

Cigna Producer Onboarding

What should I be on the lookout for in my email?

You should receive your contracting link from producerexpress@sircon.com. The subject line will read: Cigna Producer Onboarding Invitation.

Next Steps

1. **Login to Producer Express:**
 - If you do not already have an account with Producer Express, you will need to select “Get My Password” under **Need a Password?** Once selected, you should receive an email with a temporary password. Once logged in, you will be prompted to create a new password.
 - If you do, enter your existing password and login under **Already have a password?**
2. Review the **Getting Started** page and hit **Next**
3. Read the **User Agreement** and check the box next to **“I Agree”**
4. **Confirm your upline.** You should see the following. Select **No** to proceed.

Agency Information

Agency Name: Agent Pipeline
Agency EIN: 26-1553665

If the Agency information listed is incorrect please contact your recruiter at ggizaw@cigna-ifp.com

 **Is this individual currently affiliated with any other agencies??**

Yes **No**

5. Complete the **Producer Information** section. If you have already completed your Federally-Facilitated Individual Marketplace (FFM) certification, select **Yes** and provide your FFM user ID. If you have not, please select **No**. Please keep in mind you must complete the FFM and any applicable state-based certifications prior to being considered Ready-to-Sell.

You should see the following in the commission payment section:

Commissions should be paid to:

EIN: 26-1553665

Company Name: Agent Pipeline

6. Review your **Requested Appointment States**. You will also see a list of any applicable **New Business in Hand States**.
7. Answer the questions on the **Background Information** page and provide any corresponding documentation to any questions that are answered **Yes**.
8. **Review and Sign Documents**. You will be asked to add your eSignature to the list of documents below:

Review and Sign Documents

The documents are now ready for your review. Each document will be displayed on the screen with the data you have provided. If you believe the document is in good order, click the "Sign This Form" button to provide an eSignature. The eSignature will lock the document and prevent any further changes during the home office review.

What is an eSignature? ([click for more...](#))

If you find an error on any of the forms, click the "Start Over" button above to return to the beginning of the data collection process. You will not lose any data that you have entered.

Name	Document Status
Acknowledgement Form	Signatures required (0 of 1)
Authorization to Conduct a Background Investigation Form	Signatures required (0 of 1)
CA Privacy Law	No signatures required
Fair Credit Reporting Act	No signatures required
NY ART 23-A Form	No signatures required
Policyholder Information Reminder	No signatures required
Producer Information Form	Signatures required (0 of 1)
Questionnaire Form	Signatures required (0 of 1)

I understand and consent to use of an electronic record to effectuate and document my relationship with Cigna (referred to as the "Company"). I acknowledge that by affixing my electronic signature to each document that I have read and understand the entire contract package. By my electronic signature below, I agree to and accept the terms of each and specifically acknowledge that said terms govern and control my relationship with the Company.

I represent that the personal information I have provided herein to the Company is complete, true and correct. I understand and agree that in making this application for contract, I authorize the Company to conduct or cause to be conducted a background investigation whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This investigation, if made, may include information as to my character, personal habits and general reputation. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of any such investigative report that is made.

9. Select **I Agree** to proceed. This will bring up the electronic packet for signature. Click the **Click to Sign** button to complete your contract. You will have the option to print a copy for your records on the next page.

If you have any questions during the contracting process, please reach out to dash@cigna-ifp.com, CCjoan@newhealthpartner.com and bzarkos@myplanadvisors.com