to offer (Individual (ACA) and/or Group and/or Medicare).

If you select a line of business in a market where it is not sold, your application will not be submitted.

When applicable select your:

☐ Individual/ACA GA

☐ Group GA

☐ MA FMO

From the drop-down list Select:

Box below may be populated by your upline

3. Appointments Tab

(No action needed)

4. Background Questionnaire Tab

☐ Answer the 6 Yes/No Questions

5. Background Agreement Tab

☐ Open ALL three required forms,review,and electronically sign for the background check. (FCRA Agreement, Disclosure Agreement, and Authorization Agreement)

☐ Be sure your name matches what is listed on the General Information tab.

6. E&O Insurance Tab

☐ Enter the required information from your E&O insurance and upload a copy

7. Banking Information Tab

(Bright HealthCare can pay either a contracted agency or the agent directly)

☐ Pay selection:

☐ If selecting “pay myself...”, please enter your banking information.

If selecting “Pay an Agency”, please enter the Agency TIN (agency must be contracted with Bright HealthCare)

TIN:

8. W9 Tab

(only appears if you select Direct Deposit above)

☐ Upload a copy of W9

9. Agreement Tab

☐ Review and Accept the Agent Agreement.

☐ Be sure to enter your name as it appears on the General Information Tab (First, Middle, Last)

CA Brokers will have an additional agreement to accept

10. Certification 1 Tab

☐ For Individual Plan Agents: ACA Individual Certification

☐ Enter your FFM User ID

☐ Select Off Exchange Only or Off/On Exchange

11. Certification 2 Tab (Medicare only)

☐ Complete the 2022 Bright HealthCare Medicare Certification course.

12. Submit Tab

☐ Click Submit

4. Next Steps

- The Broker Service Unit will review your information and submit the background check request. This process normally takes 3-5 business days.
- Once complete, you will receive an email with your writing number, link to the Bright Health-Care Broker Services website and login information to access the commission system.
- For Individual and Group agents, you will also receive a separate email with access to our Quoting and Enrollment platform within 5 business days. Please note, current markets and plans are available until next year’s information is released.
- Don’t forget to attend a Bright HealthCare training event. Access the Bright HealthCare Broker Events Calendar at the Broker Services Website: www.brighthealthcare.com/broker

Questions: Please feel free to reach out to the Broker Service Unit



Broker Service Unit

8:00am – 4:00pm (CST) M-F

Email: Brokers@BrightHealthCare.com

Phone: 1-888-325-17