

# Becoming a SCAN Certified Agent

## 1 Obtain a New Agent Contract

To be authorized to sell SCAN products, you must be affiliated with an Agency that contracts with SCAN and fully certified for the products you wish to sell. Your Agency will email our Contracting Team with your information to request a contract. You will then be emailed a contract via DocuSign to be completed electronically.

### **Contracting paperwork includes:**

- Agent Contact Form
- Agent Agreement
- Current State Insurance License Numbers
- Signed W-9
- Agent Appointment Form

**Licensing** - You must have current Accident & Health licenses to sell SCAN plans. (must not expire within 45 days of contracting)

**Errors & Omissions (E&O)** - Agents must sign the Errors and Omissions Attestation of Coverage (must not expire within 45 days of contracting). Your minimum E&O policy must be written for \$1,000,000 per occurrence and \$1,000,000 aggregate limit. After onboarding, agents are required to continue to maintain active E&O coverage.

## 2 Complete Your Training

*\*All contracting paperwork must be received before you can begin your training*

### TO BEGIN

- >> Go to [www.scanagentportal.com](http://www.scanagentportal.com)
- >> Click "Agent Log In"
- >> Complete trainings in order below

*New Agents will receive an activation email to set up their account*

### Step 1

#### AHIP

- Training curriculum includes modules on Medicare Marketing and Fraud, Waste and Abuse segment
- Completing this training also satisfies the CMS requirement for General Compliance training

*\*REQUIRED*

### Step 2

#### Online Certification & Exam

- Watch ENTIRE online training video
- Attest to reading SCAN P&P's, Code of Conduct and Sales Agent Guide
- Complete Exam with a minimum passing score of 85%

*\*REQUIRED*

### Step 3

#### Benefit Rollout Training

- Attend one of the offered trainings for an in-depth understanding of our rich plans
- *Face-to-Face Training*
  - *Self-Paced Online Training*
  - *Live Webinar Training*

*Note: agents are encouraged to access and complete the training using SCAN's training portal. The fee for the AHIP certification through SCAN is \$125 and payment is made through the portal.*

***If you have questions about SCAN's contracted agencies, email: [SCANBrokerContracting@scanhealthplan.com](mailto:SCANBrokerContracting@scanhealthplan.com)***