2022 Certifications released: 7/15/2021.

We have confirmed with BayCarePlus this guide is valid for 2022 Certification.

RECERTFICATION: All agent's are able to recertify by logging into the BayCarePlus portal and clicking on the banner at the home screen that says "certify for 2022".

BayCarePlus Medicare Advantage 2021/2022 Certification Process. Stay In the Know

Your BayCare Contact:

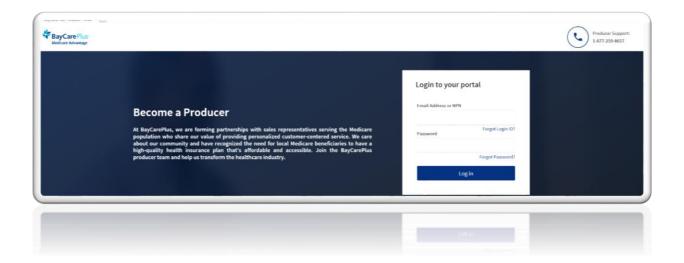
Manager | Broker Sales and Relations Nickie Leon +1 (813) 546-4525 Nicole.leon@baycare.org

Step 1: Email Your BayCare Contact with Producers

- 1. First, Last Name
- 2. Plan Year for Contracting
- 3. Producer National Producer Number
- 4. Valid email

Step 2: Within 24 hours from email outreach to contract, Producer will receive an invitation to onboard via producersupport@lumeris.com. Cutoff time to receive invitation within 24 hours is 2:00pm.

All Producers receive secondary communication from <u>Nicole.leon@baycare.org</u> notifying producer (cc:) Agency Upline of link deployment, which contains support for Producers inquiring within the Onboarding Portal. <u>producersupport@lumeris.com</u>, +1(877) 259-8657.



Step 3: Producer completes onboarding with the following required items required

- Completion of Plan Year AHIP
- Background Check Verification
- 80% or higher on **BayCare**Plus Certification Test (within the Producer Portal)

Once onboarded, a confirmation email and documentation will deploy to producer (cc:) upline with an approval to write business.

Example:

To: Producer@Producer.com

CC: <u>ProducerUpline@Producer.com</u>

Hello, PRODUCER

Thank you for your partnership; you are now onboarded and Ready to Sell **BayCare**Plus Medicare Advantage.

Agent NPN	Agent First, Last Name	Agent Email @ Producer.com	Ready to Sell	05/02/2019 11:15:43 AM, CDT	07/02/2019 10:49:10 AM, CDT
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- Status Report of all Producers Status can be delivered to Agency upon request. (Please provide list of Producer's names / NPN Number).
- Production Report listing all writing producers can be delivered to Agency upon request.

Recertification for 2022: Already Certified for 2021 and ready for 2022?

All Producers are able to log back into https://producer.baycareplus.org/ and re certify under the same qualification requirements as listed above. Simply click on 2022 Plan Year to begin.

Agency Access:

- Able to access active, onboarded Producers within the Agency Portal within the Ready to Sell feature of the portal.
- Able to view Commission Statements / Overrides made available during the period of distribution: On or about the 20th of every month.
- Able to *Track Applications* of Writing Producers within their Agency portal.
- Able to order a myriad of attractive materials for downline producers within the *Documents* feature of the portal.



^{*}All producers have the ability to download contracts signed within their onboarding portal.