GoHealth

APPOINTMENT INSTRUCTIONS

AETNA AND COVENTRY MEDICARE

Please follow the instructions and checklist below to become appointed with Aetna and Coventry Medicare under GoHealth. Incomplete submissions will cause significant delay in processing. **Processing takes approximately 1-2 weeks.**

1. Go to https://www.ainsight.com/nomoreforms/logon?type=insurance
2. Register on the NoMoreForms using the below requirements:
    a. **Insurer:** Aetna
    b. **Please choose application type:** Agent/Producer
    c. **Your First Name:** Your First Name
    d. **Your Last Name/Agency Name:** Your Last Name
    e. **Your SSN or FEIN (#########):** Your SSN
    f. **Please re-enter your SSN or FEIN:** Your SSN
    g. **Assign Yourself a Password:** Create a Password
    h. **Confirm Your Password:** Retype Password
    i. **Client Package Code:** GOHEALLOA
        i. **This is extremely important as this puts you under GoHealth and that all necessary forms are provided to you.**

Login

NOTE: In order to effectively utilize the nomoreforms system you will need Adobe Acrobat reader. If you do not currently have Adobe Acrobat or would like to install the latest version, click here.

Google Chrome Users: Google Chrome utilizes a reader that is incompatible with Adobe Reader. To enable your system to utilize nomoreforms , please click here for instructions.

Firefox Users: Firefox utilizes a reader that is incompatible with Adobe Reader. To enable your system to utilize nomoreforms , please click here for instructions.

Insurer:	Select a Client ▾
Please choose application type:	◉ Agent / Producer ○ Agency
Your First Name: (not required for Agency)	
Your Last Name / Agency Name:	
Your SSN or FEIN: (########)	
Assign Yourself a Password:	
Confirm Your Password:	
Client Package Code:	if required
	Logon To nomoreforms

3. You will be taken to the below screen which will guide you through completing each required document
4. **Status Column:**
    a. Forms marked "Incomplete" are required

       b. Forms Marked "Optional" are not required

       c. Once a form has been completed, the status will change to "Complete"

5. **Submitted Column:**

       a. If a form as not been submitted since it was last complete/updated and save, it will show "No"

       b. Once the form has been submitted since it was last updated and saved, it will show "Yes"

6. Click on each of the documents to complete them electronically
7. Click "Agree" at the bottom of each form as you complete them
8. If you need to attach any forms to your application, do so by clicking the link found above the documents list
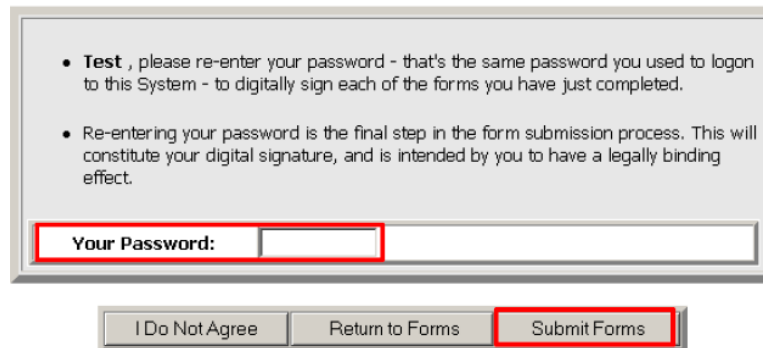

9. After all require forms have a status of "Complete," a new button appears at the bottom called, "Submit Forms"

10. Click the "Submit Forms" button

11. You will be prompted to re-enter your password to electronically sign the package. After you input your password, click the "Submit Forms" button again

- **Test** , please re-enter your password - that's the same password you used to logon to this System - to digitally sign each of the forms you have just completed.

- Re-entering your password is the final step in the form submission process. This will constitute your digital signature, and is intended by you to have a legally binding effect.

Your Password: [   ]

[I Do Not Agree] [Return to Forms] [Submit Forms]

12. You will be taken back to the main page where you will need to click "Submit Forms" once last time

[Return to Forms] [Submit Forms]