Cigna ACA Contracting Directions through Benavest

IMPORTANT!

If you are already contracted with Cigna ACA, please refer to **TRANSFER INSTRUCTIONS FOR CIGNA**.

Cigna Contracting for New Agent

Carrier States

- **AZ, CO, GA, IL, IN, MS, NC, TN, TX, VA**

Step 1: Request Contract

Request Contract from Benavest by emailing office@benavest.com with the Subject: **Cigna ACA: Contracting Request**

Step 2: Onboarding Invitation

Once we received and submitted your request, you will receive a contracting email within a few days. *(Be sure to keep an eye on your spam.)*

> Subject: **Cigna Producer Onboarding Invitation**
> From: **producerexpress@sircon.com **

- To complete the invitation, click the personalized link in the email and then click the button to generate a password.
- You will receive another email with the system generated password and will need to type that into the web page to continue.
- Try to avoid using copy/paste as it may add leading or ending spaces and error out.
- Create a new password following the stated guidelines and then continue on to start the appointment questionnaire.

Please note: Links cannot be shared; it is specific to the Broker requesting appointment
Please be sure to complete this contracting when you receive it.

Step 2: Appointment Confirmation

Once completed and Cigna receives your request, you will receive the appointment confirmation.

> Subject: **Finalization of Cigna Appointment Request**
> From: **producerexpress@sircon.com**

Please send office@benavest.com a copy of this confirmation email.

Transfer Instructions for Cigna

Option 1: Appointed Under Another Agency

Please complete the **Acknowledgement of Contractual Obligations** form and return it to office@benavest.com

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

Form needs a WET signature

Option 2: Directly Appointed with Cigna

1. You will need to fill out and sign the attached Transfer Form

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

2. Send form via email to all of the following:

- elite@cigna-ifp.com
- denis.pujals@cigna.com
- office@benavest.com

Subject: (AGENT NAME) || Appointment Termination Request

> Including the following (you may copy and paste, and update your details):
> Hello Cigna Broker Support, please accept this as my Book of Business Intent to Transfer.

> I wish to Terminate my Independent Producer Appointment and Transfer it to be aligned under Benavest as my General Agency in ALL states I am appointed in.
> Please Transfer my full Book of Business as well.

> Please process this transfer immediately. Please see attached signed Acknowledgement of Contractual Obligations and also include the following information in your email:
>
> - PRODUCER LEGAL FIRST NAME:
> - PRODUCER LEGAL LAST NAME:
> - PRODUCER RESIDENT LICENSE STATE:
> - PRODUCER NPN #:
> - IS PRODUCER LICENSED IN CT? YES OR NO
> - ADDITIONAL STATES TO BE APPOINTED: (Max +4)
> - PRODUCER ADDRESS:
> - PRODUCER EMAIL:
> - PRODUCER PHONE #

Carrier Portal

Navigate through Cigna Portal: https://cignaforbrokers.com/web/login

Carrier Support Contact Details

✉ elite@cigna-ifp.com
(877) 244-6215

Benavest Contact Details

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