## Navigating the MA Product Training Site

Clicking the 2019 Product Training link on the Sales Professional Access (SPA) producer portal the page will refresh and the User will now see the Medicare Advantage Portal

Click on the following:

Home tab, click on the "Get Certified for 2019 MAPD plan" button within the blue banner, or

	( )	Technical Support: 1-877-259-8657 Customer Support: (123) 456-7890
Welcome, JOE PRODUCER This is your Mutual of Omaha producer portal dashboard.		
It looks like you aren't yet certified Before you can begin selling Mutual of Omaha plans, you need to get certified as a producer.	Get Certified for 2019 MAPD plan	
Main Menu		
ل <u>تا حما</u> Ready to Sell		

Ready to Sell tab, click on the "Start Certification" button below the 2019 Certification Status information.

	она				Producer Support: 1-87	Logout
Home Ready to Sell	Ready to	o Sell your certifications and licenses.				
	2019 Plan	Year				
	2019 Ce	rtification Status				
	MAPD 2	Start Certification				
	2019 Rea	ady to Sell Status				
	Year	Product	State	Certification	License	Ready to Sell
	2019	Mutual of Omaha CareAdvantage Complete - Kentucky	Kentucky	r	Not Available	No
	2019	Mutual of Omaha CareAdvantage Complete - Ohio	Ohio		Not Available	No

The page will refresh and a Case List screen will display, to access the training the User will need to click on the Mutual Onboarding link.

HOME	LISTS	HELP	
Open case Case Key	s assigned t	to me	
Mutual On	boarding-MC	0 <u>0-78490</u>	
One item four	nd.		

The page will refresh and the User will be able to begin the Medicare Advantage Product Training by clicking on the "Start this Course" button.

*NOTE* – *Please read the information carefully, User is instructed to download the information available on the Additional References tab and select the "Submit" button once product training is completed.* 

ucation	Please complete each required field in each tab. Select the next tab above to continue
	Please complete all training courses below.
	Course Library Achievements Live Sessions
	Now part of SAP Course Library / Mutual Of Omaha Medicare Advantage Product Training and Assessment
	Mutual Of Omaha Medicare Advantage Product Training
	and Assessment
	Medicare Advantage PDF and using it as a resource during the assessment.
	Once complete with the assessment, please hit the blue "Submit" button to send your score. An incomplete submission will court as a failed attempt, so do not submit before completing all modules
	with a passing score.
	Start this course
	Modules Additional References Noticeboard
	Mutual MA Product Training ③

- 1) Once the 'Start this course' button has been selected, the Product Training module will display. The User can maneuver through the Product Training deck by clicking on the Left/Right arrows
- 2) When the User gets to the end of the Training, they can then click on the 'Next Module' button in the right hand corner of the training to return to the Product Training Course page
- 3) The page will refresh and the User is returned to the Product Training Course to begin the Product Test, they can then click on the 'Continue this Course' button or click on "Product Assessment" row
- 4) The page will refresh and the User can then click on the 'Start' button to begin the Assessment