

Prominence MyAgentWorld New Agent Registration & Credentialing Guide

Welcome to MyAgentWorld, the platform that Prominence Medicare Advantage Agents use to complete their yearly credentialing and view Commissions/Book of Business information.

This guide is designed to assist the new Prominence Agent with initial registration.

If you have any questions about this process, please contact your Local MA Sales Support Team, or our general mailbox at PHPMASalesGeneralMailbox@uhsinc.com.

2 STEPS TO REGISTER

Step 1 – Receive your invitation via email and get ready!

- Look for an invitation from Prominence Health Plan (prominence@myagentworld.com) with the title, 'Your Invitation to Credential with Prominence Medicare Advantage'.
- Within this email is a unique link that will take you to MyAgentWorld for registration.



TIPS: Please complete your registration and credentialing on a laptop or desktop computer. Have your AHIP Certificate saved as a PDF to your desktop, and ready for upload to the MyAgentWorld system.

Step 2 – Registration with MyAgentWorld

- After you have clicked the invitation link, please enter your:
 - First Name
 - Last Name
 - Password / re-enter the Password
 - Choose two Security Questions/Answers
- You may notice there is an Upline Code pre-added to the registration form. Please leave this code as it is shown. If you have any questions about the Upline/Agency name that appears, please reach out to your Local MA Sales Team for assistance.
- Click 'Create an Account' to finish this step.

Upline Code * ✔ Valid

Upline Display Name

Create an Account  

You have completed the registration process in MyAgentWorld!

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8 EASY STEPS TO COMPLETE YOUR CREDENTIALING

STEP 1 – Selling State Designation

- The first step of the credentialing process is to designate the states in which you are licensed to market and sell. Please only select the states in which you are licensed and in good standing. Selecting states that you are not licensed in will stall your credentialing process. Click 'Continue'.



Welcome Adrienne Tester !

Welcome to the Prominence Health Plan RTS Certification Process for Medicare Advantage Plans.

During this process, you will complete steps to reach a "Ready to Sell (RTS)" status. Each step helps us ensure we follow the CMS requirements to ensure all Producers are credentialed and certified to sell Medicare Products.

If you need to pause and leave the process at any time, the system will automatically remember where you are and bring you back to the appropriate place where you left off.

Once all requirements have been met, you will be able to reach your end user portal where you can review all items from the Onboarding Process plus review and manage your book of business and commissions. This system will serve as a single source for all Onboarding and Commission related items.

Please be reminded, you may not begin soliciting Prominence Health Plan products until you have successfully completed the annual certification process and have received a "Ready To Sell" notification. Failure to complete this certification in its entirety will result in an ineligibility to market and sell Prominence Health Plan Products.

Please start by selecting the states that you plan to market Prominence Products.

Nevada

Texas

Florida

CONTINUE

STEP 2 – Fill out your Profile & Contact Information

- Fill in all fields marked with an asterisk, if blank.
 - NOTE: For Agents that can choose their Commissions payout option, Display Name (DBA) can be modified now or in later steps. If you are an Agent that wants to be paid through a business, the Display Name (DBA) represents the business name.
 - If an asterisk “*” field contains incorrect information, use the “Contact Us” button to request the correction.

Profile Details

* If you need to make a change to a restricted field, please use the Contact Us Button. ✕

- Add your Cell Phone Number
 - Prominence uses this number to keep in touch with you, so please be sure to add it.
- Please add your mailing address to Address fields. This address is used for your commissions check payment if you do not elect Direct Deposit at a later date.

Email *
phpmasalesgeneralmailbox@uhsir

Cell Phone *
(xxx) xxx-xxxx

Other Phone *
(xxx) xxx-xxxx

Other Type *
Office ▼

Please note that Prominence Medicare Advantage Sales may utilize your cell phone number to provide you with status updates and important communications. We highly recommend you supply your cell phone number, in addition to alternative telephone number that we can reach you at.

Are you an individual or an entity? Individual

Social Security Number *
Type here...

Date of Birth *
Type here...

NPN * [Lookup](#)
NPN Here...

If the NPN we found is wrong, please double check the SSN entered. If still wrong, please click here to let us research this further. [Submit Feedback](#)

Gender *
Choose an option... ▼

Primary Language *
English ▼

Address Type *
Mailing ▼

Address 1 *
Type here...

- Click ‘Next’ when all fields are completed.

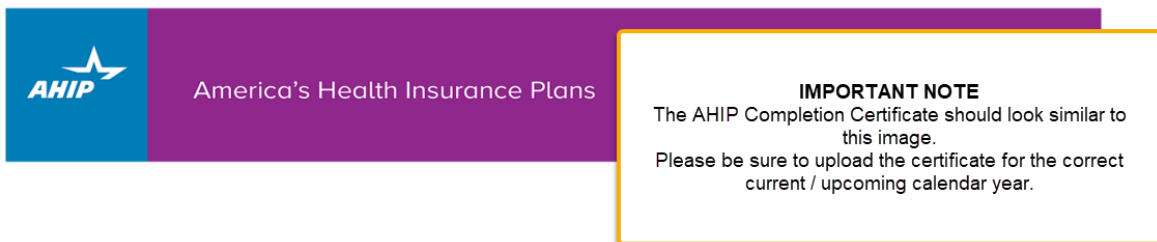
STEP 3 – Agent Questionnaire for Background Check

- Please answer these questions candidly, click the checkbox to confirm your answers, and click 'Next' to continue.

STEP 4 – AHIP Certificate Upload Step

- Upload your AHIP Certificate using the 'Click here' option. Please upload a PDF for the quickest processing.

Note: The system does accept other formats of the AHIP Certificate (.jpg, .img, etc.), however the PDF format works best for automated processing.



has successfully completed the course

202 Medicare + Fraud, Waste and Abuse Training

Completion Date:
Date Generated:

Gregory F. Dean
Vice President, Insurance Education
America's Health Insurance Plans

- Click review to see the data that was captured from your AHIP Certificate. Click 'Confirm' if the information is correct, and if the information in the pop-up window is not correct, click 'Manual Review'. A member of the Medicare Advantage Operations team will review your AHIP certificate and approve/reach out to you if needed.

STEP 5 – Training Material and Prominence MA Test

- Please click the arrows on the right and left of the screen to move between training topics. When you have completed the training, click 'Next' to take the test.
- The Prominence MA Test consists of Yes/No, True/False, and multiple-choice questions. Parameters for passing the exam are stated on screen for your reference.
- A popup notification will appear to let you know if you have passed the test. Press 'Continue' to move to the next step.

STEP 6 - Agent Contract

- Please read the Agent Contract thoroughly and download to your local computer for your reference.
- When you are ready to sign the contract, click the two checkboxes to attest and click 'Next' to continue.

Agent Agreement

PROMINENCE HEALTHFIRST
MEDICARE ADVANTAGE AGENT AGREEMENT

This MEDICARE ADVANTAGE AGENT AGREEMENT (this "Agreement") is made and entered into this as of April 18, 2022 by and between Nevada – Prominence Health First of Nevada ("PROMINENCE HEALTHFIRST"), on behalf of itself and its Affiliates (collectively, Prominence HealthFirst or the "Company") and Adrienne Tester ("Agent").

A. Prominence Health Plan offers a Medicare Advantage Prescription Drug plan and other products as may be determined by the Company (collectively, "Products")

- I attest that I have, as part of the required CMS compliance training, completed the Fraud, Waste, and Abuse training as required. I understand that CMS and/or Prominence Health Plan may request additional information including training certificates to substantiate the statements attested to. I also attest that all information has been read and agreed to in this contract and BAA.
- I agree that the signature below will be an electronic representation of my signature for all purposes when I (or my agent) use them on documents, including legally binding documents, just the same as pen-and-paper signature.

Date of agreement: 04/18/2022

Full name: Adrienne Tester

Previous Next

STEP 7 – Post Credentialing Commissions Assignment (as applicable to Agency/Upline)

Confirm Commissions Assignments

- If your Agency/upline allows, choose whether you want commissions sent directly to you, sent to your Upline for distribution to you, or sent to a business entity.
 - If you are an LOA agent, please select 'My Upline'.
- If your Agency/upline allows you to choose from these options, and you are not sure which to select, please contact your Local MA Sales Team for assistance.

Confirm Commissions Assignments

Based on your registration code, your Commissions are being Assigned as shown below.

- Myself**
I want to select myself as the direct payee.
- My Upline: Prominence NV Telesales**
I want to select myself as the direct payee.
- Business entity**

[Something isn't right](#)


- Click 'Confirm'. Based on your selection, you may see a step to Complete your W-9. Use the 'Update' button to make any changes at this time.
 - If you make any updates to the W9, click 'Update' to save these changes.

STEP 8 – Review Your Information

Please review each of categories for accuracy. If you need to correct anything, please use the 'Previous' button to go back and make changes.

Click 'Submit' when you have completed your final review.

If everything looks good, please click Submit below. If you need to correct anything, please go back and do so.



Congratulations! You have completed the onboarding process for Prominence Medicare Advantage. You will receive an email when you are appointed and 'Ready to Sell'.

You also now have access to your full Onboarding and Portal where you can view your submitted information, maintain your Onboarding information, and most importantly – you will be able to monitor your Book of Business from this single tool. Please see our MyAgentWorld Guide to your BoB/Commissions, or reach out to the Commissions Team at PHPCommissions@uhsinc.com.