



2026 Agent Certification Process – Ultimate Health Plans

Thank you for your interest in becoming an appointed Broker Sales Agent with **Ultimate Health Plans**. Below is a detailed outline of the 2026 certification process, including each step required for appointment. If you have any questions, please contact Agent Support at **877-322-4029** or email us at **agentadmin@ulthp.com**.

Here are the steps to complete in order:

Step 1 – Agent Application

You will complete an electronic application where you will answer personal questions, e-sign as needed, and upload the required documents:

- **2026 AHIP Certificate** (*Required*)
- **W-9 Form** (*Required*)
- **Direct Deposit Auth Form** (*Optional but highly recommended*)

If you are renewing your appointment from a prior year, some of your information may prefill—please ensure all details are accurate.

Our application platform is now **mobile-friendly** and can be accessed via desktop, tablet, or smartphone.

Access the 2026 Agent Application here:

<https://enroll.myultimatehp.com/agportal#/agent-certification>

Step 2 – Agent Certification Training

Once your application is submitted, you will proceed to Step 2, which consists of a **PDF training guide**. This guide provides an overview of Ultimate Health Plans' offerings and compliance requirements for the sales campaign.

You are required to **review the training PDF in full** and **attest to completion** by signing and dating the acknowledgment at the end.

Step 3 – Certification Exam

After completing the training, you will take the Certification Exam.

- The exam contains **30 questions**
- You must score **85% or higher to pass**
- The exam is **open book** — link to the **Training Slide** will be provided on the exam page to use as reference

Only **one exam** is required to certify for all markets: **no need to take multiple exams.**

Final Step – Appointment & Writing Number

Upon successful completion of Steps 1–3, Ultimate will review your certification and finalize your appointment with the **State of Florida**. [We may reach out if further information is needed, so please remain responsive.](#)

Once approved, you will receive your **UCAIN writing number** and access to **Sunfire**, our electronic enrollment platform. This information will be sent via email—please check your inbox and spam/junk folders.

Please remember:

- You must use your full UCAIN writing number for all Ultimate enrollments
 - CMS guidelines prohibit accepting applications prior to **October 15** unless otherwise authorized
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Thank you again for your interest in becoming an appointed Broker with **Ultimate Health Plans**. We look forward to a successful partnership in 2026!