



2023 Annual Recertification

The Medicare Annual Enrollment Period (AEP) is right around the corner, and we want you to have the tools and knowledge you need to be successful, act with integrity, and put consumers' needs first.

Your required annual product training and corresponding assessments will be launched in two sessions, all modules must be completed by 10/14/2022.







Session One: 8/12/2022

Session Two: 9/12/2022

Recertification Tips:

- 1. Your recertification link is accessible on your Broker Portal under Training/Certifications.**

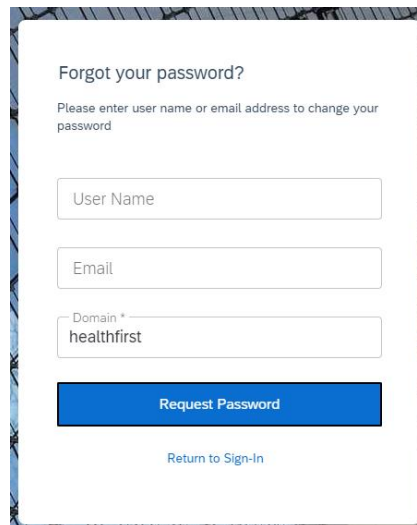
[Broker Portal Login Link](#) (Live link click to open)

 <p>Applications Start new applications or review those already submitted</p>	 <p>Forms & Documents View and download documents</p>
 <p>My Members View member details, including enrollment status and effective date of coverage</p>	 <p>Training / Certifications Review annual training materials and/or renew certifications</p>
 <p>Commissions View commission statements, your demographic information, and your group association</p>	 <p>Marketing Materials Click here to order your Healthfirst marketing materials</p>

2. Your Username is the email associated with your HF account. If you are unable to log into your SAP account, use the **“Forgot Password”** hyperlink to reset.

Note: Reset email may be in your Spam/Junk folder.

[Forgot Password link](#) (Live link click to open)



Forgot your password?

Please enter user name or email address to change your password

User Name

Email

Domain *
healthfirst

Request Password

Return to Sign-In

3. After logging in to your account:

- a. Search for an open case to continue your recertification



Case ID

Home

Find Cases

Lists

Feed

More

Admin tools

All open cases

Open cases assigned to me

Case Key	Case Name	Created On	Status	Updated	
Recontracting-RC-7437		08/15/2022	08/15/22 11:48:50 AM, EDT	Producer Application	08/15/22 01:26:18 PM, EDT

Chart Mass Updates Edit Columns Refresh

Collapse All Expand All

- b. If a case is not available to you, create a new case by selecting **Recontracting**

