



2025 Astiva Health Certification Instruction



Step 1: Log in to our website https://brokerportal.astivahealth.com/

Step 2: Click the red button "Get Certified" at the bottom.

Step 3: Go to the "Registration Page." New agents will have to fill out general information.

Step 4: At the bottom, fill out a "Contracted Agency Affiliation" and NPN.

One common error agent tends make is that they completely type out an affiliated agency/FMO name.

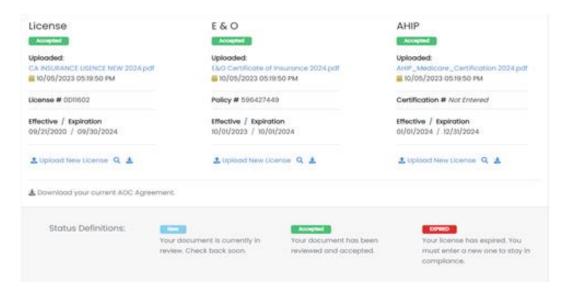
To prevent that from happening, type in just a few keywords before a suggested drop-down box appears. See the example on the right.

Agency Information	
Contracted Agency Affiliation	
орр	
Applied General Agency, Ir	no.
NPN Number	Business Market
	Orange County
	San Diego
	San Diego
	Los Angeles



Step 5: Type in agent NPN number under NPN.

Step 6: Upload a copy of CA License, E&O, and AHIP





Step 7: Select Payment Type

- 1. Paid to Self or Business Entity
- 2. Paid to Field Marketing Organization

Step 8: Required financial documents

- 1. Paid to Self must complete W9 and Electric Fund Transfer (EFT) for direct deposit.
- **2. Paid to Business Entity:** must complete W9, EFT, and AOC form.
- 3. Paid to FMO: must complete AOC form,



Once you complete all these steps in a certification process, Astiva Health Broker Support team member will verify the documents submitted.

Once verified, an Astiva Health Certification confirmation email will be sent. This email means you are certified with Astiva and able to sell Astiva Health Medicare Advantage plans.

Additionally, Astiva Health Broker Support team will create an agent online enrollment account via Connecture DRX and HRA/Pre-Qual account.

You will be notified of an account and log-in information.



For questions or additional information, please contact Astiva Health Broker Support

at brokersupport@astivahealth.com

or call (949) 403-6167 TTY: 711

We are open Monday – Friday; 9:00AM – 5:00PM

