# **BSC Medicare Product Online Certification – Broker Profile Update**

#### **General Information**



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| **Purpose** | This document provides instructions on how to request a profile update to change contact information and/or agency affiliation |

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| **Audience** | The target audience for this document includes:   * Brokers |

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| **Applications used** | BSC Medicare Product Online Certification |

# **Access the Request Form**

After logging into the certification site, click the link on the right side of the homepage:

A screenshot of a computer

Description automatically generated with medium confidence

# **Fill Out the Request Form**

Complete the required fields: Name, NPN, Email.

Complete the fields you wish to update. Leave any fields that are unchanging blank.

If you wish to update your agency affiliation, fill our question 5 and/or 8.

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<Click> “Submit” at the bottom of the form.