



Thank you for your interest in Providence Medicare Advantage Plans.

You should have an email in your inbox with a link to the on-line appointment and certification process. There should also be a 2nd email with the password to access the link; you may need to check your Spam folder.

A couple of things to keep in mind:

The link will expire in 21 days and once you begin the certification via the Education tab you have 7 days to complete the training. You will receive a couple of reminders to complete the application before it auto-closes.

You will be asked to upload a copy of your:

- **E&O certificate**
- **National Training Certificate (AHIP, PinPoint)**

We will also have you select the applicable state licenses associated with NIPR and capture your banking information for commission payments, agency and commission agreement, and W-9.

The certification process is completely on-line and once you sign electronically you will be asked to click the submit button at the top of the last tab to complete the process. Once complete our Agent Coordinating Team will review your submission. You will receive a welcome email advising that you are ready to sell Providence Medicare Advantage Plans. This usually takes a day or two following the completion of this process.

Your Producer Manager will reach out to review our plans, services and tools available to you. Please do not hesitate to reach out should you have any questions.

Contacts: