In order to market Medicare Advantage and Part D products, CMS requires that agents be certified annually. The 2022 certification site will be accessible June 30th with a simple registration process.

2022 Courses required for certification include:

- AHIP Medicare Training, including Fraud, Waste & Abuse (FWA)
- Compliance training
- Product training

The AHIP Medicare Training is one of the courses required to be allowed to market and sell our 2022 plans whether you were certified for Medicare Advantage or Part D plans for 2021 or are just getting certified now. AHIP also includes Fraud, Waste & Abuse courses as part of their Medicare Advantage and Part D certification program.

AHIP Re-certification: If you took and passed AHIP certification for 2021, the system will recognize you when you register, and you will be presented the AHIP re-certification course for 2022. Re-certification presents you with all 5 AHIP MA/Part D modules, but you are not required to review the slide **content** for modules 1, 2 and 3. You must complete the review questions for modules 1, 2, and 3 before proceeding to other modules. It is important to note that you will be tested on all 5 parts. Estimated time to complete the AHIP MA/Part D modules is approximately 4 hours. There is a 2 hour time limit on the AHIP MA/Part D final exam. Successful completion of the AHIP exam requires a score of 90% or better. You are allowed 3 attempts per registration to achieve a passing score on the final exam.

AHIP has already updated their site to the 2022 version of the certification and exam. You can no longer access the 2021 version. Our Anthem certification training site which provides access to the certification discount has been updated to reflect this change as well. If you have not taken the 2021 certification and choose to do so now, you will receive credit for both 2021 and 2022 for the AHIP Medicare Training. In addition, if you have not taken the 2021 Compliance and Product Training and choose to do so now, you will receive credit for both 2021 and Product Training and choose to do so now, you will receive credit for both 2021 compliance and Product Training and choose to do so now, you will receive credit for both 2021 and 2022 upon successful completion.

AHIP Fraud, Waste & Abuse (FWA): This additional segment of the 2022 AHIP training program provides information on Nondiscrimination, Fraud, Waste & Abuse, and General Compliance. Successful completion of each topic requires a score of 70% or better. AHIP FWA testing is separate from the AHIP Medicare Advantage and Part D final exam.

2022 Compliance Training modules are now available on our Anthem certification training site. Modules include Foundation/Basics, Risk Prevention and Tools for Compliant Selling. Estimated time to complete a compliance module is approximately 20 minutes, however this may vary. The estimated time to complete the compliance certification exam is 10-20 minutes per module. Required passing scores vary by module and will be noted in the course instructions.

2022 Product Training modules are accessible upon completion of the Compliance Training modules. You are required to complete the modules for the products you intend to sell. **If you intend to sell MAPD plans, the Part D course must be completed along with the HMO and/or PPO training. For SNP plans, you must take the SNP and Part D modules, as well as the HMO or PPO module, depending on the type of SNP plan available in your area.** Estimated time to complete a product module is approximately 20 minutes, however this may vary. The estimated time to complete the product certification exam is 10-20 minutes per product module. All product modules require a score of 90% or better.

To access the 2022 certification site, please see the instructions on Page 2.

All new agents will need to log in as a first-time visitor and create a profile before starting the certification training. Existing agents: The first time you access the new site after 5/10/2021 you will need to use the "Forgot your password?" link to reset your password to access the new site.

Online Certification Process Required for 2022 Medicare Training: Medicare Advantage and Part D Certification (External-EMO)

User Registration

- 1. Click the certification link provided here: <u>https://anthem.cmpsystem.com/page/login</u>
- 2. Logging in or Creating a Profile
 - a. New Agents: Click the "First Time Visitors" button to create a new profile.
 - b. Existing agents: The first time you access the new site after 5/10/2021 you will need to use the "Forgot your password?" link to reset your password to access the new site.
- 3. In the Access Code Field, key in **External-EMO** (with hyphen, exactly as shown) and click *Submit*. Agents creating a new profile should proceed to Step 4. Existing Agents can skip to Step 7.
- 4. *New* Agents will be taken to the Registration *"Step 1 of 3"* page where the following fields will need to be populated:
 - a. Last name (enter name as it appears on license)
 - b. Date of Birth (mm/dd/yyyy format)
 - c. Last 4 digits of Social Security Number (SSN)
- 5. The Registration "Step 2 of 3" page will display; complete all required fields (marked with an asterisk):
 - a. Click the "Find my NPN" button to retrieve your National Producer Number.
 - b. Create a password and re-enter it to confirm.
 - c. Enter other required fields, such as Email address, Company name, phone number, etc.
 - d. Click the *Register* button.
- 6. The Registration *"Step 3 of 3"* page will display confirming your registration and providing you with your username. Be sure to make a note of this. Click *Continue*. New agents proceed to Step 8.
- 7. Existing Agents: your profile information will be displayed. Please review all fields and update if needed. Click *Update Profile*.
- 8. Agents will be taken to the Anthem Medicare Certification Training Center ("Training Center") for their AHIP, Compliance and Product Training.
- 9. Review the Terms of Service Agreement presented on the training page. You must agree to the Terms of Service in order to proceed.
- 10. Click on the 2022 training under My Certifications. The first section that appears on the list will be AHIP Medicare Training. Click the AHIP course <u>title</u>.
- 11. Click Yes when asked to confirm you want to leave the Training Center to go to the AHIP site.
- 12. Your registration information will carry over from the Training Center to AHIP. Complete the AHIP profile registration/verification by entering your password information and agreeing to the AHIP site's terms of service and privacy statement. Click *Register* (or *Update Profile*).
- 13. The AHIP site will confirm your username on the next page. Click Continue.
- 14. You will see a Shopping Cart panel on the right. NOTE: You will be asked by AHIP for upfront payment at Anthem's discounted rate of \$125.00.
- 15. Complete the Billing and Payment information. If the Billing information is the same as your Profile information, check the box "Copy profile information."
- 16. Click Go to Checkout. You will receive an order confirmation. Click Go to my courses to begin.
- 17. Proceed with the AHIP Medicare Training modules and exam, and then the Nondiscrimination, Fraud, Waste & Abuse, and the General Compliance training.
- 18. You can return to the Training Center from the AHIP window by clicking the *"Return to Anthem"* link in the upper right corner of the AHIP training page.
- 19. Launch remaining courses by opening each track and clicking on the course <u>title</u>. The course will launch right in your training page and slides will advance automatically. Use the player controls to pause/resume the course or return to previous slides if needed.
- 20. You must view each course module completely before you are able to access the assessment link at the end of the content.
- 21. A green check mark will show on the My Certifications page next to each module when it has been successfully completed and a passing score has been achieved on the assessment.

If you have any questions, please contact your lead or director. For any questions that arise once you access the certification site, simply click the Broker Support link under the *Contact Us* section to submit questions to the certification site email box. *As always, thank you for your business.*

MEDICARE CERTIFICATION CENTER

USER GUIDE



Medicare Certification Center User Guide

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Getting Started: Log In and User Registration

All users will begin on the login page.

Returning Users: First time you access the new site, please start by clicking on the <u>Forgot</u> <u>your password?</u> link. You can search under Username or email address. A confirmation message will pop up. Click on Continue.



You will receive an email with a link for you to click on and follow the steps by clicking on Redeem Passkey. At that point, you will update your password and click on Save changes. Usernames and passwords are case sensitive.

The password must have:

- · at least 12 characters
- 1 numeric digit
- 1 uppercase letter
- 1 lowercase letter
- Not been used as one of your last 4 passwords



If you successfully changed your password, you will get a Password has been changed message. Click on Continue.



Returning users will be asked to key in their access code and review their profile information for accuracy upon login. If you have forgotten your username or password, please use the link(s) below the Login button for assistance.

First Time Visitor: If you are a first time visitor, please click on the First Time Visitors button and follow the onscreen steps 1-3.

Anthem.

Welcome to the Me	dicare Certification Center
Sign In	First Time Visitor?
Username (NPN or Email)	Start here and register.
Password	
Login Forgot your username? Forgot your password?	First Time Visitors
Preregistration Access Code	
Please Enter Your Anthem Access Code	
<i>If you have questions about you</i> 1-855-277-6067 for more informa	r access code, please contact your RSM, Sales Director, or Medicare Programs Sales Support at ation.
Submit	
There are required fields in this form marked 0 .	

When you click the First Time Visitors button, the next screen will contain an Access Code field.

Please enter the Access Code that has been provided by Anthem and click Submit. If you do not know your Access Code, please contact your RSM, Sales Director, or Medicare Programs Sales Support at the number provided on the screen.

Preregistration Access Co	ode
Please Enter Your Anthem Access Code	
	lf you have questions about your access code, please contact your RSM, Sales Director, or Medicare Programs Sales Support at 1-855-277-6067 for more information.
	Submit
There are required fields in this form marked ().

In Step 1, fill out the required fields in the Confidential Information Section then click Submit.



As you continue through Step 2, you will now be required to fill out the remaining fields of your profile information.

Please make sure to enter your First and Last name as it appears on your license for the system to "Find your NPN" in the National Producer Number section.

Anthem.

Step 2 of 3

<u>Confidential Information</u>

Provide some information to uniquely identify yourself for the AHIP Medicare Training System

	Last name	Agent
	DOB	06/10/2001
	Last 4 Digits of SSN	9999
•	Personal Information	
	First name 0	÷
	Middle name	Enter name as it appears on license
	Last name 🚺	If Applicable
	Suffix	Enter name as it appears on license
	Designation	÷
	Additional information	
	Company name	
	Job title	
	Phone number ()	
-	National Producer Number	
	Please provide your National Producer Num	ber (NPN) if you have one. Your NPN will serve as your username.
	NPN O	
		Click here to look up NPN on NIPR website.
	Confirm NPN (

Verify NPN

You must enter a password. The password must have at least 12 characters, containing: at least 1 digit(s), at least 1 lower case letter(s), and at least 1 upper case letter(s).

Password

Provide a password to access the system. The password must have at least 12 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password	0	<u>Click to enter text</u> 🖋 Enter Password	_	
Confirm password	0	<u>Click to enter text</u> Verify Password	_	
Email address				
Please provide an email address. T National Producer Number.	his email	l address will be used fo	r passwo	d recovery, system notifications, and as your username should you not have an assigned

Email address	0	
		Enter email address
Confirm email address	0	
		Verify email address

Mailing Address

Provide the mailing address you can be reached at.

Address 1	0	
Address 2		
City	0	
State / Territory	•	
Zip code	Enter your five digit zip code	
Country	United States	
Anthem		
	I would like to receive text messages from Anthem. I understand data charges may apply	
	I've reviewed my contact information and verified that it is a By checking this box, I agree my profile information above is a	ccurate.

Please be sure to read and scroll through the entire Terms of Service Agreement. Check off the box once you have read the Terms of Service Agreement and click on Register to start your training.

 Terms of Service Agreemen 	<u>t</u>
0	Prior to accessing the training modules, you must first review and accept Anthem's Legal Terms of Service
	Register Cancel
There are required fields in this form marked	1 O .

In Step 3, please note your username for future sessions. It is a good idea to notate your username and password in case you need to access your training at a future date. To proceed to your training, click Continue to Home.

Step 3 of 3

Your account has been created.

Please note your username below. You will need this information for future logins to the site.



Account Features

Upon logging in, you are taken to the Certification Portal homepage. Please note you can return to the homepage at any time by clicking on the Anthem Course Home.



Update Account Information

To view or edit your profile details, click on your name to the right hand side and click on Profile.



To view or edit your profile details, click on the Edit profile link



Anthem Course Home Transcript



From there, you may update your email address, personal information, and mailing address. Once changed, you will scroll down, check off the Terms of service and agreement profile box, and click on the Update Profile button. (Note: you will have the option to receive text messages from Anthem by checking off the box and entering your mobile number)

<u>Site Usage Agreements</u> Legal terms of service	
•	Prior to accessing the training modules, you must first review and accept Anthem's Legal Terms of Service
- Anthem (Support)	
	I would like to receive text messages from Anthem. I understand data charges may apply
Mobile Phone Number	
	format xxx-xxxx
·	I've reviewed my contact information and verified that it is accurate. Puchadrian this have learned my profile information above in accurate.
	by checking this box, ragree my prome monnation above is accurate.
	Update Profile Cancel
There are required fields in this form mar	ked 0 .

Change Your Password

If you need to change your password, you will click on your name and click Profile. Click on Edit profile, look under Personal Information, click on <u>*Click to enter text*</u>,

Key in your new password, scroll down and click on Update Profile.

Passwords must be at least 12 characters long. Passwords must have at least 1 digit(s). Passwords must have at least 1 lower case letter(s). Passwords must have at least 1 upper case letter(s).

Personal Informa	<u>tion</u>	
Name		
Prefix		\$
First name	0	Guest
Middle name		Enter name as it appears on license
		If Applicable
Last name	0	Agent
		Enter name as it appears on license
New password	0	Click to enter text 🖉 🧶
 Site Usage Agreements Legal terms of service 		
	Prior to acces	ssing the training modules, you must first review and accept Anthem's <u>Legal Terms of Service</u>
 Anthem (Support) 		
	I would like t I understand d	o receive text messages from Anthem. Iata charges may apply
Mobile Phone Number		
	format xxx-xxx ♥ ♥ I've reviewed By checking th	-xxxx I my contact information and verified that it is accurate. nis box, I agree my profile information above is accurate.
	Update Pr <u>ofile</u>	Cancel
There are required fields in this form ma		

View Your Transcript

To view your transcript, click on the Transcript link in the navigation bar that appears under the Anthem logo on the homepage and most other pages on the Certification Portal.

Anthem.

Anthem Course Home Transcript



Here you will be able to view your progress.

AHIP training period filter 2022 × Show only records with training periods matching Filter								
Guest Agent								:
Name	<u>Attempt</u>	<u>Start</u>	<u>Complete</u>	Duration	<u>Status</u>	Score	Certificate	
2022 Certification Training (sans FWA)	1	June 16, 2021						
AHIP Medicare Training	1	June 16, 2021						
Total				00s				

Begin Training

On the Homepage of the Certification Portal, the certifications in which you are enrolled are displayed under My Certifications. Click on the 2022 Certification Training link to see the courses available.

Anthem.

Anthem Course Home Transcript

2022 Certification Training (sans FWA)

 Welcome to the Anthem Medicare Certification Training Center

 In order to sell plans (and receive commissions for those sales) you must meet the following ready-to-sell requirements:

 • Certification for products you intend to sell; certification requires AHIP training, all assigned compliance training (including Fraud, Waste and Abuse) and product training

 • Licensure and appointment paperwork turned in for all the states you intend to sell in

 • Broker Addendum submitted if you were appointed prior to October 1, 2009

 • In order to receive renewal commissions on existing policies you must also be certified and maintain an active license and appointment for the upcoming year

 • In order to receive commissions on any MAPD products, you are required to complete the PDP training module in addition to the MA training to be considered certified for MAPD products

 • Agents wishing to sell SNP plans must take both the SNP and Part D modules as part of their certification, as well as the HMO or PPO module, depending on the type of SNP plan available to market in their area. This product training is in addition to the required compliance training. Failure to complete all required product modules will result in a noncompliant and non-commissionable sale.

 My Certifications C
 My Certifications C

 To access the course material, click on the course title. Also note the Course symbol key which provides more information about the status of your courses.

Some courses may be restricted until other required courses are completed. **Please note you must complete all Compliance Training before the Product Training becomes available.**

Anthem.

Anthem Course Home	Transcript			
			Return to Dashboard	
AHIP Medicare	Training			
Compliance Tra	aining ng Selling g			
 Restricted Not available unle The activity Foundation The activity Risk Prevoit Pre	ss: on/Basics is marked com ention is marked comp nt Reporting is marke Compliant Selling is m Cour	omplete plete d complete narked complete rse Symbol Key		
		Available (Not Started)		
		In Progress Complete (Passed)		
	×	Complete (Failed)		

Course Navigation

Upon clicking on a course link, you will see the course material. The courses feature an audio recording that plays automatically once you open the course. The slides advance automatically once the recording for each slide is completed. If you wish to pause the audio recording, select the Pause button. Please note, you will need to resume the audio recording in order to proceed to the next slide.

If you wish to download the slides for review, you can select the Download Slides link on the right side menu.



Anthem Course Home Transcript

Once you have viewed all the course content, click the <u>CLICK HERE FOR ASSESSMENT</u> button to access the assessment.

Anthem	Course	Home	Tran	scrint
Anthem	Course	HOILIE	nan	script

Completing an Application		
Completing an Application (cont.)		
Common Application Errors		Foundation / Basics Assessment
Common Application Errors (cont.)		
Solicited vs. Unsolicited Applications		Now it is time to put together all the elements covered throughout this course.
Effective Date		An assessment will be given to test your knowledge on the information
Enrollment Reminder		presented. A score of 90% or above on the assessment is required to successfully pass this module. If a score of 90% is not obtained, the
Enrollment Process		assessment can be attempted again immediately.
Incomplete Applications		Please click the link to access the assessment.
What is Disenrollment vs. Cancellati		After completing the assessment for this course, refer to your online training summary for your certification progress.
Involuntary Disenrollment		
Grievances and Appeals		CLICK HERE FOR ASSESSMENT
Grievances		This presentation contains proprietary information. It is intended for use only by our contracted brokers and employer groups. Any redistribution or other us is strictly forbidden. The benefit descriptions are
Appeals		V0114_22_130607_I_C MM/DD/YYY intended to be a brief overview of some benefits available to plan members. For agent/broker use only. Not for distribution to the general public; nor for solicitation purposes.
Foundation / Basics Assessment	II •	✓ PREV SLIDE NEXT SLIDE >

Answer the assessment questions and click Submit. On the Summary of Attempt screen that appears, click Submit all and finish. You will see a results page with the score for your assessment attempt where you can review your answers.

Foundation/Basics Assessment

	Assessment instructions						
	Please answer the following questions to check your knowledge on the information you have just read. Click the button beside the answer you wish to select as correct. After all questions have been answered, click the Submit button at the bottom of the page.						
	If you do not achieve a passing score of 90% or above, please review your results and revisit the material if necessary. You must re-take the assessment until a passing score is achieved.						
Grading method: Highest grade							
	Summary of your previous attempts						
	Points / Grade / Attempt State 1.00 100.00 Review Feedback						

Once you are finished reviewing your results summary, click the Course Overview button at the right to return to the list of courses.



Click on the next compliance training.



After answering all the questions, click the Submit all and finish button



Once you have selected the Submit all and finish button, you will be directed to the Summary of your previous attempts page where your score will be provided.

Anthem Course Home Transcript

Risk Prevention Assessment

Assessment instructions									
Please answer the following questions to check your knowledge on the information you have just read. Click the button beside the answer you wish to select as correct. After all questions have been answered, click the Submit button at the bottom of the page.									
If you do not achieve a passing score of 100%, please review your results and revisit the material if necessary. You must re-take the assessment until a passing score is achieved.									
Grading method: Highest grade									
Summary of your providus attempts									
Summary of your previous attempts									
Attempt	State	Points / 1	Grade / 100	Review	Feedback				
1	Finished Submitted Tuesday, June 29, 2021, 12:56 PM	1	100	<u>Review</u>	You have successfully passed this assessment. Please click the Course Overview button on the right portion of the screen to return to your training home page.				
Highest grade: 100 / 100.									
					Re-attempt Quiz				

If you do not pass on your attempt, click on the Re-attempt Quiz button at the bottom of the page.

Once you have passed your assessment, click the Course Overview button at the right to return to the list of courses.



Print Certificate

Once you completed your AHIP Medicare, Compliance, and Product Training you will have access to your certificate.

Certification

PLEASE NOTE: To be ready to sell each product on the course completion list above, you must also be licensed, appointed, and have submitted the Broker addendum (if you were appointed prior to October 1, 2009).

In order to receive commissions on any MAPD products, you are required to complete the PDP training module *in addition to* the MA training to be considered certified for MAPD products.

Agents wishing to sell SNP plans must take both the SNP and Part D modules as part of their certification, as well as the HMO or PPO module, depending on the type of SNP plan available to market in their area.

Print Certificate

