



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:	<input checked="" type="radio"/> Agent / Producer <input type="radio"/> Agency
Your First Name: (not required for Agency)	<input type="text"/>
Your Last Name / Agency Name:	<input type="text"/>
Your SSN or FEIN: (#####)	<input type="text"/>
Assign Yourself a Password:	<input type="text"/>
Confirm Your Password:	<input type="text"/>
Client Package Code:	<input type="text" value="if required"/>
<input type="button" value="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 has 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”

Aetna

- Test Agent , to complete the form(s) required in the **Aetna - Go Health - GOHEALLOA** simply click the name of any form with an **Incomplete** status.
- You can view, edit or print any form - by clicking its name.
- There are no attachments for **Aetna**. If you would like to attach a file, click [here](#).

Aetna - Go Health - GOHEALLOA Forms	Status	Submitted
Contract Information Sheet	Incomplete	No
Florida County Selection	Optional	No
Additional Address History	Incomplete	No
Acknowledgement and Authzn	Incomplete	No

[Return to nmf Logon](#)

[nomoreforms Privacy Policy](#)

- 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

Aetna

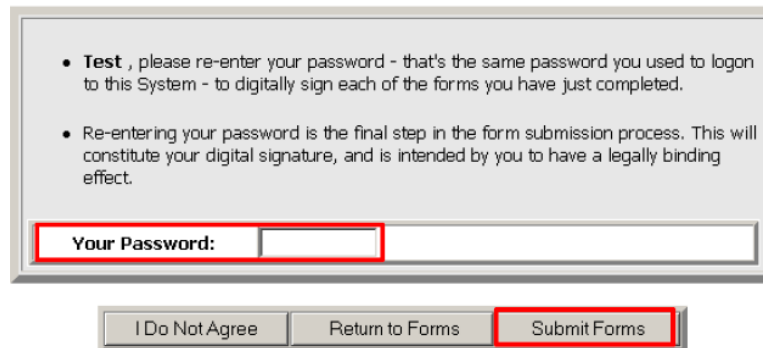
- Test Agent , to complete the form(s) required in the **Aetna - Go Health - GOHEALLOA** simply click the name of any form with an **Incomplete** status.
- You can view, edit or print any form - by clicking its name.
- There are no attachments for **Aetna**. If you would like to attach a file, click [here](#).

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

Return to Forms
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



A screenshot of a web interface. At the top, there are two bullet points: the first says "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." and the second says "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." Below the text is a text input field with the label "Your Password:" and a red border. At the bottom, there are three buttons: "I Do Not Agree", "Return to Forms", and "Submit Forms", with the "Submit Forms" button highlighted with a red border.

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



A screenshot showing two buttons: "Return to Forms" and "Submit Forms". The "Submit Forms" button is highlighted with a red border, and a large red arrow points to it from the right.