Hi Agents,

2022 Agent Certification is here! Please read this <u>entire</u> **email before attempting to login because we are doing things differently this year.**

Step 1: Have the following documents available to you because you will be required to upload them to the new portal: License, E&O and 2022 AHIP. Uploading Direct Deposit forms are not required, but highly encouraged.

Step 2: We have a new Agent Portal which will host 2022 Certification. **Your old login will not work, it's an entirely new site. Please click on "Register" since this is everyone's first time using the site. Your username will be your NPN.** In the new portal you'll be able to see your book of business (available in the next 1-2 weeks), view pending applications, pre-order 2022 enrollment kits once you are ready to sell, and more!

Step 3: **Watch this Agent Portal Tutorial before you register and login**, this will walk you through the whole process and it only takes 5 minutes to watch! **Watch the video here:** https://youtu.be/uGEKuekV5TE

Step 4: If you get confused or stuck, go back to the home page under the "To Do" section and proceed to the next step.

Step 5: After you finish watching the 2022 Certification Video and pass the test you will get a certificate of completion. **You will also receive a Ready to Sell email 3-5 business days after passing the test if all your credentialing documents are valid**. **Please check your junk inbox for the for email before contacting Broker Support.** Your portal will also say "Ready to Sell for 2022" at the top. Once you are marked as Ready to Sell for 2022 then you will be able to pre-order enrollment kits (the link will not work if you're not Ready to Sell).

Lastly, we recommend using Chrome browser for the Agent Portal. It will work with other browsers, but it works best in Chrome. Here is a link to download Chrome if needed: https://www.google.com/chrome/

NEW AGENT PORTAL LINK: https://health.clickmedix.com/bndagent

INVITATION CODE: bndagent

*invitation code must be all lowercase.