CareFirst ACA Contracting Directions through Benavest

IMPORTANT!

If you are already contracted with CareFirst, please refer to **TRANSFER INSTRUCTIONS FOR CAREFIRST**.

CareFirst Contracting for New Agent

Carrier States

- **DC, MD, VA**

Step 1: Complete Onboarding Application

Download and fill out the following forms:

1. Agent Update Form
*Leave the **REQUESTOR INFORMATION** field blank on the Agent Update Form.*

Your browser does not support PDF. Click here to download.

2. CareFirst Appointment Request

Your browser does not support PDF. Click here to download.

Step 2: Exchange (SBE) Certifications (for *DC and Maryland*)

Your browser does not support PDF. Click here to download.

Step 3: Submit Documents

Once you complete the paperwork and state license certifications (Exchange Certification *(if you are writing through exchange)*, please send the following documents to office@benavest.com.

1. Agent Update Form
2. CareFirst Appointment Request
3. E&O Insurance

4. Exchange SBE Certifications *(if applicable)*

Step 4: Appointment Confirmation

⚠ **IMPORTANT:** Once you start writing business, please print the applications or consolidate them in a spreadsheet and send it over to office@benavest.com. This is so we can ensure that the application has been approved and the commissions will be paid accurately.

Transfer Instructions for CareFirst ACA

STEP 1: Please complete the attached forms to proceed with transferring and contracting with CareFirst through Benavest

1. **Agent Update Form** (Leave the **Requestor Information** field blank)
2. **CareFirst Appointment Request Letter**

STEP 1.2 (*Optional*): If you wish to transfer your existing book of business, please fill out the attachment: CareFirst Block Transfer Letter

- Your prior General Agent (GA) must complete the letter using their official letterhead.
- The letter must include a list of clients being transferred and their subscriber ID numbers. This serves as their version of a release letter, allowing the transfer to proceed.

STEP 2: Once completed, submit the following to office@benavest.com:

- Agent Update Form
- State License Certificate(s)
- Exchange Certification (if you are writing through exchange)
- E&O

CareFirst Appointment Confirmation
Once the carrier approves your application, the carrier will send the istore invitation.

Carrier Portal

CareFirst Portal: https://carefirst.inshealth.com/ehi/APLogin.ds?allid=CAR27748

CareFirst Support Contact Details

✉ brokerservicesteam@carefirst.com

Benavest Contact Details

✉ office@benavest.com
(800) 893-7201 x 1610
(954) 947-8694

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