

# Bright Health Plan Contracting and Certification Guide for Agents

Name

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

Individual & Family Plan Agents	Medicare Agents
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

- NPN or SSN
- E&O Insurance
- Medicare Agents:2020AHIP

### Commission Assignment

#### To Agency

- Agency TIN (Agency must be contracted with Bright Health)

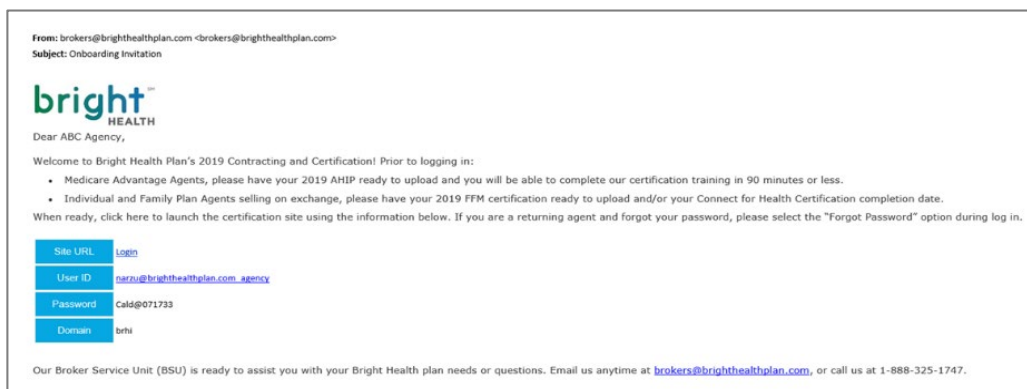
#### Direct to Agent

- W9
- Banking Information

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

## ② Access the Bright Health Contracting website

- **There are 2 ways to acquire an Onboarding Invitation to the Bright Health Contracting website:**
  1. Your upline may submit your information.
  2. You can click on the agent contracting link [click here](https://social.webcomserver.com/wpm/) (https://social.webcomserver.com/wpm/) and enter you information.
- You will receive an Onboarding Invitation email from **Brokers@BrightHealthPlan.com** with a link and log-in information (User ID, Password, and Domain). (Subject: Onboarding Invitation)



Onboarding Invitation

- 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

- You will see the tabs below and must complete all information on tabs.

General	Licenses	Appointments	Background Questionnaire	Background Agreement	E&O Insurance	Banking Information	W9	Agreement	Certifications 1
Certifications 2	Submit								

#### Contracting Checklist:

<p><b>1. General Information Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most fields are pre-populated from NIPR so you will need to confirm the information is correct</li> </ul>	
<p><b>2. Licenses Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Active licenses according to NIPR are displayed at the top of the tab</li> <li><input type="checkbox"/> Select the States and corresponding Lines of Business that you would like to apply for appointment with Bright Health.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Place a checkmark beside the state(s) you want to be appointed in</li> <li><input type="checkbox"/> Place a checkmark beside the corresponding Line of Business you want to offer (Individual ACA and/or Medicare).</li> </ul> </li> <li><input type="checkbox"/> GA and/or FMO selection: (see image)             <ul style="list-style-type: none"> <li><input type="checkbox"/> GA Selection: <b>From the drop-down list select:</b> <div data-bbox="1019 653 1398 762" style="border: 1px solid red; padding: 5px;"> <p>GA * <input type="text" value="start typing to select value"/></p> <p>FMO * <input type="text" value="start typing to select value"/></p> </div> </li> <li><input type="checkbox"/> FMO Selection:</li> </ul> </li> </ul>	
<p><b>3. Appointments Tab</b> (No action needed)</p>	<p><b>4. Background Questionnaire Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Answer the 6 Yes/No Questions</li> </ul>
<p><b>5. Background Agreement Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open ALL three required forms, review, and electronically sign for the background check. (FCRA Agreement, Disclosure Agreement, and Authorization Agreement)</li> <li><input type="checkbox"/> Be sure your name matches what is listed on the General Information tab.</li> </ul>	<p><b>6. E&amp;O Insurance Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter the required information from your E&amp;O insurance and upload a copy</li> </ul>
<p><b>7. Banking Information Tab</b> (Bright Health can pay either a <b>contracted</b> agency or the agent directly)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay selection: Yourself or Agency             <ul style="list-style-type: none"> <li><input type="checkbox"/> If selecting <b>"Yourself"</b>, please enter your personal banking information.                 <div data-bbox="496 1205 850 1415" style="border: 1px solid gray; padding: 5px;"> <p>Pay * <input type="radio"/> Yourself <input type="radio"/> Agency</p> <p>Bank Routing Number * <input type="text"/></p> <p>Confirm Bank Routing Number * <input type="text"/></p> <p>Bank Account * <input type="text"/></p> <p>Confirm Bank Account * <input type="text"/></p> <p>Bank Account Type * <input type="text"/></p> </div> </li> <li><input type="checkbox"/> Upload your W9</li> </ul> </li> </ul> <p style="text-align: right;">If selecting "Agency", please enter the Agency TIN (agency must be contracted with Bright Health).</p> <div data-bbox="956 1241 1360 1358" style="border: 1px solid gray; padding: 5px; margin-left: auto;"> <p>Pay * <input type="radio"/> Yourself <input checked="" type="radio"/> Agency</p> <p>Agency Tax ID * <input type="text"/></p> <p style="color: blue; font-size: small;">Please enter the Tax ID of your associated agency.</p> </div> <p style="text-align: center;"><b>Enter TIN Here:</b></p>	
<p><b>8. W9 Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm federal tax classification</li> <li><input type="checkbox"/> Upload a copy of W9</li> </ul>	<p><b>9. Agreement Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review and Accept the Agent Agreement.</li> <li><input type="checkbox"/> Be sure to enter your name as it appears on the General Information Tab (First, Middle, Last).</li> </ul>
<p><b>10. Certification 1 Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For Individual Plan Agents: ACA Individual Certification             <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter your FFM User ID</li> <li><input type="checkbox"/> Select <b>Off Exchange Only</b> or <b>Off/On Exchange</b>.</li> </ul> </li> <li><input type="checkbox"/> For Medicare Agents:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Upload your AHIP and enter the completion date</li> </ul> </li> </ul>	<p><b>11. Certifications2 Tab</b> <i>(For Medicare agents)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the 2020 Bright Health Medicare Certification course. Included are informational videos and an assessment, which requires a score of 85% or higher.</li> </ul>
<p><b>12. Submit Tab</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click Submit</li> </ul>	

## ④ Next Steps

- The Broker Service Unit will review your information and submit the background check request. **Process normally takes 3-5 business days.**
- Once complete, you will receive an email with your **writing number**, link to the Bright Health Broker Services website and login information to access the commission system.
- **For Individual agents**, you will also receive a separate email with access to our IFP Quoting and Enrollment Portal within 5 business days.
- Don't forget to attend a Bright Health training event. Access the Bright Health Broker Events Calendar at the Broker Services Website: [www.BrightHealthBroker.com](http://www.BrightHealthBroker.com)

**Questions:** Please feel free to reach out to the Broker Service Unit (BSU) or your local Bright Health representatives.

**Broker Service Unit**  
8:00am – 6:00pm CST

**Email:** [Brokers@BrightHealthPlan.com](mailto:Brokers@BrightHealthPlan.com)  
**Phone:** 1-888-325-1747

### Bright Health Individual & Family Plan Team

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