

Blue KC 2021 MA Recertification Guide

1) Open Email from Blue KC MA Recertification:



Dear (Agent name)

You are ready to update your information with Blue KC!

Please use the information below to log in and submit your changes.

[Link](#) [Workflow URL](#)

[Username](#) agent.email@address.com

[Password](#) BCBSKC@209709

2) Click “Link” in email and login using the username and password.

You will see the following “Set new password”, Enter a new password 8-20 characters, must have: letter, number, special character. After you enter your new password twice click “Change Password”.

Set new password

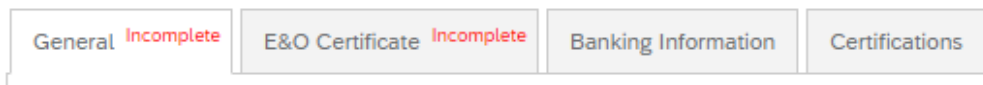
Your password must be changed to protect the integrity of your account.

- Password must contain letters, numbers and special characters
- Password expires after 90 day(s)
- Last four passwords may not be reused
- Password must have more than 8 characters.
- Password can not be similar to first, last or user name
- Password must have less than 20 characters.

Change Password

[Sign Out](#)

3) You will be presented with a number of tabs to complete. Fill in all required fields on each tab. Any uncompleted tabs will display “Incomplete”, (see below image):



4) The bottom of your screen has 3 buttons:

- NEXT = Moves you to next tab
- Save = allows you to save your work, logoff and later resume where you left off
- Submit = Submits your application after all tabs are completed

If you see incorrect information on a page and can't change it, send us an email at:

producerinfo@bluekc.com

5) General Tab

Notes: Fields highlighted in yellow are required..

After you complete the tab, click "Next" at the bottom of the page.

Please complete the application below. You may click "Save" at the bottom of the screen to save the application and log back in later. Once the application is completed, click "Submit" at the bottom of the screen. If you did not complete a tab, the word "Incomplete" in red will display.

General	E&O Certificate	Banking Information	Certifications	Education	eSignature
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Please review all fields and update any information if desired.

First Name

Middle Name

Last Name

Suffix

Date of Birth *

NPN

SSN *****

Business Phone *

Contact Email *
e.g., johndoe@site.com

MA Upline Name

Residency Address Line 1 *

Residency Address Line 2

Residency City *

Residency State *
--select--

Residency ZIP *

Additional Addresses

Is your Mailing address the same as your Residency Address?
☐ Yes
☐ No

Mailing Address Line 1 *

Mailing Address Line 2

Mailing City *

Mailing State *
--select--

Mailing Zip *

Please comment additional changes

Next >

Use the Next/Previous buttons above to easily move between tabs.

Click the button below to save your progress.

Once you have finished updating all of your information, click the button below.

Save

Submit

6) E&O Certificate Tab

*Notes: For E&O Upload MA box, click on the up arrow to upload a PDF or JPG of your E&O declarations page. In the future if you can update your E&O yourself for both MA and Commercial lines of business!
If you have commercial business you will be asked for commercial E&O, you can click to use the same information for commercial. If your agency has opted to provide your E&O this tab will not display!*

Please complete the application below. You may click "Save" at the bottom of the screen to save the application and log back in later. Once the application is completed, click "Submit" at the bottom of the screen. If you did not complete a tab, the word "Incomplete" in red will display.



General	E&O Certificate	Banking Information	Certifications	Education	eSignature
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Please add your E&O insurance information. The Per Occurrence and Aggregate Limits are required to be a minimum of \$1,000,000.

Do you wish to update any information on this tab? ☒ Yes

Enter your MA insurance information below.

E&O Insurance Carrier Name	<input type="text"/>	Expiration Date *	<input type="text"/>
Policy Number *	<input type="text"/>	Per Occurrence Limit *	<input type="text"/>
Effective Date *	<input type="text"/>	Aggregate Limit *	<input type="text"/>
		E&O Upload MA *	<input type="text"/>



Previous

Next

Use the Next/Previous buttons above to easily move between tabs.

Click the button below to save your progress.

Once you have finished updating all of your information, click the button below.

Save

Submit

IF you have Commercial/ACA business you can answer "Yes" to use the same E&O for Commercial/ACA:

Is your Comm/ACA Insurance Information the same as your MA Insurance Information? ☒ Yes
☐ No

7) Banking Information Tab

Notes: If you have commercial there may be additional banking information displayed. If you pay to your upline agency you will not have banking or W9 information.

Please complete the application below. You may click "Save" at the bottom of the screen to save the application and log back in later. Once the application is completed, click "Submit" at the bottom of the screen. If you did not complete a tab, the word "Incomplete" in red will display.

General

E&O Certificate

Banking Information

Certifications

Education

eSignature

Please review your desired payment type and related information and update if desired.

Do you wish to update any information on this tab? ☒ Yes

Please enter your banking information below.

Paid:

--select--

Bank Account Type *

Checking

Bank Name *

[required]

Bank Routing Number *

[required]

Bank Account Number *

[required]

Name on Bank Account *

[required]

Please enter your W-9 Address below.

W-9 Address Line 1 *

[required]

W-9 Address Line 2

W-9 City *

[required]

W-9 State *

--select--

[required]

W-9 Zip *

[required]

If you see incorrect information on a page and can't change it, send us an email at:
producerinfo@bluekc.com

8) Certifications Tab

Notes: Blue KC does not offer Medicare/"AHIP" training for 2021. Please upload your "AHIP" certificate or to complete your annual certification go to their website: <https://www.ahipmedicaretraining.com/ext/ahip/login.php> Blue KC's plan specific training is under the Education tab. If you have commercial you will be asked to enter FFM certification but you can opt out by clicking "No".

CLICK "Yes" to enter your AHIP. If you have commercial you can enter your FFM here as well or opt out.

Please complete the application below. You may click "Save" at the bottom of the screen to save the application and log back in later. Once the application is completed, click "Submit" at the bottom of the screen. If you did not complete a tab, the word "Incomplete" in red will display.

General E&O Certificate Banking Information **Certifications** Education eSignature

Please update or add your required Certifications (i.e. AHIP, ACA).

Do you wish to update any information on this tab? ☐ Yes

AHIP Year

◀ Previous Next ▶



Use the Next/Previous buttons above to easily move between tabs. Click the button below to save your progress. Once you have finished updating all of your information, click the button below.

Save Submit

On the screen click up arrow to upload a PDF or JPG of your AHIP Certificate. Click the year it is good for to the right.

Please update or add your required Certifications (i.e. AHIP, ACA).



Do you wish to update any information on this tab? ☒ Yes

AHIP Certificate *   AHIP Year * ☐ 2020 ☐ 2021



◀ Previous Next ▶

If you have commercial you can enter your FFM certification OR opt out:

Do you wish to update any information on this tab? ☒ Yes

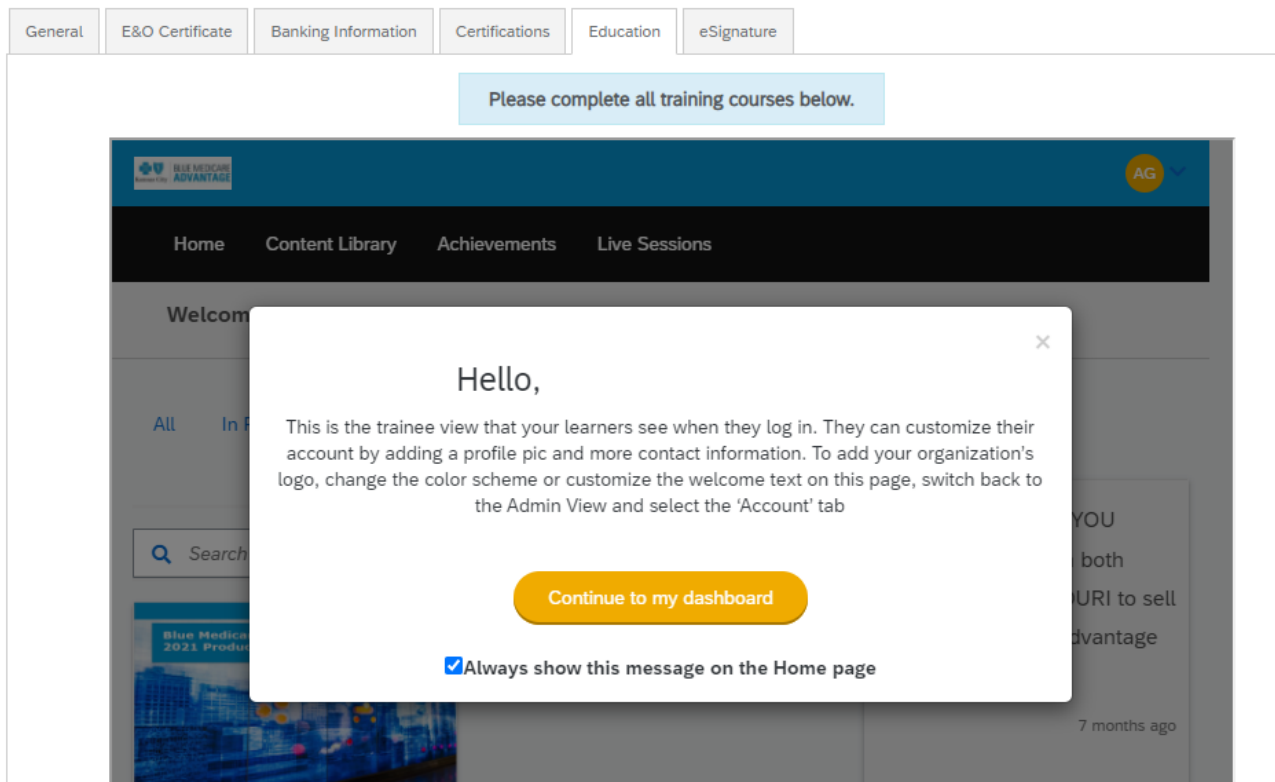
AHIP Certificate *   AHIP Year * ☐ 2020 ☐ 2021

Do you wish to sell individual products on The Federally Facilitated Marketplace (FFM)/ACA? This requires you to complete an annual FFM Certification. * ☒ Yes ☐ No

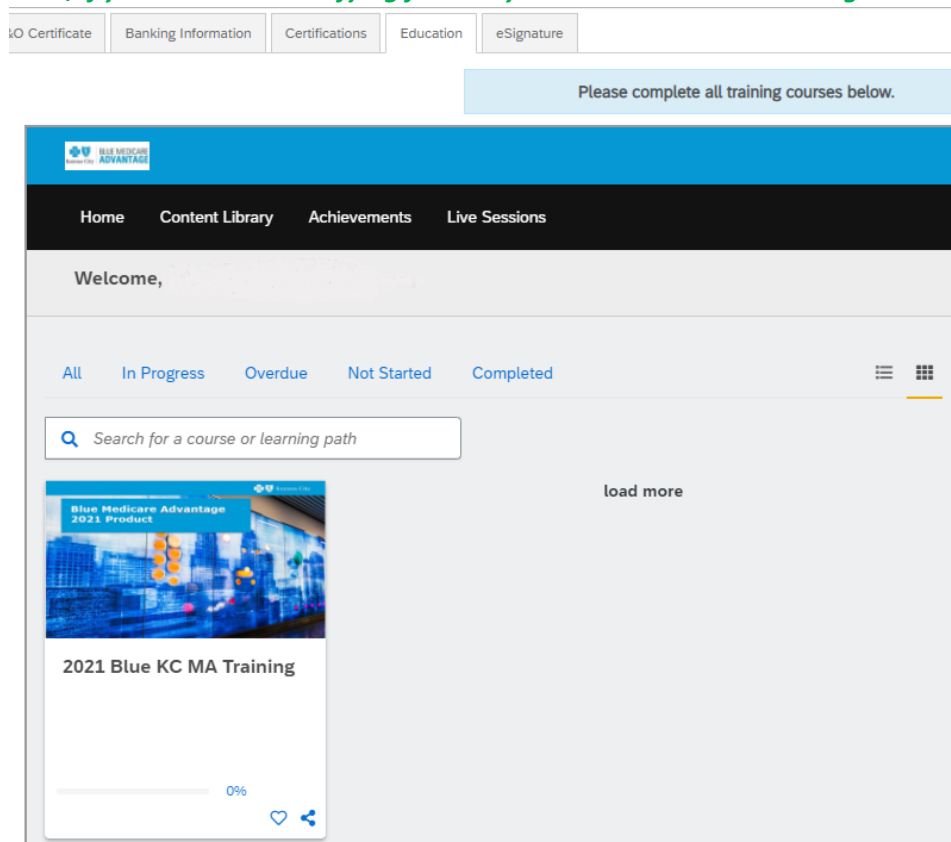
FFM Certification *   FFM Year * ☐ 2020 ☐ 2021

9) Education Tab

Notes: There are two parts, education and the exam. You get 3 attempts to pass the exam with a score of 85 or higher. When you first login click "Continue to my dashboard"




Click the 2021 Blue KC MA Training icon below. After you view the training guide, you will see the Exam!
Note, if you are also recertifying for ACA you will see the ACA Training as well.



Click “Start this course”

E&O CertificateBanking InformationCertificationsEducationeSignature


Please complete all training courses below.



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HomeContent LibraryAchievementsLive Sessions

Content Library / 2021 Blue KC MA Training



2021 Blue KC MA Training
2021 Blue KC Medicare Advantage product specific training

Start this course

0%

Modules

Once completed, click the yellow “NEXT” on the upper right to start your exam.

CertificateBanking InformationCertificationsEducationeSignature

Please complete all training courses below.

☰

2021 Blue KC MA Product Training

FEEDBACK

PREVIOUS

NEXT

EXIT

YOU HAVE COMPLETED THIS COURSE.

**CLICK THE YELLOW “NEXT” BUTTON ABOVE
TO START THE EXAM**

YOU HAVE 3 ATTEMPTS TO ACHIEVE AN 85% OR HIGHER SCORE

After you answer the 40 questions, you will review your answers. Scroll to the bottom of the questions/answers list and click on “COMPLETE” to submit your answers for grading.

↑ Change this answer

COMPLETE

ove between tabs.

Click the button below to save your progress.

Once you have finished updating all of your inform

Save

Submit

Your results will be immediately displayed. Click “EXIT” to leave

E&O Certificate

Banking Information

Certifications

Education

eSignature

Please complete all training courses below.



2021 Blue KC MA Exam

◀ PREVIOUS

▶ NEXT

✕ EXIT

💬 FEEDBACK



Status: Complete/ Passed



Score: 100%



Passmark: 85%

CONTINUE

10) eSignature Tab

Notes: You are presented several documents depending on a number of factors:

- *W9 form will appear if you pay to yourself for MA or commercial lines of business*
- *Commercial Agent contract will appear which will allow you to sell Medicare Supplements*
- *MA Agent contract will appear for all MA agents*
- *Blue KC Fraud, Waste and Abuse Attestation for all MA agents*
- *Blue KC Code of Conduct for all MA agents*

Click “Load Documents” to see the documents you must sign

Please complete the application below. You may click “Save” at the bottom of the screen to save the application and log back in later. Once the application is completed, click “Submit” at the bottom of the screen. If you did not complete a tab, the word “Incomplete” in red will display.

W-9 Certificate **Incomplete**

Banking Information **Incomplete**

Certifications

Education

eSignature

Please click on “Load Documents”, read and sign each document. Once you have signed all documents, you will see the message: “You’re All Set!”. Click “Submit” at the bottom of the screen to submit your application!

Load Documents

Previous buttons above to easily move between tabs.

Click the button below to save your progress.

Once you have finished updating all of your information, click the button below.

Save

Submit

Once everything is signed follow the red arrow and “Click to Sign” your documents.

Date: 08/18/2020

Saved

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Click to Sign

Previous buttons above to easily move between tabs.

Click the button below to save your progress.

Once you have finished updating all of your information, click the button below.

Save


Submit

Your final message: “You’re All set”. Look for any tabs that show “*Incomplete*” in red and finish those up. When all the tabs are clear click “Submit” and you are done!


Please complete the application below. You may click “Save” at the bottom of the screen to save the application and log back in later. Once the application is completed, click “Submit” at the bottom of the screen. If you did not complete a tab, the word “Incomplete” in red will display.


E&O Certificate <i>Incomplete</i>	Banking Information <i>Incomplete</i>	Certifications	Education	eSignature
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Please click on “Load Documents”, read and sign each document. Once you have signed all documents, you will see the message: “You’re All Set!”. Click “Submit” at the bottom of the screen to submit your application!


 **Kansas City**

POWERED BY
Adobe Sign



 **You're all set**

You finished signing

Next,  will approve.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Our parting message:

Your changes have been submitted for review. Expect an email from Blue KC within 2 business days. Click the Blue KC logo in the upper left to exit.

Thank you!

Logout, close your browser, etc.