

## Bright Health Plan Contracting & Certification Guide

Welcome Agents! We are excited to get you on-board with Bright Health this year. Our priority is to make it easy for you to represent Bright Health & have **10 easy steps** for you to get started.

**Medicare Agents - must complete individual contracting & Medicare certification.**

**For Individual & Family Plan Agents - must complete individual contracting unless otherwise approved. Contact the Broker Service Unit if you have any questions.**

**Are you the principle of an Agency?** Please contract your Agency first, and then complete the Agent information. It is a simple process! Click [HERE](#) to start.

### Step 1: Gather Required Documents

- Agents - NPN or SSN (if an Agency - Tax ID Number)
- E&O Insurance
- Banking Information (or TIN if selecting to pay an Agency)
- W9
- Medicare Agents:** 2019 AHIP Certification
- Individual Agents selling On Exchange:** 2019 FFM and/or Connect for Health Colorado Certifications

Have all the documents? **You are now ready to access our Agent contracting link [HERE](#).**

### Step 2: Access the Bright Health Certification

- After you enter your information, you will receive an email with a link and login information
- After you login, **reset your password**, and select **Onboarding**.
- Enter your NPN or SSN to pull NIPR licensing information (Agencies will use Tax ID)
- Agents will then see the tabs below (Agencies will see fewer)

General	Licenses	Appointments	Background Questionnaire	Background Agreement	E&O Insurance	Banking Information	W9	Agreement	Certifications 1
Certifications 2	Submit								

### Step 3: General Information Tab

- Most fields pre-filled from NIPR, confirm the information
- Can add additional address if desired
- Write down how your name appears from NIPR – First, Middle, Last (you will need it to electronically sign some items later on)

### Step 4: Licenses and Appointments Tabs

#### Licenses Tab

- License information pulled from NIPR for all states Bright is available
- For each state applicable, select:
  - State
  - Line of business –
    - Individual ACA, General Agency Name
    - Medicare, FMO Name

#### Appointments Tab

- No action needed - Review current appointment information from NIPR

### Step 5: Background Tabs

#### Background Tab

- 6 yes/no questions

#### Background Agreement Tab

- Three required forms to review & electronically sign for the background check
- Be sure to enter your name the same as the General Info Tab – First, Middle, & Last

### Step 6: E&O Insurance Tab

- Enter information from your E&O insurance and upload a copy
  - Name
  - Policy Number
  - Effective Date
  - Expiration Date
  - Per Occurrence Limit
  - Aggregate Limit

## Step 7: Banking and W9 Information Tab

### Banking Tab

- Direct Pay No** – Enter Agency Tax ID, Agency must be contracted with Bright
- Direct Pay Yes**
  - Bank Routing Number
  - Bank Account Number
  - Bank Account Type
  - Upload Voided Check

### W9 Tab

- Confirm federal tax classification
- Upload copy of W9 (a pdf version is available online if needed)

## Step 8: Agreement Tab

- Review and Accept the Agent Agreement
- Be sure to enter your name the same as the General Info Tab – First, Middle, & Last

## Step 9: Certification Tabs

### Certifications 1 Tab

#### For Individual Plan Agents

- Select Off Exchange or On & Off Exchange
- If selling On Exchange, you can upload your 2019 FFM certification and/or enter your Connect For Health Colorado certification completion date

#### For Medicare Agents

- Upload your 2019 AHIP and enter the completion date

### Certifications 2 Tab – For Medicare Agents

- Complete your 2019 Medicare Product Certification with a score of 85% or higher

## Step 10: Submit Tab

- You are now ready to submit your application!

**What's next?**

The Broker Service Unit will review your information and submit the background check request. **Process normally take 3-5 days.**

Once it is all complete, you will receive an email with your writing number, link to the Bright Broker Resources, and login information to our Broker Hub.

**For Individual agents**, you will also receive a separate email with access to our IFP Quoting and Enrollment Portal within 5 business days.

**Don't forget to attend a local Bright Health Training Event!** Contact the Broker Service Unit or your local Broker Manager for upcoming dates.

*Thank you for contracting with Bright Health!*

**Questions? The Broker Service Unit is here to help!**

Reach us at [brokers@brighthouseplan.com](mailto:brokers@brighthouseplan.com) or 1-888-325-1747  
8:30am – 5pm local time

*Please feel free to reach out to your local Bright Health Representatives*

**Bright Individual & Family Plan Team**

Alabama	Tim Merritt	678-920-9677	tmerritt@brighthouseplan.com
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