



## WellCare Appointment Instructions

1. Click on the appointment request link:  
<https://www.docusign.net/member/PowerFormSigning.aspx?PowerFormId=714140c0-d4da-4dfe-8050-3bd3bcec8154>
2. Enter your name and email address; a validation code will be sent to you
3. Check your email inbox for the validation code, and enter it on the webpage to view the document
4. Check the box to agree to the use of electronic records and signatures
5. Click "Continue"
6. Complete all the required fields and read through the contract. There are thirty-five pages total.
7. Sign the document and click "Finish"

### Tips for completing the contract:

- The session will expire after 15 minutes of idle time and all entered data will void. A new contract will have to be completed.
- The contract will not properly load on mobile devices such as a cellular phone or a tablet.
- Please make sure to copy/paste your verification code from the contracting link to wherever requested. This will help Producers avoid errors.

### Additional Important Information

1. Upon completion of the contract through the portal, a unique WellCare University login will be emailed to the agent within 5 business days. New agents must use that login to sign in to WellCare University and complete the WellCare's online Agent Certification Training (ACT) and iCare training. Each agent is allowed up to three attempts and a score of 90% or better in order to pass the final exam and be certified.
2. In addition, agents must complete the latest AHIP Medicare Training with a score of 90% or better. Each agent is allowed up to three attempts to complete the section. Once the training has been completed, agents are required to submit their transcripts to WellCare through the AHIP website.
3. Once both training modules are complete and the AHIP certification transcript has been received, WellCare will conduct a background and licensure check.
4. Agents who successfully complete all requirements and pass background and license check will receive an email from WellCare stating that they are certified to sell. That email will include the agent's WellCare Producer ID.
5. You will receive your approval directly from WellCare via email. Your approval will also be added to your [www.eAgentCenter.com](http://www.eAgentCenter.com) account.