



Aetna Certification



1. Appointment

- **Go to the AETNA certification website:**
<https://aetna.cmssystem.com/clients/aetna/NSGA>
- **Create a login account** (write it down and keep it somewhere safe)
 - Email Address: agentlicensing@amerilife.com
 - (NOTE: At any time you can click on the page titles on the left hand side of the screen if you need to go back to change anything.)
- **Producer Type**
 - Legal Entity = Individual
 - Market Segment = Individual Medicare
 - Medicare Partner = National Service Group of AmeriLife
- **Individual Information**
 - Parent Entity = leave blank
 - Parent Tax ID = leave blank
 - Your NPN (required)
- **Addresses and Phone Numbers**
 - Business Address: 2650 McCormick Drive, Clearwater, FL 33759
 - Business Phone: 727-726-0726
 - Business Fax: 727-726-0161
- **Errors & Omissions Insurance Carrier = CalSurance, Pol #ME07318465**
- **Background Consent**
 - Read and check box ("I understand..."); type in your name.
- **Producer SSN and DOB**
- **Licensee Selections**
 - Click on "Retrieve NIPR Data" - Your information should populate.
(give it a couple of minutes)
 - For Florida – Click "yes" and select counties.
(there was no "ALL" button at time of test)
- **Questions**
 - There is a space at end to give an explanation for any "yes" answers.
- **Electronic Funds Transfer – skip this page**
- **W-9 – skip this page as well**

(Continued on next page)



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- **Additional Documents**

- This option allows you to attach any additional documentation pertaining to background issues.

- **Comments**

- **View Summary**

- Click on this to view a printed summary of your contract






- Press CTRL P to print and send to agentlicensing@amerilife.com.

Your account will be created and you will be provided your user name.
Select "Continue to Home."

2. Certification

- **Select "Individual Medicare Certification Track" and the current or upcoming year.**
- **Complete the Compliance Fraud Waste and Abuse Section**
- **Your AHIP should automatically pull over. If not click on the AHIP and then select to Transmit.**
- **Complete all the required courses.**

Course symbol key

-  Locked (inaccessible)
- Available, Unstarted
-  In progress
-  Complete passed
-  Complete failed
-  Recommended

As you complete courses you should receive Green Check boxes.

In order to sell for 2013 and 2014 you must complete 2013 product training.

In addition to the on-line certification a Face-to-Face training or live webinar must be attended. Agents will not be ready to sell until this requirement is completed.