



Once an agent receives their Welcome Letter from Amerilife they will shortly after that time receive a contracting invitation from Agent Licensing. Agents will need to follow the instructions in this link to complete their contracting.

- Open link to register – Get My Password
- Agent will Receive another email from carrier with a generic login
- Create a personalized login/password
- Set up a profile
- Answer background questions (option to upload LOE/supporting docs)
- Provide E&O information (option to upload certificate of coverage)
  - Note: copy of license is not needed – they check NIPR on everyone
- Sign, Review, Send, Exit

You must wait until you receive your Party ID from United Health Care to continue.

Once received follow these steps:

Log into United Health Care portal:

- Go to the UnitedHealth Producers website at [www.UnitedHealthProducers.com](http://www.UnitedHealthProducers.com)
- Register with your Party ID by clicking on the "more" link under the 'Register Now' section of the homepage.
- Make sure the "Party ID" radio dial is selected when using your Party ID to register and log into [www.UnitedHealthProducers.com](http://www.UnitedHealthProducers.com)
- Log on using your new Party ID provided.

Insert the Party ID

Your last 4 of your SSN

Zip Code – 33759

It will prompt you to create a password. **Only create a password that is 7 digits long. If it is longer it will be accepted but when you log in it will only accept 7 of the digits.**

#### **AHIP Certification**

America's Health Insurance Plan (AHIP) Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification Modules: Medicare Basics, Medicare Advantage Plans, and Medicare Prescription Drug Plans. While AHIP allows agents more than three attempts to pass certification with a score of 90% or higher, UnitedHealthcare only accepts AHIP certification if the agent passed within their first three attempts. Agents who transfer their AHIP certification, but did not pass within three attempts will not be able to market/sell any UnitedHealthcare Medicare Solutions products for the applicable plan year.

Step 1: Complete the 2014 AHIP Certification if you have not already done so – or transmit your completed AHIP to UHC. If you choose not to complete AHIP move to step 2.

**If you choose to certify via AHIP, you need to complete the 2014 AHIP Certification before any other 2014 Certification modules. Failure to do so will result in AHIP score rejection.**

If your AHIP is already complete or if you need to complete Select 2015 AHIP (FMO Only)

You will be advised you have 3 attempts to complete the component, select "OK"

You will then receive an important message from UHC, select "OK"

Log into your AHIP account and select "Complete Transmissions" to United Health Care

**My Certification**

✓ AHIP Medicare Training (Initial)

Courses

- ✓ [2013 - Part 1 - Overview of Medicare Program Basics: Choices, Eligibility, and Benefits](#)
- ✓ [2013 - Part 2 - Medicare Health Plans](#)
- ✓ [2013 - Part 3 - Medicare Part D: Prescription Drug Coverage](#)
- ✓ [2013 - Part 4 - Marketing Medicare Advantage and Part D Plans](#)
- ✓ [2013 - Part 5 - Enrollment Guidance Medicare Advantage and Part D Plans](#)
- ✓ [2013 - Final Exam](#)

Credits

Purchase [additional credits](#).

Certification

- [AHIP Medicare Certification](#)

Completion Transmissions

- United Healthcare ([Transmit](#))

Click here if you completed AHIP

Transmit AHIP to UHC

mbol key

Once you hit transmit you will receive an AHIP message, select "I Comply".

Transmit - Windows Internet Explorer

http://www.ahipmedicaretraining.com/ext/licensecompletion/transmission/pages/transmit.ph

**AHIP Certification for our FMO Partners**

American Health Insurance Plan (AHIP) Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification Modules:

- o Medicare Basics
- o Medicare Advantage
- o Part D

If you chose the AHIP option, you will also be required to complete the following pre-requisites: Pledge of Compliance, Ethics and Compliance, Before the Sale and AARP 101. UnitedHealthcare will accept your AHIP certification and display any other required modules. As with other requirements, you have three total attempts to pass the assessments.

You will receive a congratulations message, select "continue" and go back to your certifications. You should see many of the courses now show complete.

AHIP Certification satisfies the requirement for the following UnitedHealthcare Medicare Solutions Certification Modules:

- Medicare Basics
- Medicare Advantage Plans
- Medicare Prescription Drug Plans

After completing the AHIP go back to the United Health Care module and complete all other required courses. Once completed all courses you will receive a writing number within 7 days. Send a copy of the screen shot of completed certification to [agentlicensing@amerilife.com](mailto:agentlicensing@amerilife.com) . You cannot write business until you receive your writing number.