Welcome to the 2025 Aspire Health Plan on-line certification training!

Below are the instructions and Registration Code you will need to begin this final step of your training process.

Please read through the below instructions PRIOR to launching your training.

IMPORTANT: You must complete your certification by October 1st to sell for 2025!

Before you begin:

To avoid any delays or interruptions within the training, we strongly suggest that you dedicate a few hours to complete in one sitting.

Compatible Web Browsers:

Compatible web browsers are: **Microsoft Edge, Google Chrome, Mozilla Firefox or Internet Explorer 11.**

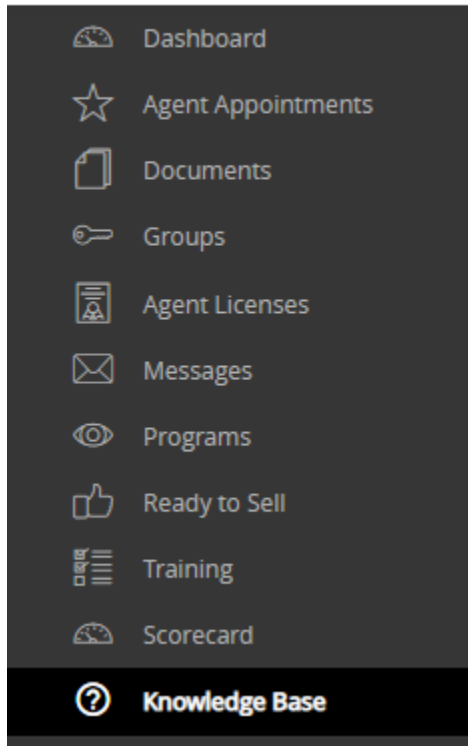You will not be able to proceed using any other browser.

IMPORTANT: Miramar-Agent is **NOT** compatible on tablets or phones

It is recommended to sign off any VPN prior to starting certification

Knowledge Base Tips & Help:

You will find help and tips under **"Knowledge Base"** located at the bottom left of your system menu, including:

- o How to enable pop-ups: https://miramar-agent.com/#/knowledgeBaseArticle/4

- o Registration and Login section provides help with how to retrieve a username, reset password, register as a principal of an agency, how to change group affiliation and much more

miramar:agent

- Dashboard
- Agent Appointments
- Documents
- Groups
- Agent Licenses
- Messages
- Programs
- Ready to Sell
- Training
- Scorecard
- **Knowledge Base**

How To Get Started:

Go to: **https://miramar-agent.com/**
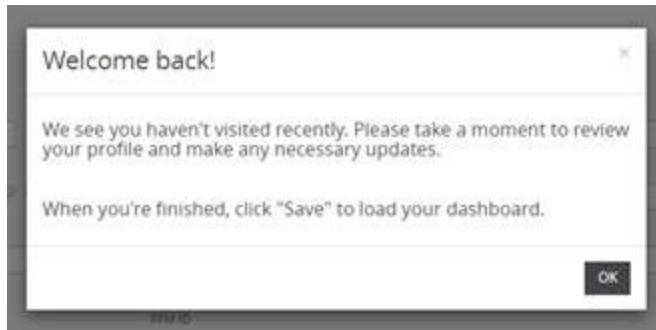
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1. New Users: Click on **Register as an Agent**

   Returning Users: **Log in** to Miramar with **User Name / Password** from the previous year.

·   Agents who have not logged into Miramar in the last 90 days will receive the pop-up below "Welcome Back!"

You must review your personal profile information and update as needed.

Welcome back!   ×

We see you haven't visited recently. Please take a moment to review
your profile and make any necessary updates.

When you're finished, click "Save" to load your dashboard.

OK

On the login page, select the "Forgot your password?" link.

Enter your user name and click Continue.

Confirm your security question and the last 4 digits of your SSN.

- Enter a new password and log in.   **To reset your password:**

2. Click on: **"Register New"** in the middle of your screen.

3. Enter: **Registration Code: 1232Aspire2025**

4. Click on the **"Start"** hyperlink to begin the training.

5. You must complete all of the following steps:

· **Welcome Page**

· **License Check**

· **Background Check Authorization**

· **2025 Core Medicare Advantage Compliance Training**

- If you completed your 2025 AHIP certification, you may upload a copy of your certificate to satisfy this course.

- Uploaded certificates will be reviewed prior to final training approval.

- If you did not take AHIP, you will need to complete this course.

• **CMS Medicare Parts C&D Fraud, Waste and Abuse Training**

o If you uploaded your AHIP certificate, you've satisfied this requirement.

o If you took the Miramar Core module, you will need to complete this course.

• **CMS Medicare Parts C&D General Compliance Training**

o If you uploaded your AHIP certificate, you've satisfied this requirement.

o If you took the Miramar Core module, you will need to complete this course.

· **Aspire Compliance Plan and Code of Conduct**

· **Aspire 2025 Product Exam**

· **Writing Code Assignment**

· **Ready to Sell Status**

You will receive a **"CONGRATULATIONS"** email when your certification is complete and AHIP (if applicable) has been approved. You are now ready to sell for 2025.

If you were not previously certified to sell 2024, the 2025 certification will automatically certify you for 2024 as well.

If you get stuck: Go back to the initial page (click on the first tab) and refresh your screen.

NEED SYSTEM HELP?

Click "Need Help?" at the top right corner of the home screen to search Knowledge Base topics, submit a ticket or contact **Miramar Agent Help Desk: 855-818-2052,** M-F: 5:00 am – 4:00 pm PST