



National General Appointment Instructions

Please follow the below instructions to become appointed with National General under GoHealth. Contracting is done completely by the agent using the below instructions.

1. Accessing the Online Agent/Company Registration Portal

- a. Follow the link to: <https://nbfsa.com/nhic/>
- b. user name - goHealth
- c. password - g0Health!
- d. Click the blue **Continue** button
- e. Enter your NPN number
- f. Select your resident state from the drop down menu
- g. Click the blue **Start** button

2. Completing the Intake Form

General Information

- a. Make sure **Social Security Number** is selected
- b. Your NPN will pre-populate from the screen before
- c. Enter your **First and Last Name** (Middle Initial, if applicable)
- d. Enter your **Full Legal Name**
- e. Enter your **Date of Birth** (xx/xx/xxxx)
- f. Enter your **Social Security Number**

Location Information

- a. Enter your **Resident Address** in the spaces provided
- b. Indicate *Yes* or *No*, if you have lived at this address for a minimum of five years
- c. Enter your **Business Address** in the spaces provided
- d. Indicate your mailing preference, *Resident* or *Business*

Contact Information

- a. Enter your **Personal Phone** number in the space provided (xxx-xxx-xxxx)
- b. Enter your **Business Phone** number in the space provided (xxx-xxx-xxxx)
- c. Enter your **Primary Email** address in the space provided (alternate optional)

Payment Information

Note: GoHealth pays your commissions directly; the below information is filler information in order to complete the application

- a. Indicate *No* regarding Hierarchy Discovery
- b. Leave Account Type blank
- c. Enter NA NA as the Financial Institution
- d. Enter NA NA as the Account Holder's Name

- e. Indicate *No* as authorized on this account
- f. Enter 000000000 as the Routing Number
- g. Enter 0000000 as the Account Number
- h. Click the blue **Save & Continue** button

3. **Producer Application**

- a. Review the populate information
- b. Answer *Yes* or *No* to the twelve background questions being asked
- c. Electronically sign by entering your name in the **Signature** field (the date with auto-populate)
- d. Click the blue **Save & Continue** button

4. **NHIC Agent Agreement**

- a. Review the Agent Agreement
- b. Electronically sign by entering your name in the **Signature** field (previous information and date with auto-populate)
- c. Click the blue **Save & Continue** button

5. **Advertising, Promotions, and Marketing Policy**

- a. Review the Advertising, Promotions, and Marketing Policy
- b. Electronically sign by entering your name in the **Signature** field (previous information and date with auto-populate)
- c. Click the blue **Save & Continue** button

6. **Disclosure & Background Authorization**

- a. Review the populated information
- b. Answer *Yes* or *No* to each of the seven background questions
- c. Electronically sign by entering your name in the **Signature** field (date will auto-populate)
- d. Click the blue **Save & Continue** button

7. **Taxpayer ID Number and W-9**

General Information

- a. Select **Individual/Sole Proprietor LLC** as the federal tax classification
- b. Enter NA as the Tax Classification number
- c. Enter NA as the Exempt Payee Code
- d. Enter NA as the Exemption from the FACTA reporting code
- e. Review prepopulated address
- f. Leave "*List account number(s) here*" blank

Taxpayer Identification Number

- a. Your Social Security Number should pre-populate
- b. Leave "*Employer Identification Number*" blank

Certification

- a. Electronically sign by entering your name in the **Signature** field (previous information and date will auto-populate)

- b. Review and scroll down to the bottom of the page
- c. Click the blue **Save & Continue** button

8. Print & Save Documents for Your Records

- a. Download each of the six PDFS for your records by clicking on the document icons