Wellpoint ACA Contracting Directions through Benavest

IMPORTANT!

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

Wellpoint ACA Contracting for New Agent

Carrier States

- MD, TX, WA

Wellpoint ACA is done through Anthem's Broker Portal

- **If you already have an account or registered to Anthem's broker portal, please skip to step 9**
- **Some of the state appointments have appointment fees.**

Wellpoint Appointment Fees

State	Agent Resident Fee	Agent Non-Resident Fee	Renewal Fee
Florida (Simply)	$61.53	$61.53	$60.00 every 2 years
Texas	$23.06	$23.06	
Maryland	$0	$0	

Step 1: Request Contract

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

Step 2: Confirmation Email

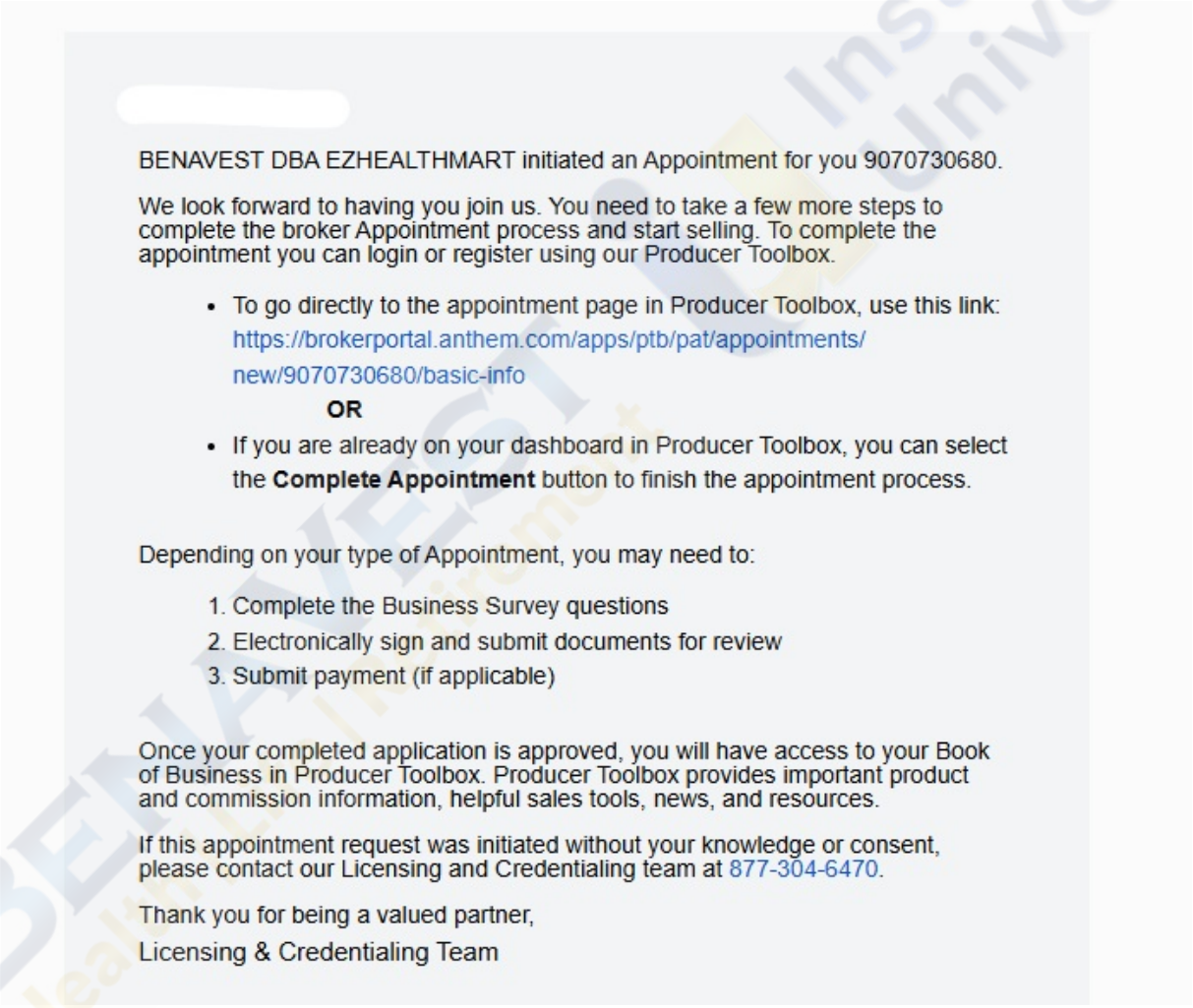
Once Benavest receives your request, you'll be sent an email where you must reply to and confirm the state appointments you want to get appointed with Anthem ACA.

> From: **office@benavest.com**
> Subject: **Wellpoint ACA - Confirmation of Request**

Step 3: Onboarding Invitation Email

Benavest will send you the onboarding invitation once we confirmed selected state appointments.

> From: **office@benavest.com**
> Subject: **Action Required: Your agency has asked us to appoint you**



BENAVEST DBA EZHEALTHMART initiated an Appointment for you 9070730680.

We look forward to having you join us. You need to take a few more steps to complete the broker Appointment process and start selling. To complete the appointment you can login or register using our Producer Toolbox.

- To go directly to the appointment page in Producer Toolbox, use this link: https://brokerportal.anthem.com/apps/ptb/pat/appointments/new/9070730680/basic-info

OR

- If you are already on your dashboard in Producer Toolbox, you can select the **Complete Appointment** button to finish the appointment process.

Depending on your type of Appointment, you may need to:

1. Complete the Business Survey questions
2. Electronically sign and submit documents for review
3. Submit payment (if applicable)

Once your completed application is approved, you will have access to your Book of Business in Producer Toolbox. Producer Toolbox provides important product and commission information, helpful sales tools, news, and resources.

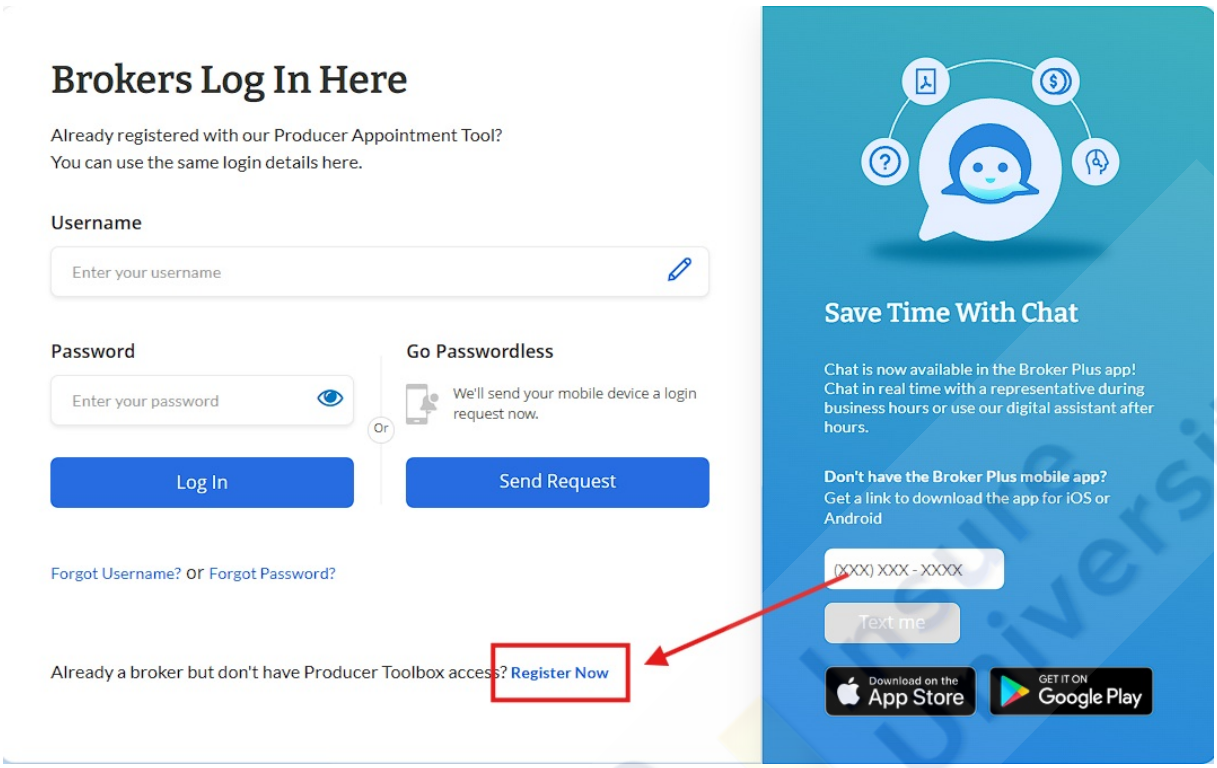
If this appointment request was initiated without your knowledge or consent, please contact our Licensing and Credentialing team at 877-304-6470.

Thank you for being a valued partner,
Licensing & Credentialing Team

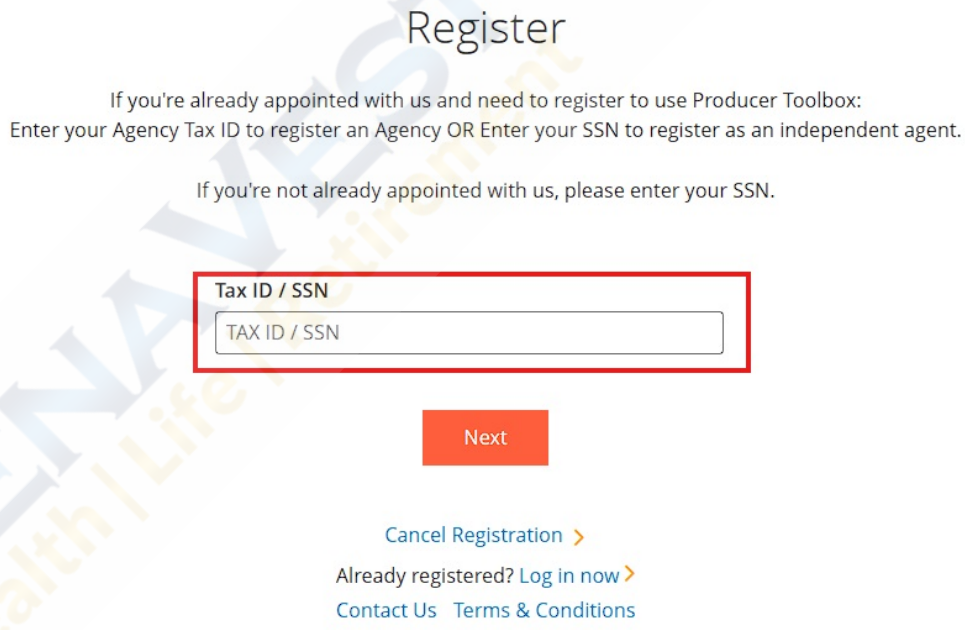
Step 4: Anthem Portal Registration

You will need to register and complete the appointment via the Anthem Broker Portal (Producer Toolbox).

Click on **'REGISTER NOW'** link.



Enter your **SSN** and select **Next**.



Step 5: Complete the Registration Process

Fill out all fields and click **Create Account**.

Please note:

- Tax ID must be 9 characters in length
- Brokers must register using their own Tax ID (TIN).
  If a Principal of an Agency, Principal must register using their own Tax ID (TIN) and not the agency's Tax ID (FEIN).

Username Rules

- Username needs to be between 6-20 characters & only letters, numbers or the @ symbol are allowed.
- Username shouldn't start with a number or include spaces.

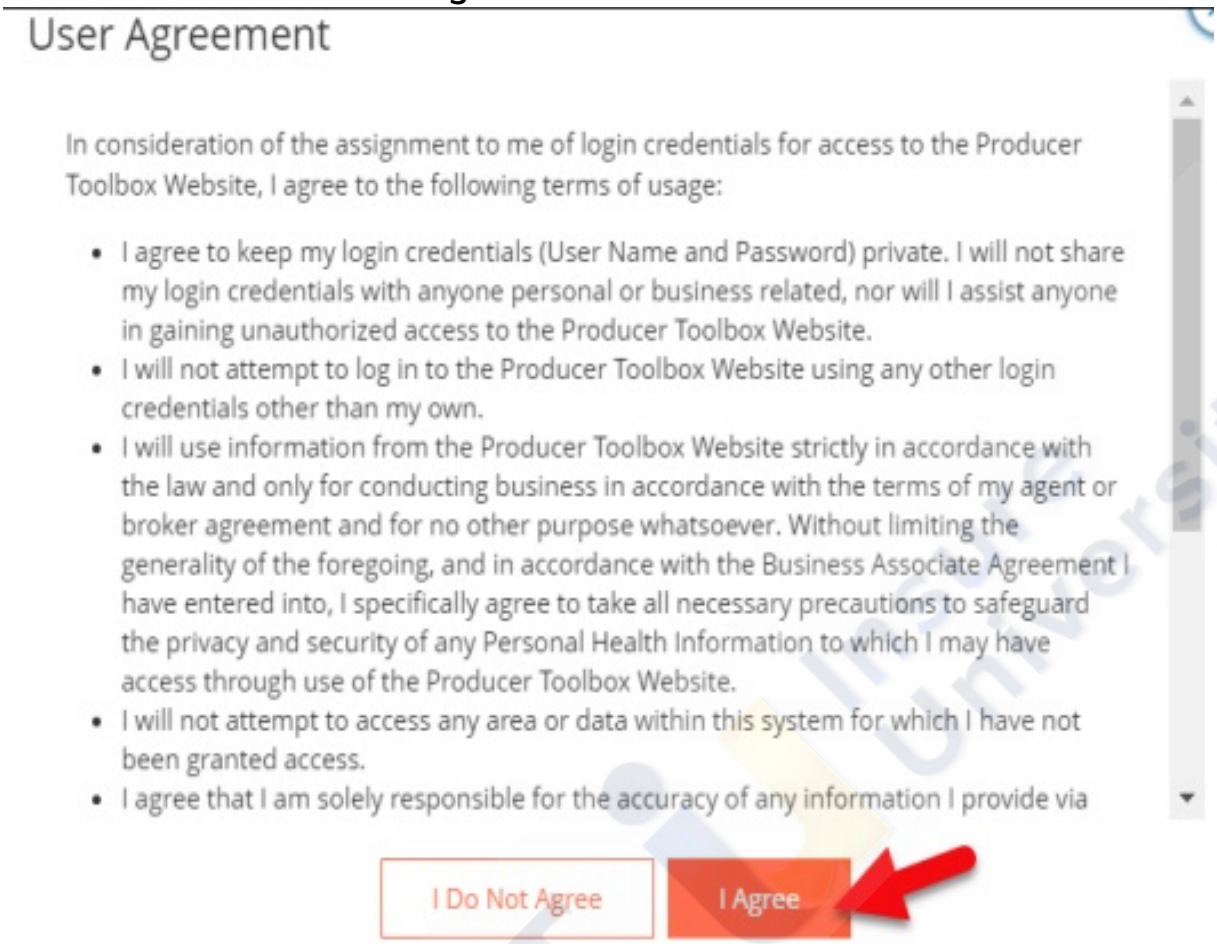
Password Rules

- Your Password must be more than 8 letters or numbers and should be limited to length 20.

BROKER REGISTRATION AGREEMENT: Click on **Next**

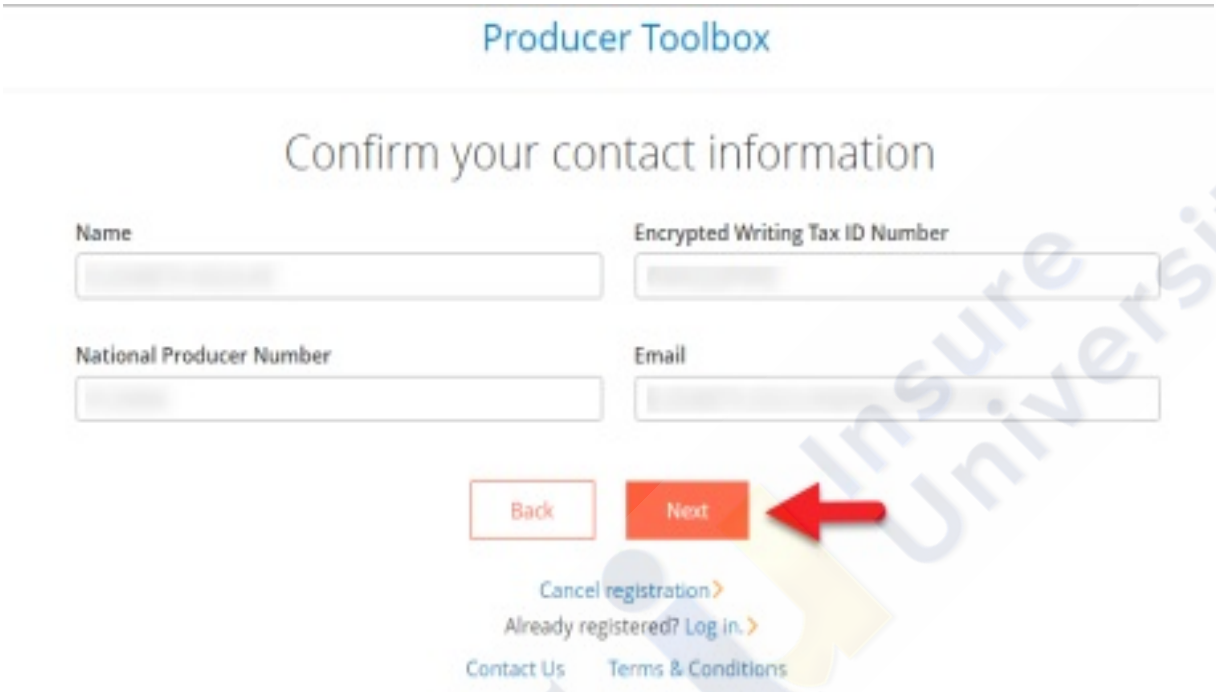
BENAVEST Health | Life | Retirement
Insure University

USER AGREEMENT: Click **I Agree**



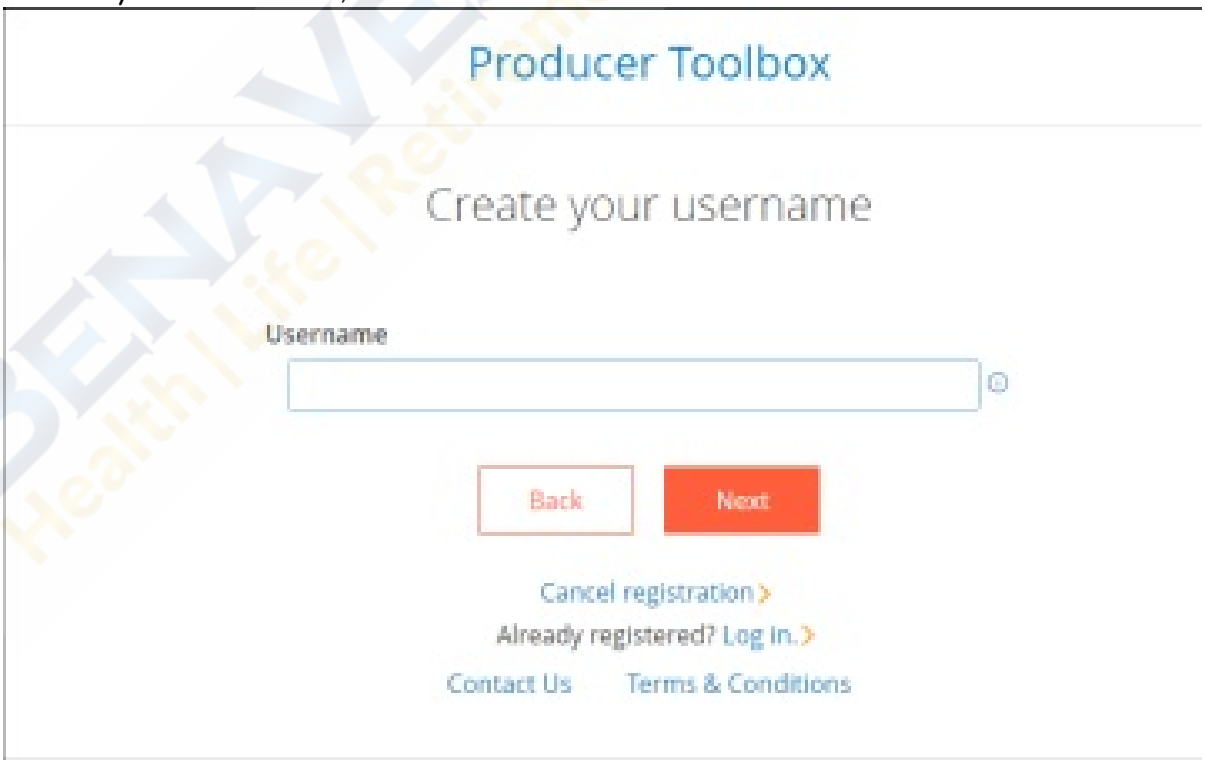
Select **Register as an Independent Agent** and fill out the SSN & Email fields. Click **Next**

Confirm your information is correct:
• If information is correct, click “Next”
• If information is not correct, contact Anthem Licensing & Credentialing at 1-877-304-6470 to update your information. Licensing & Credentialing is available Monday through Friday from 9am to 4:30pm EST



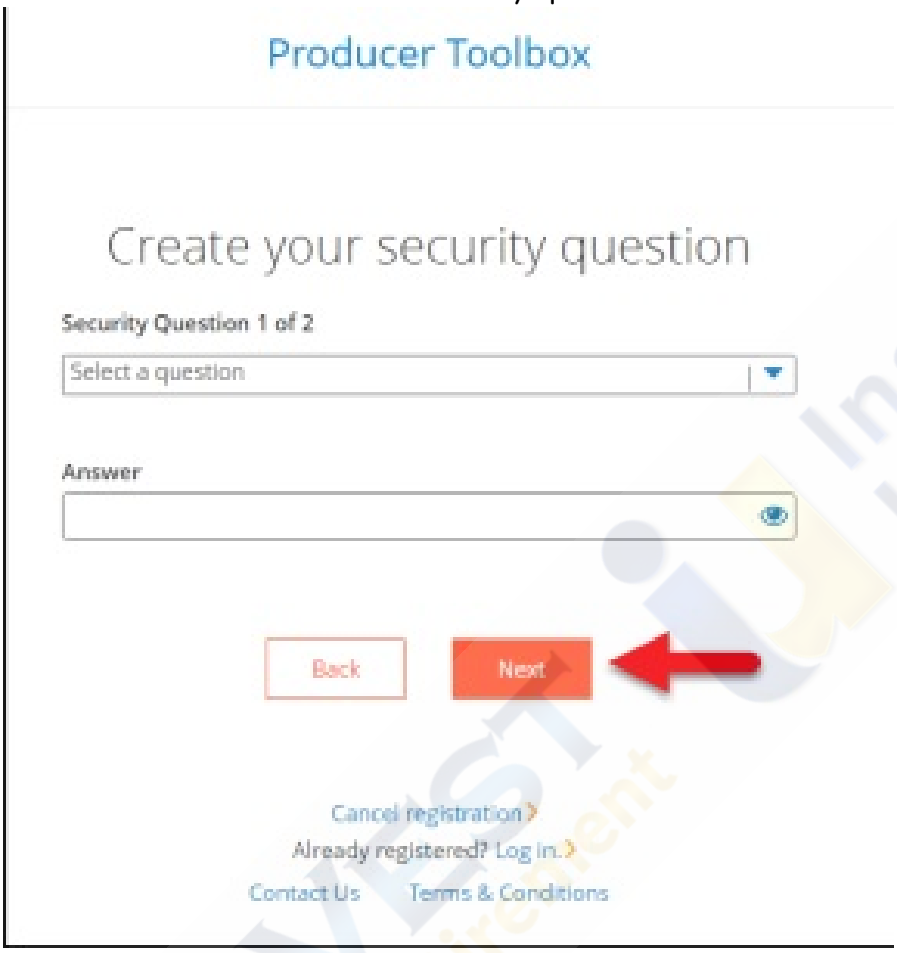
Step 6: Creating Username

Create your username, then click **Next**



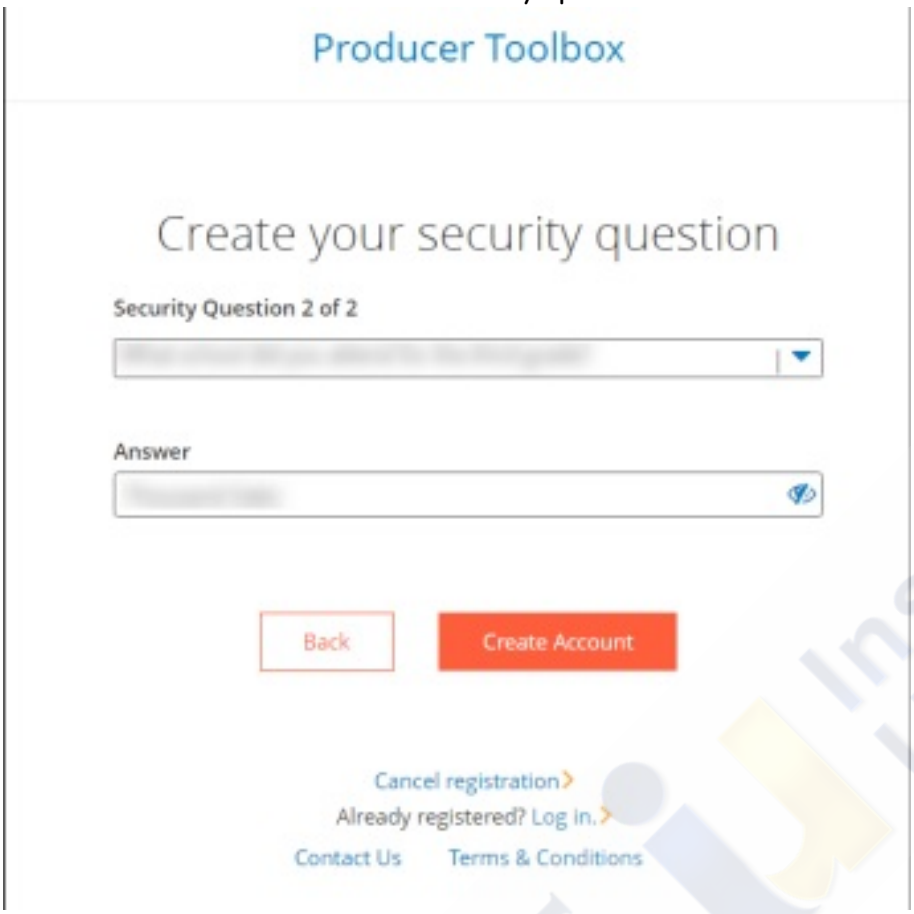
Username rules:
• Username needs to be between 6-20 characters & only letters, numbers or the @ symbol are allowed.
• Username should not start with a number or include spaces.

Select and answer the 1st security question then click **Next**



BENAVEST Health | Life | Retirement
Insure University

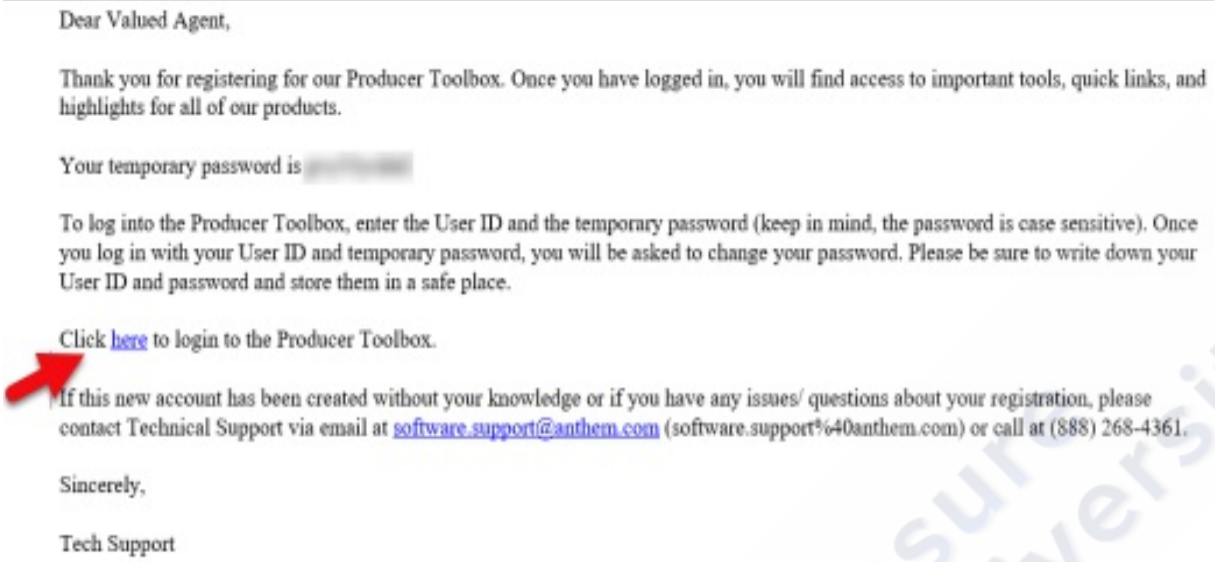
Select and answer the 2nd security question and click **Create Account**:



Step 7: Password

After you the last step, you'll receive this message:

Once you receive your email with your temporary password, click on the link **here**. You will be directed to the portal.



Dear Valued Agent,

Thank you for registering for our Producer Toolbox. Once you have logged in, you will find access to important tools, quick links, and highlights for all of our products.

Your temporary password is

To log into the Producer Toolbox, enter the User ID and the temporary password (keep in mind, the password is case sensitive). Once you log in with your User ID and temporary password, you will be asked to change your password. Please be sure to write down your User ID and password and store them in a safe place.

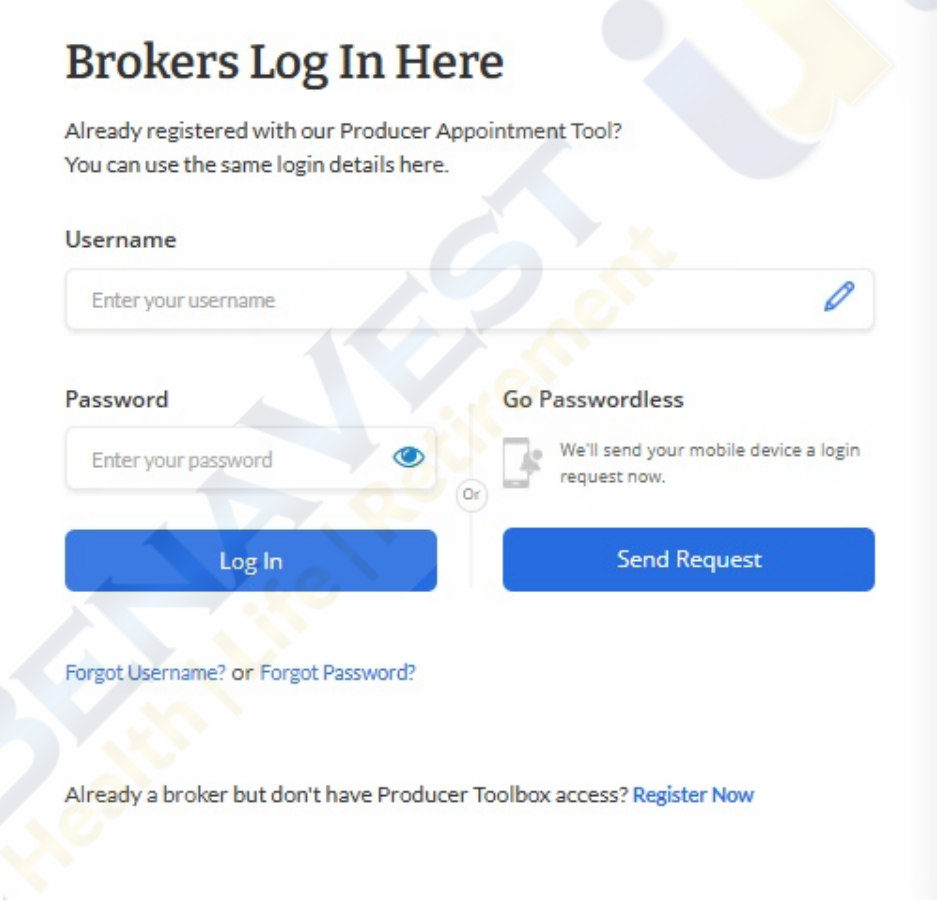
Click here to login to the Producer Toolbox.

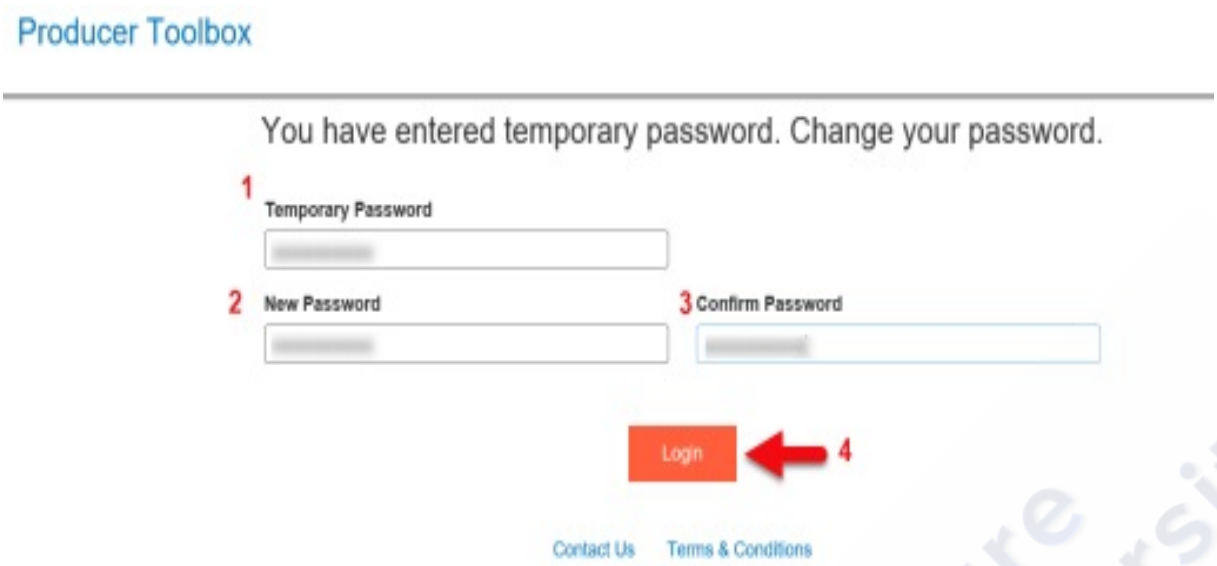
If this new account has been created without your knowledge or if you have any issues/ questions about your registration, please contact Technical Support via email at software.support@anthem.com (software.support%40anthem.com) or call at (888) 268-4361.

Sincerely,

Tech Support

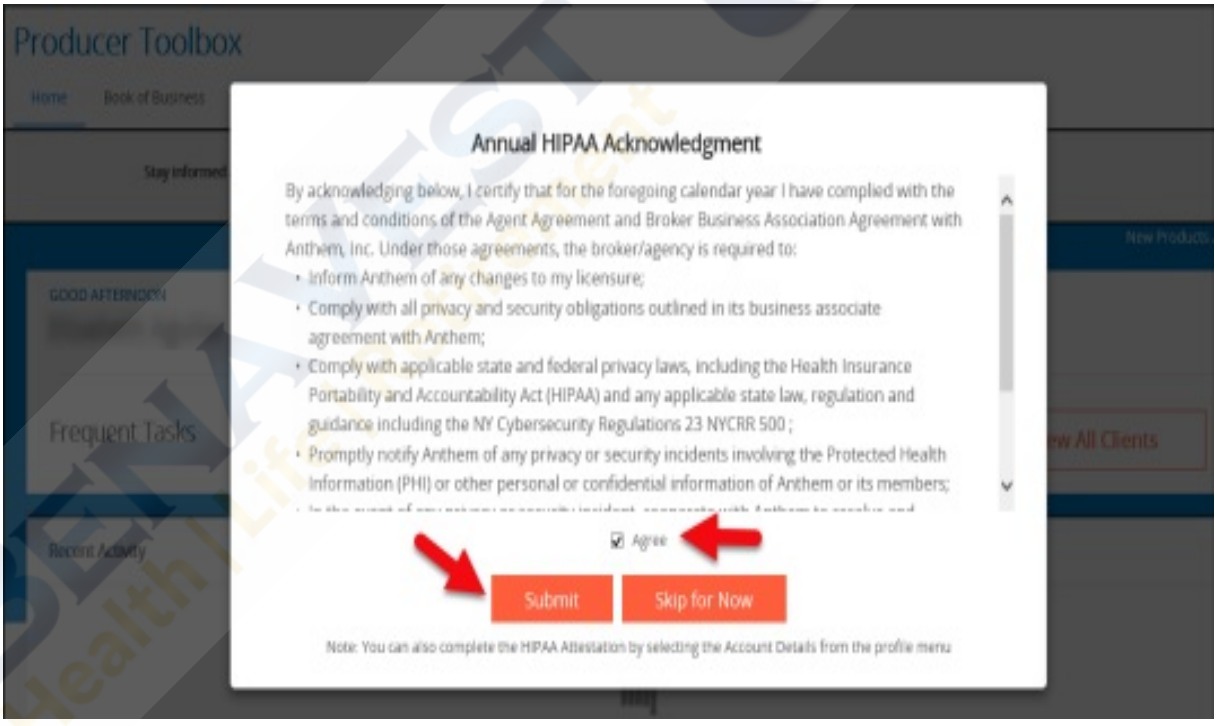
Portal log in will appear. Enter your **Username** and the temporary password you were issued and click **Log In**.





1. Temporary password – supplied on the email you received
2. Create a new password
3. Confirm your new password
4. Click **Login**

ANNUAL HIPAA ACKNOWLEDGMENT: Ensure the **Agree** checkbox is flagged and click **Submit**.

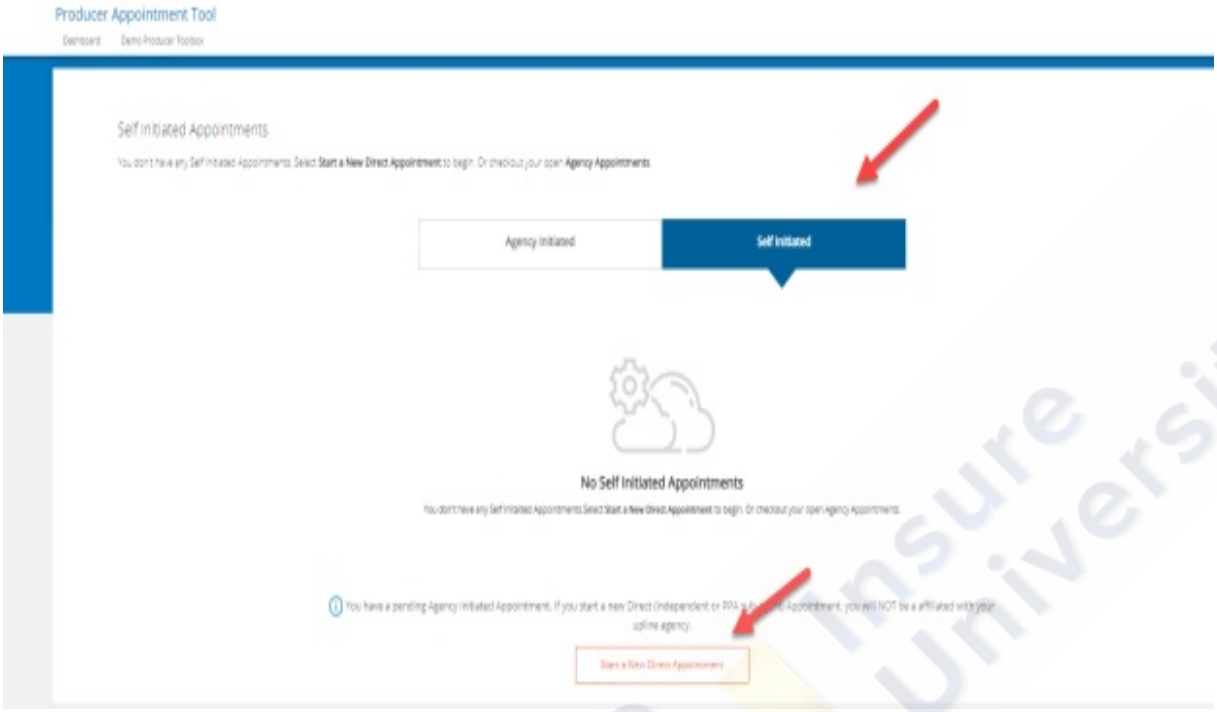


You may get started on submitting new appointment requests.

Step 8: New Broker Appointment

Log in to your Anthem Broker Portal.

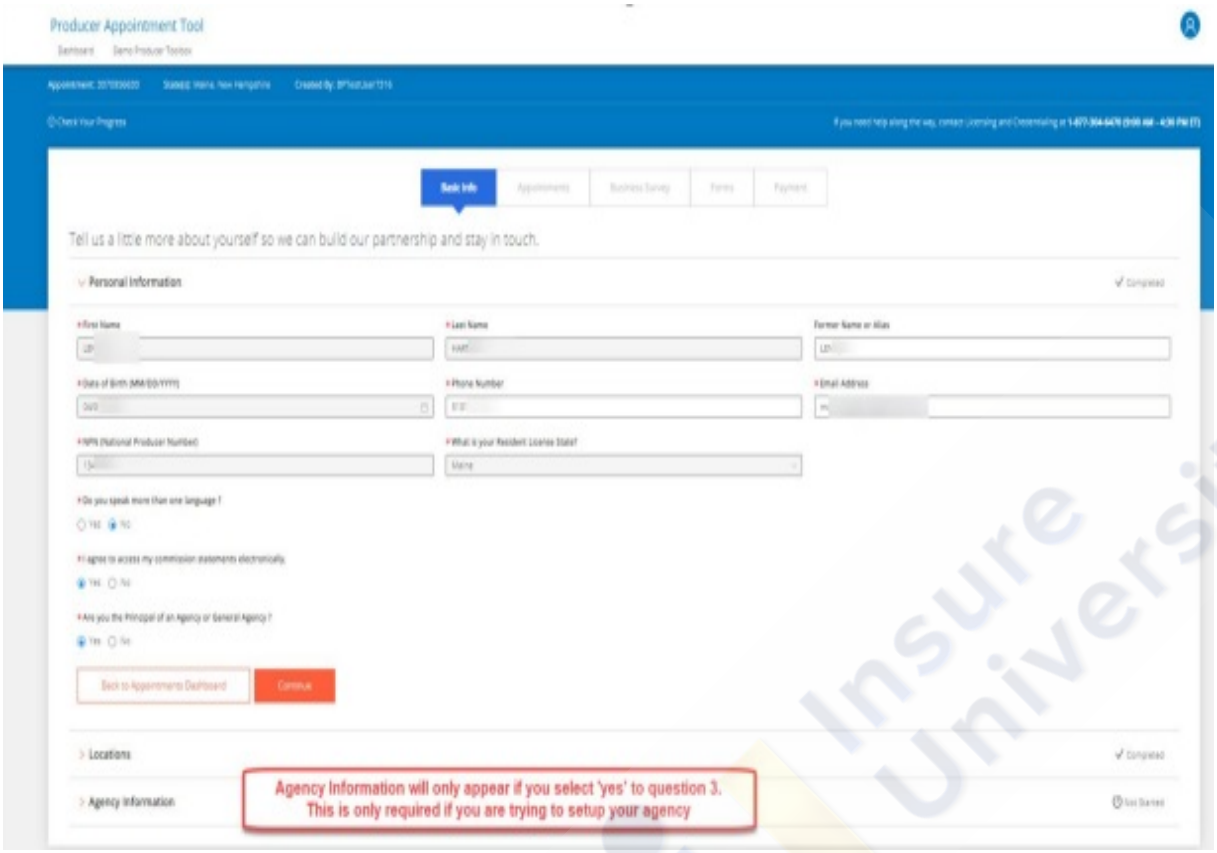
Once logged in, click the **Self Initiated** tab and **Start a New Direct Appointment**.



Populate the required fields (fields with red asterisk) all other fields are prepopulated.

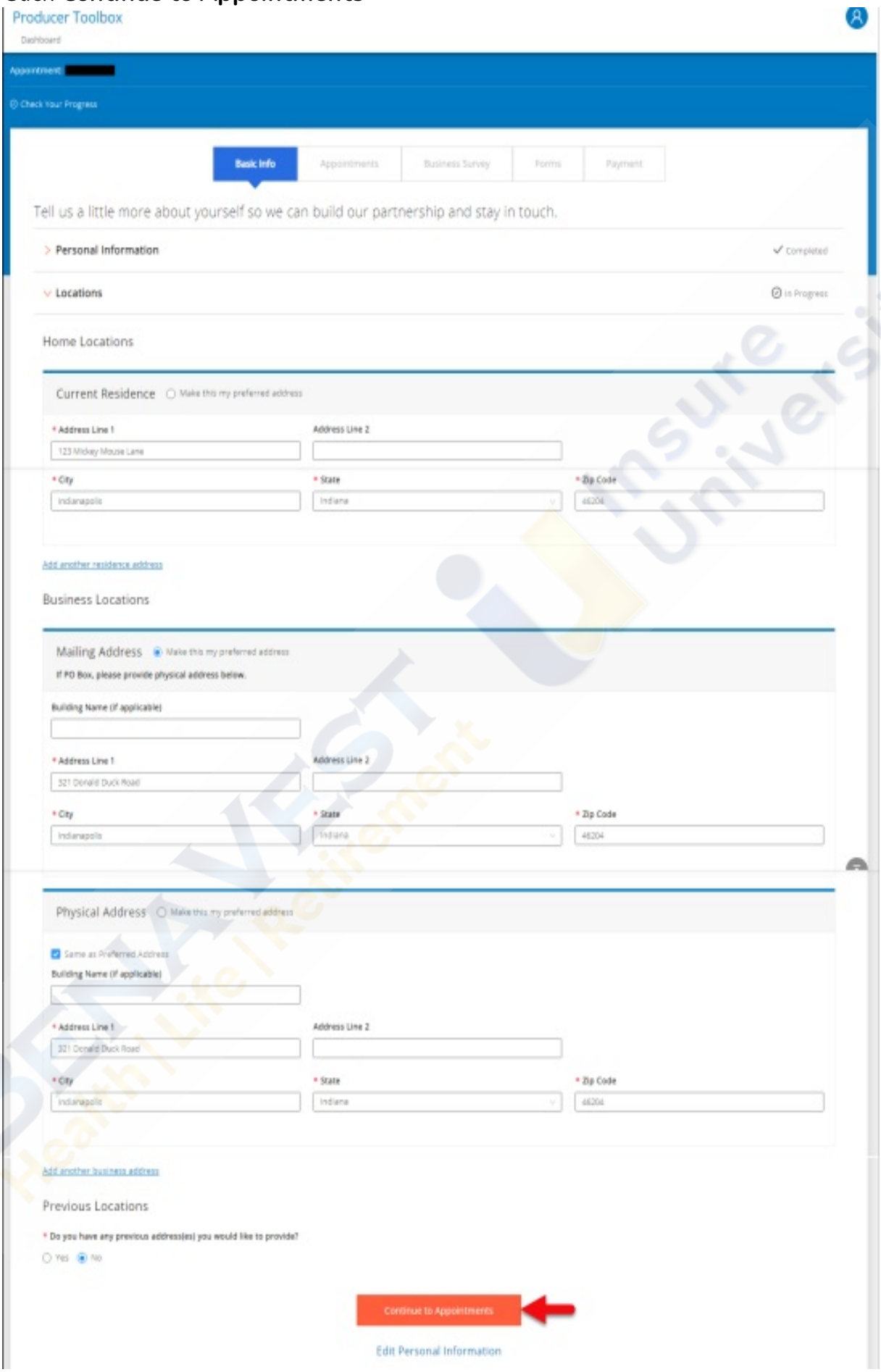
Answer the three questions:

1. **Do you speak more than one language?**
2. **I agree to access my commission statements electronically?**
   Yes = paper statements will not be mailed.
   No = paper statements will be mailed.
3. **Are you the Principal of an Agency or General Agency?**
   Yes = you are requesting your agency to be contracted/appointed.
   No = you are not requesting your agency to be contracted/appointed.



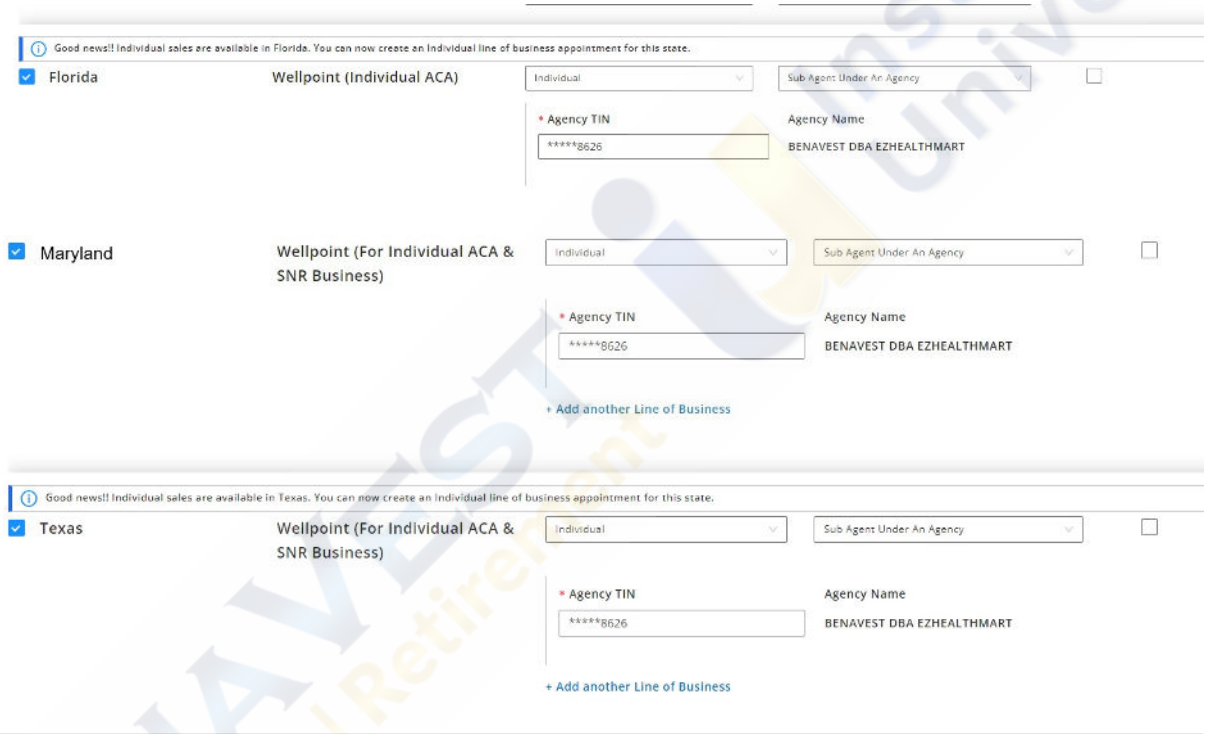
Enter your **Home, Business and Physical Locations.**
Note: If your Business address is a P.O. Box, please provide a Physical Location

Click **Continue to Appointments**



Step 9: Adding Appointments

1. Select state/s (FL, MD, TX).
2. Select **Individual** under the Line of Business column.
3. Select **Subagent Under An Agency**.
4. Select the **Exchange Indicator**.
5. List Benavest TIN **47-4388626** under **Agency TIN**.
6. Confirm Benavest is listed in the Agency Name section.



Some of the state appointments have appointment fees.

Wellpoint Appointment Fees

State	Agent Resident Fee	Agent Non-Resident Fee	Renewal Fee
Florida (Simply)	$61.53	$61.53	$60.00 every 2 years
Texas	$23.06	$23.06	
Maryland	$0	$0	

Step 10: Business Survey

Once completed, click **Continue to Questions.**

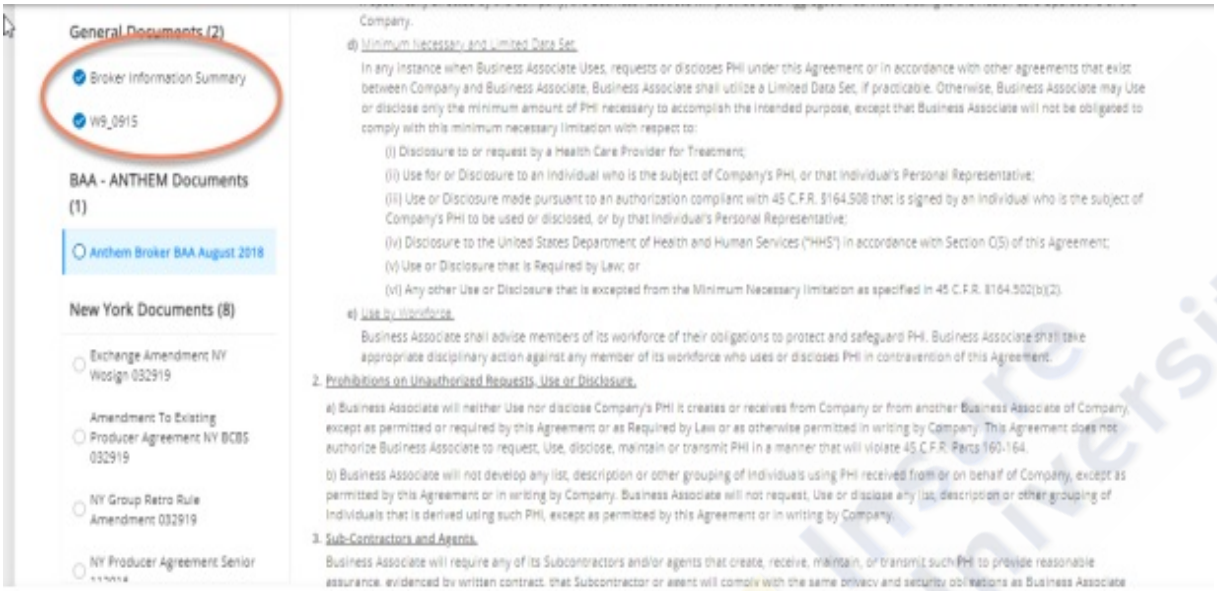
Complete the questions in the Business Survey section. Provide any additional information and select **Upload Documents** to attach any relevant documentation.

Once completed, click **Continue to Form**.

Note: An explanation is required for each “Yes” answer. If sufficient information is not provided or
attached it will cause processing delays or may result in a denial of your request.

Producer Toolbox
Dashboard
Appointment: [redacted] State(s): Arizona, California
Check Your Progress
Basic Info
Appointments
Business Survey
Forms
Payment
Please answer all of the following questions.
When answering "yes," Let us know any relevant details and the current status in the provided field.
You can attach documents related to each question by clicking on the upload documents link.
01. Have you ever had an insurance license, appointment, securities, registration or application denied, suspended, cancelled or revoked?
Yes No
02. Has any legal or regulatory body ever sanctioned, censured, penalized or otherwise disciplined you?
Yes No
03. Has any state or federal regulatory agency or self-regulatory authority ever filed a complaint against you?
Yes No
04. Have you ever been subjected to an insurance or investment related Consumer initiated Complaint or proceeding?
Yes No
05. Has a bonding or surety company denied, ever paid out on, or revoked a bond?
Yes No
06. Has an E&O carrier ever denied claims, paid claims, or cancelled your coverage?
Yes No
07. Have you individually, or has a company you exercised control over, filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition?
Yes No
Was this for yourself?
Yes No
What year did this occur?
1993
Was this for a company?
Yes No
Please provide an explanation
Fell upon hard times and had to file for bankruptcy in 1993. see attached legal documentation clearing me of bankruptcy
Relevant Documentation
Upload Documents
08. Are there any unsatisfied judgments, garnishments, or liens against you for: Child Custody, Student Loans, IRS liens on a house?
Yes No
09. Are you in debt to any insurance company?
Yes No
10. Have you ever been indicted for, convicted of, or pled guilty or nolo contender to any felony or misdemeanor other than a minor traffic offense?
Yes No
11. Are you currently party to any litigation or the subject of any investigations?
Yes No
12. Has any employer, insurance company, or securities, broker-dealer ever terminated you employment or contract, or permitted you to resign for any other reason than lack of sales?
Yes No
Continue to Form
Back to Appointments

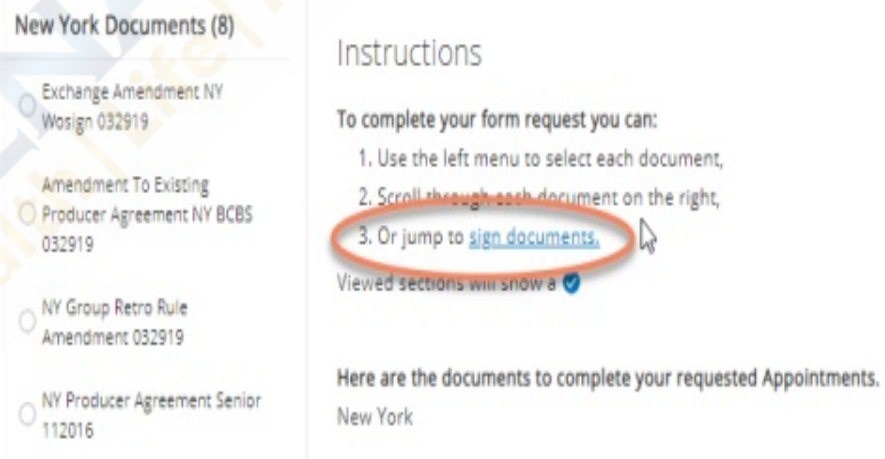
All the necessary forms you need to complete will appear down the left side of the screen. You can review all the forms by continuously scrolling down. A blue check mark will appear next to the form name as you scroll through it.



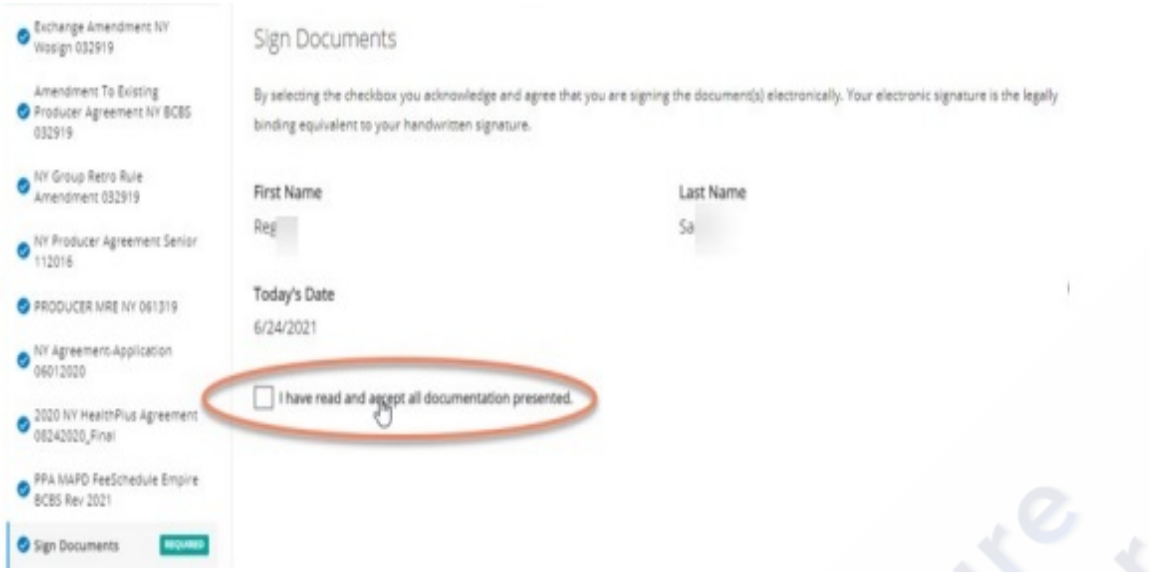
You have two options to complete the required forms:

1. You can scroll to the bottom of the forms to the '**Sign Documents**' section

2. Click the blue hyperlink '**Sign Documents**'

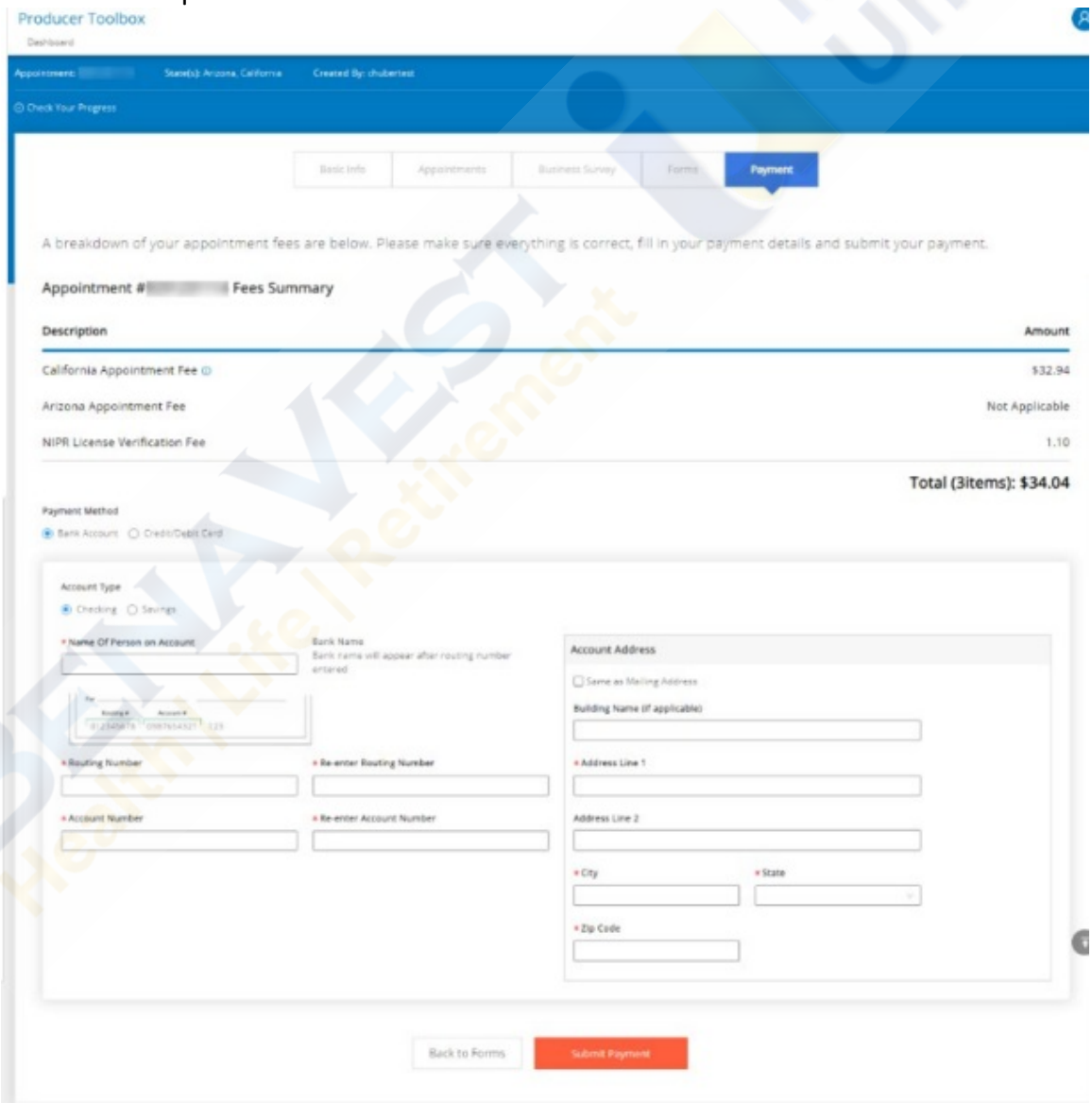


To sign and accept all forms, all that is required is to check the box next to **'I have read and accept all documentation presented'** and the system will automatically add your signature and date to all the forms.

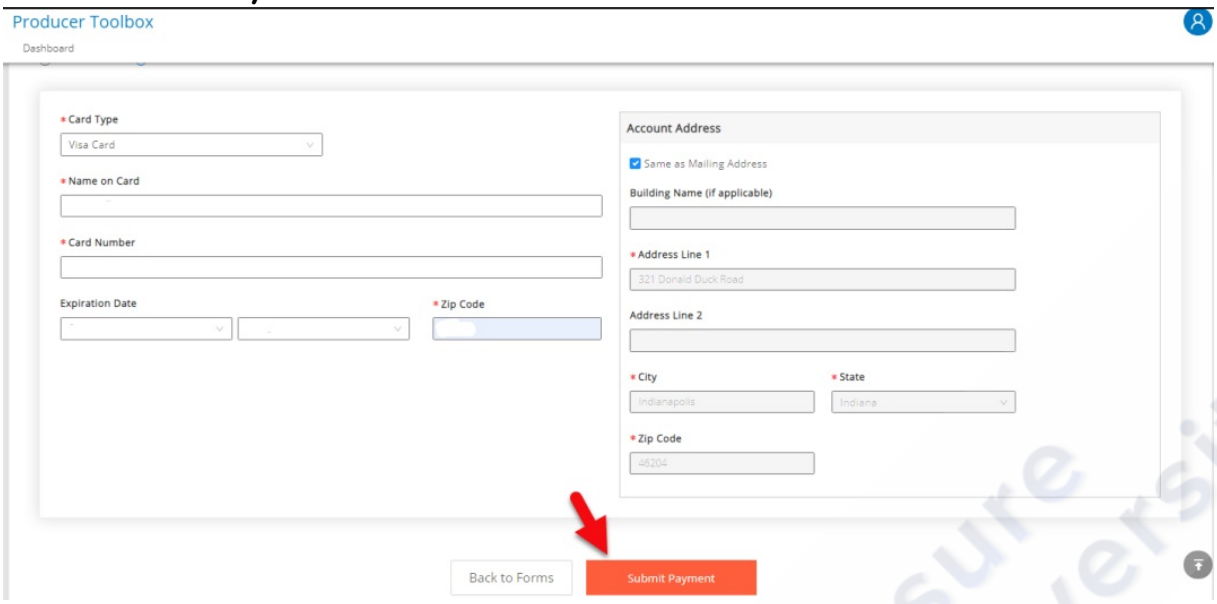


Step 11: Payment

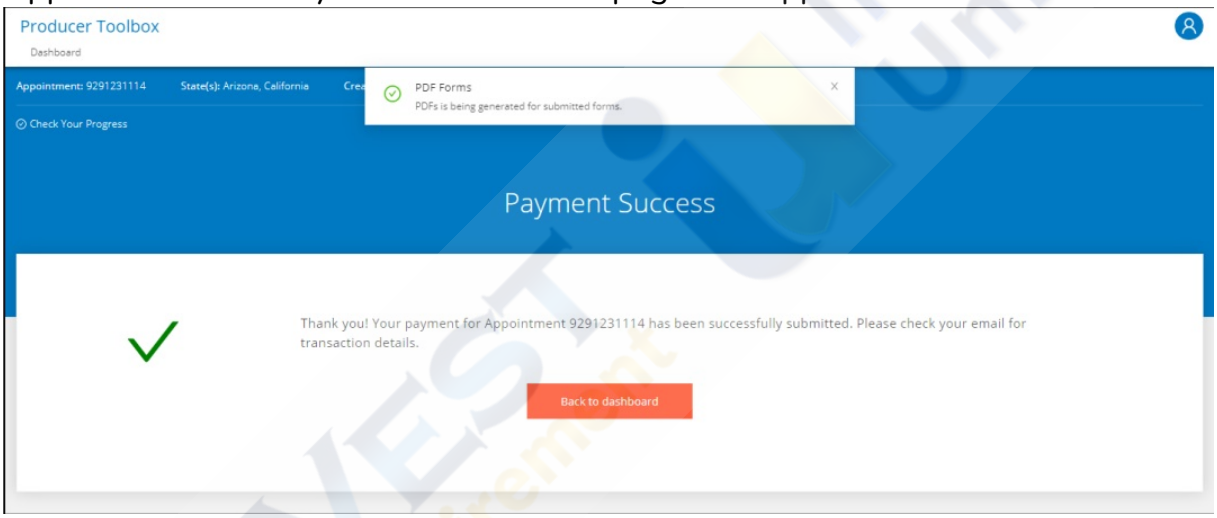
Fill in the required fields.



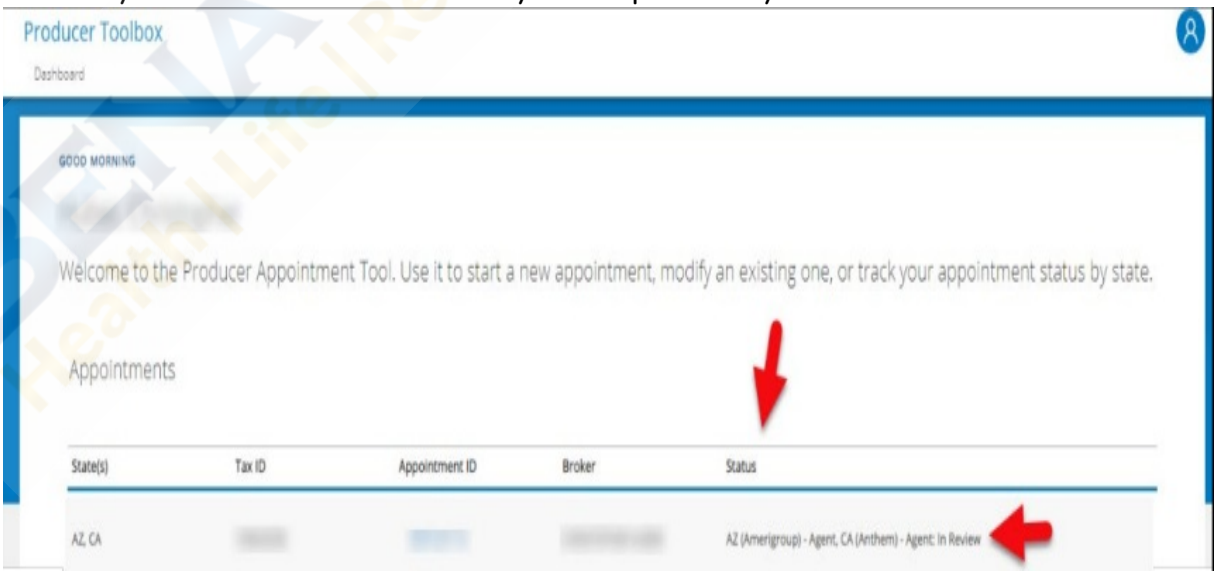
Click **Submit Payment**



Appointment and Payment confirmation page will appear.



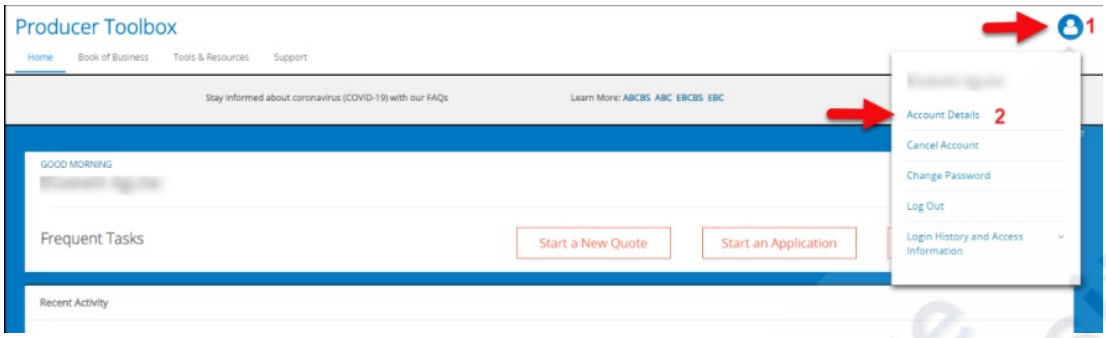
You may then check the status of your request on your dashboard.



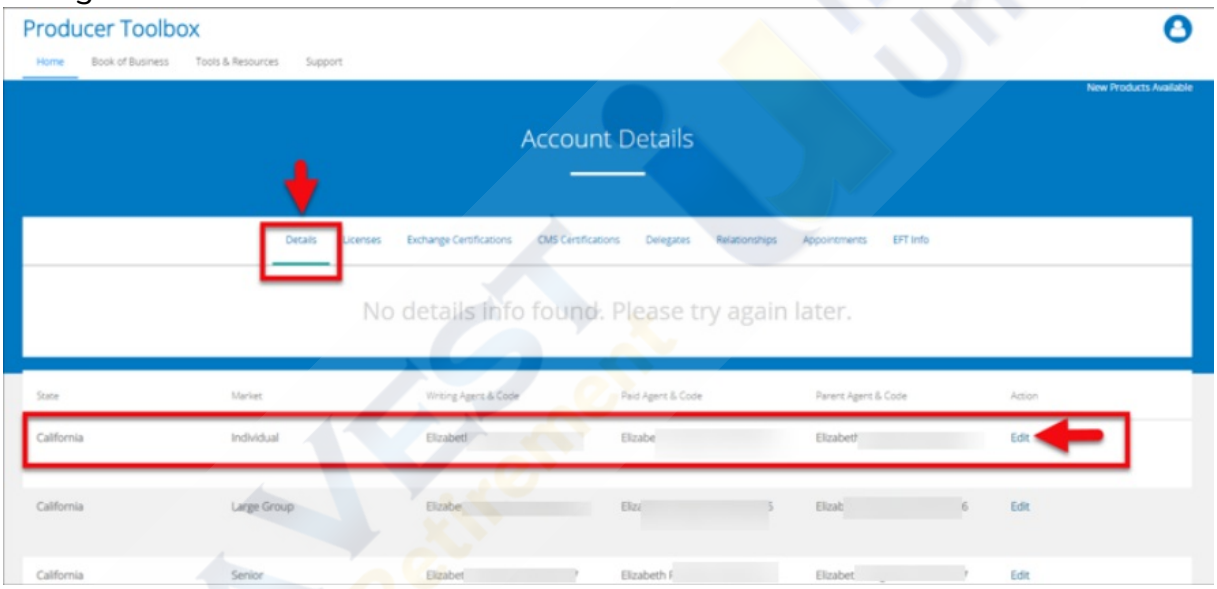
Transfer Instructions for Wellpoint

Step 1: Changing an Existing Relationship

- Click on the **profile icon** then select **Account Details**
  Note: this is to make a change to an existing state appointment.

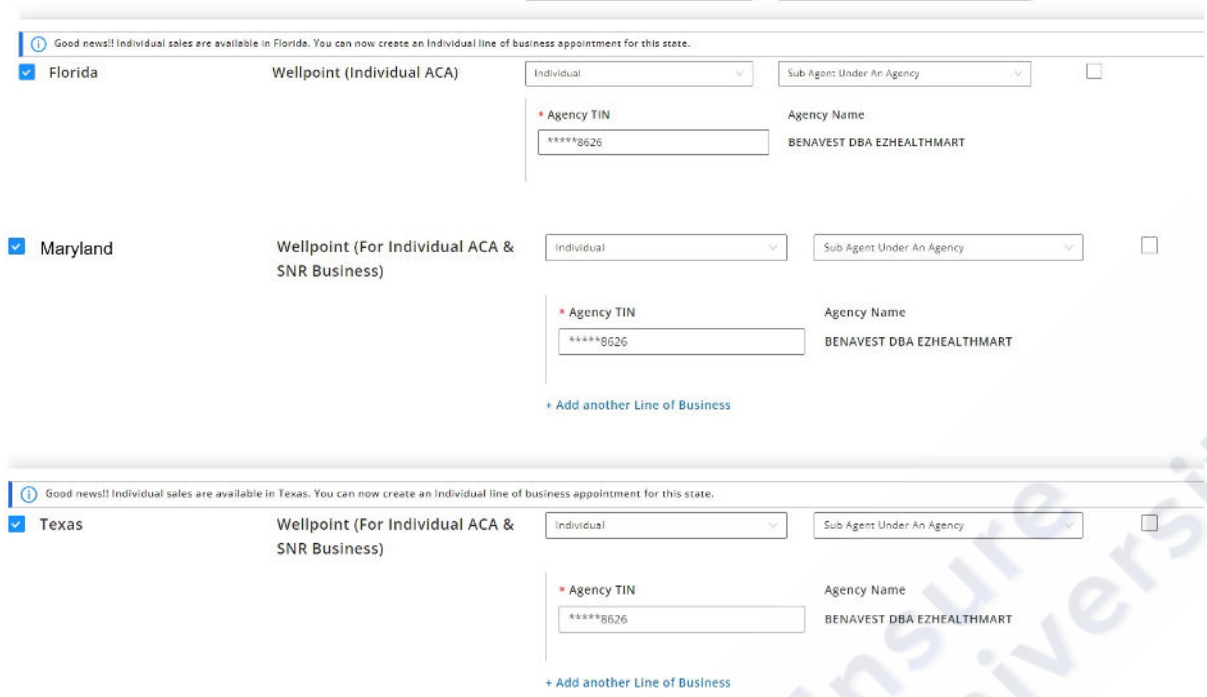


You will be directed to the **Detail** tab, scroll down to the appropriate state and relationship combination you are seeking to update. Click **Edit** to change the relationship setup. You will need to do this step for every Market you wish to change.



Step 2: Aligning Appointments

1. Select state/s (FL, MD, TX).
2. Select **Individual** under the Line of Business column.
3. Select **Subagent Under An Agency**.
4. Select the **Exchange Indicator**.
5. List Benavest TIN **47-4388626** under **Agency TIN**.
6. Confirm Benavest is listed in the Agency Name section.



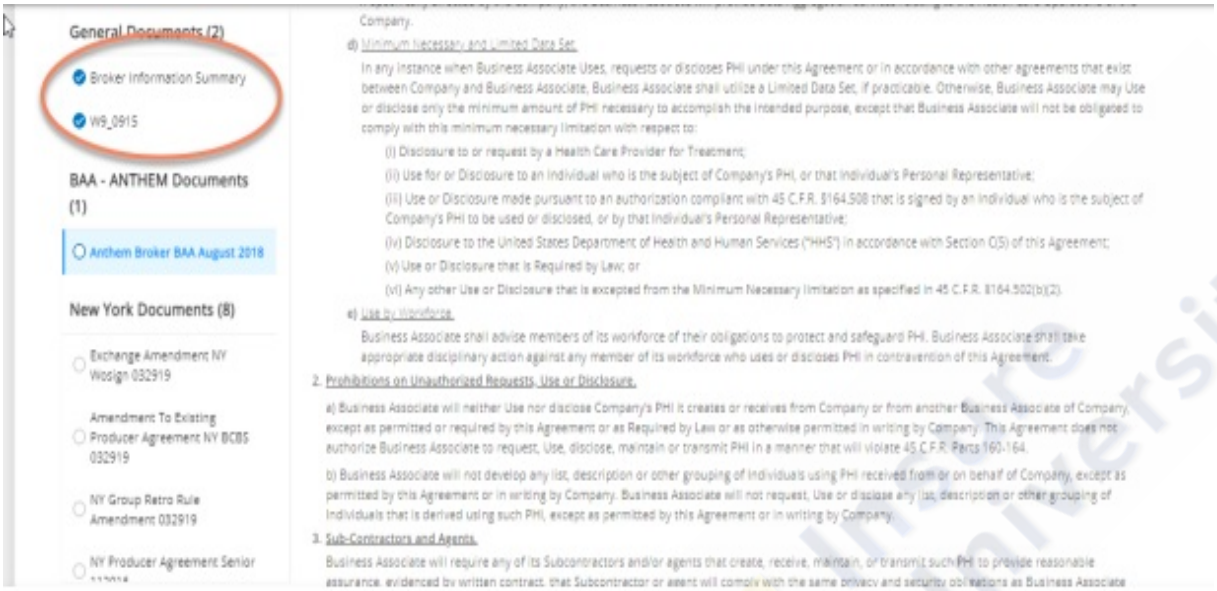
Step 3: Business Survey

Once completed, click **Continue to Questions.**
Complete the questions in the Business Survey section. Provide any additional information and select **Upload Documents** to attach any relevant documentation. Once completed, click **Continue to Form**.

Note: An explanation is required for each “Yes” answer. If sufficient information is not provided or
attached it will cause processing delays or may result in a denial of your request.

Producer Toolbox
Dashboard
Appointment: [redacted] State(s): Arizona, California
Check Your Progress
Basic Info
Appointments
Business Survey
Forms
Payment
Please answer all of the following questions.
When answering "yes," Let us know any relevant details and the current status in the provided field.
You can attach documents related to each question by clicking on the upload documents link.
01. Have you ever had an insurance license, appointment, securities, registration or application denied, suspended, cancelled or revoked?
Yes No
02. Has any legal or regulatory body ever sanctioned, censured, penalized or otherwise disciplined you?
Yes No
03. Has any state or federal regulatory agency or self-regulatory authority ever filed a complaint against you?
Yes No
04. Have you ever been subjected to an insurance or investment related Consumer initiated Complaint or proceeding?
Yes No
05. Has a bonding or surety company denied, ever paid out on, or revoked a bond?
Yes No
06. Has an E&O carrier ever denied claims, paid claims, or cancelled your coverage?
Yes No
07. Have you individually, or has a company you exercised control over, filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition?
Yes No
Was this for yourself?
Yes No
What year did this occur?
1993
Was this for a company?
Yes No
Please provide an explanation
Fell upon hard times and had to file for bankruptcy in 1993. see attached legal documentation clearing me of bankruptcy
Relevant Documentation
Upload Documents
08. Are there any unsatisfied judgments, garnishments, or liens against you for: Child Custody, Student Loans, IRS liens on a house?
Yes No
09. Are you in debt to any insurance company?
Yes No
10. Have you ever been indicted for, convicted of, or pled guilty or nolo contender to any felony or misdemeanor other than a minor traffic offense?
Yes No
11. Are you currently party to any litigation or the subject of any investigations?
Yes No
12. Has any employer, insurance company, or securities, broker-dealer ever terminated you employment or contract, or permitted you to resign for any other reason than lack of sales?
Yes No
Continue to Form
Back to Appointments

All the necessary forms you need to complete will appear down the left side of the screen. You can review all the forms by continuously scrolling down. A blue check mark will appear next to the form name as you scroll through it.



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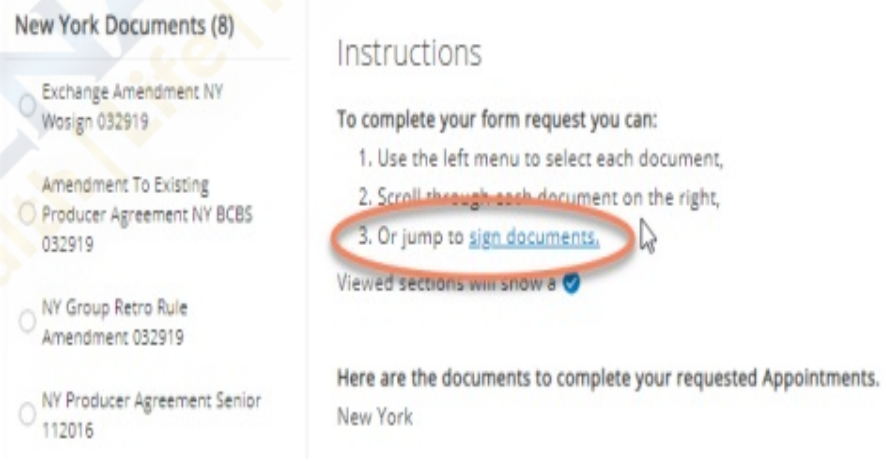
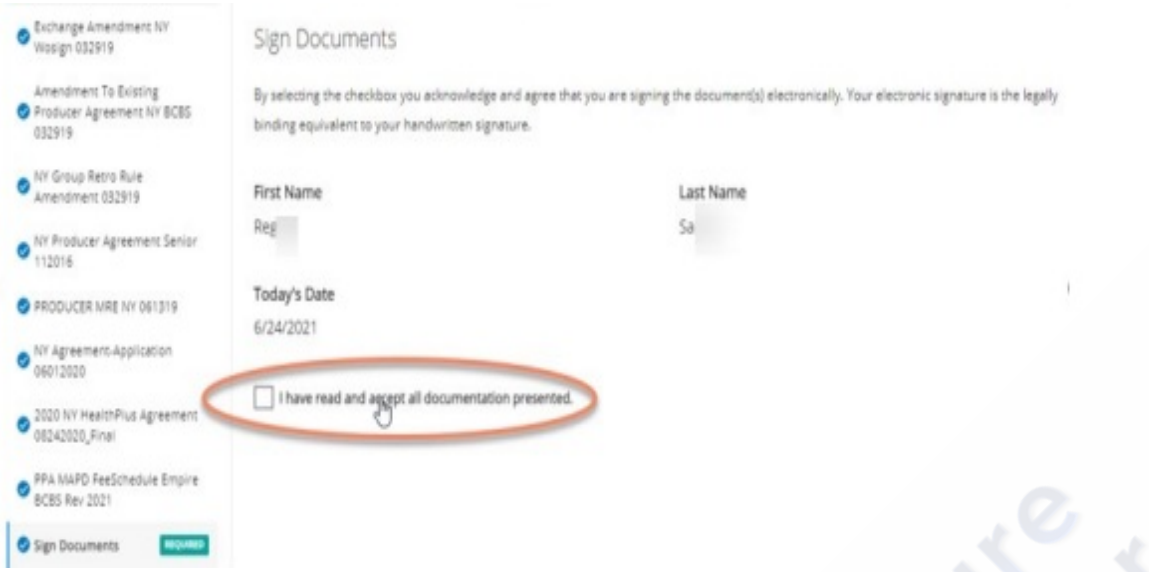
2. Click the blue hyperlink '**Sign Documents**'

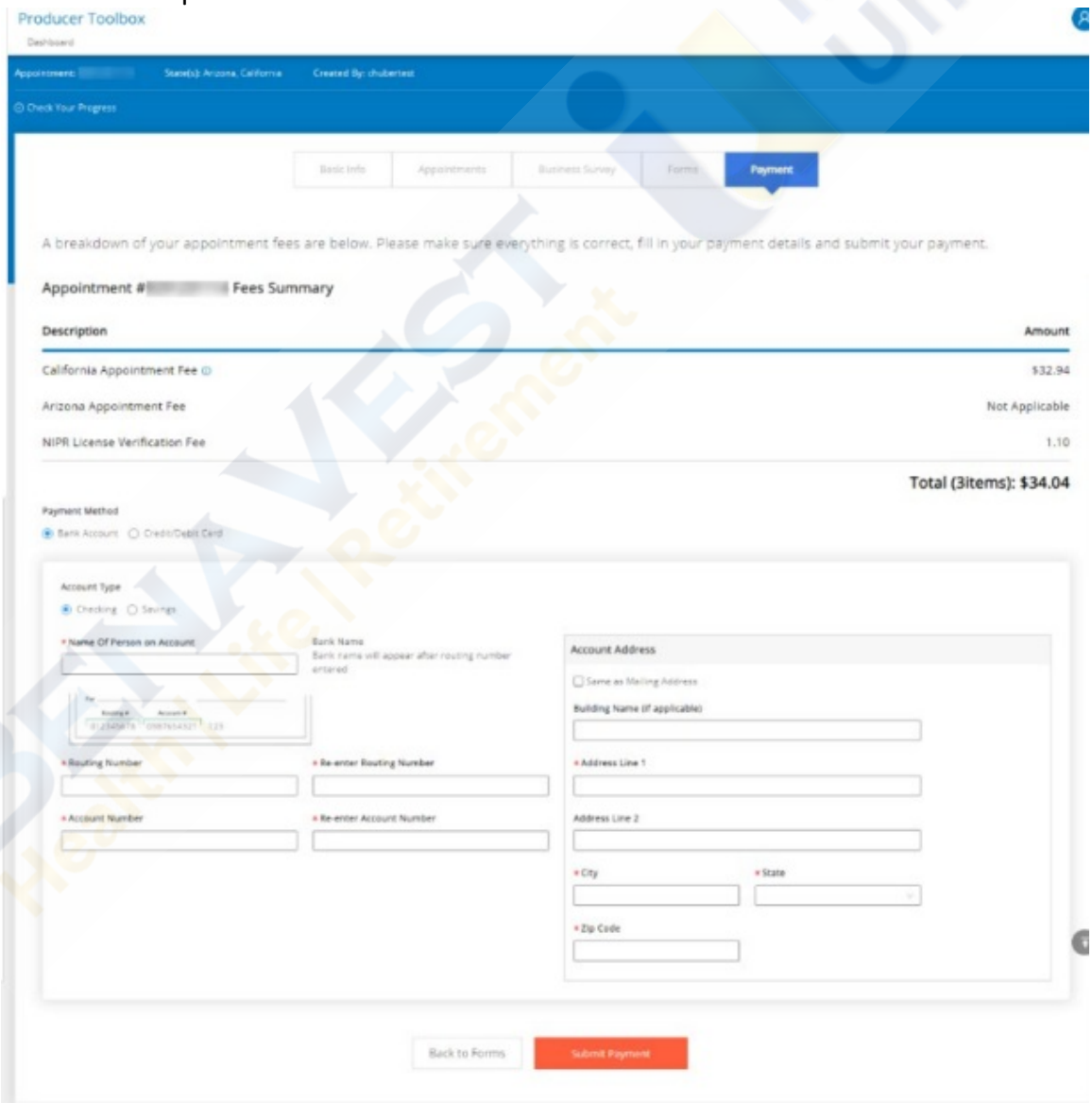


To sign and accept all forms, all that is required is to check the box next to **'I have read and accept all documentation presented'** and the system will automatically add your signature and date to all the forms.

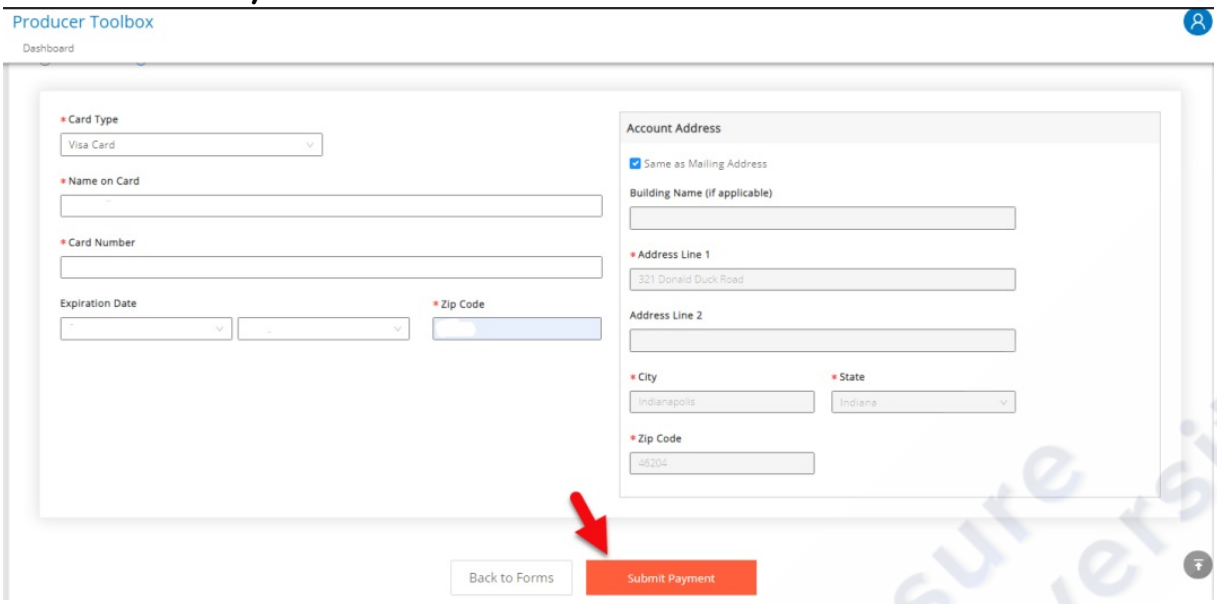


Step 4: Payment

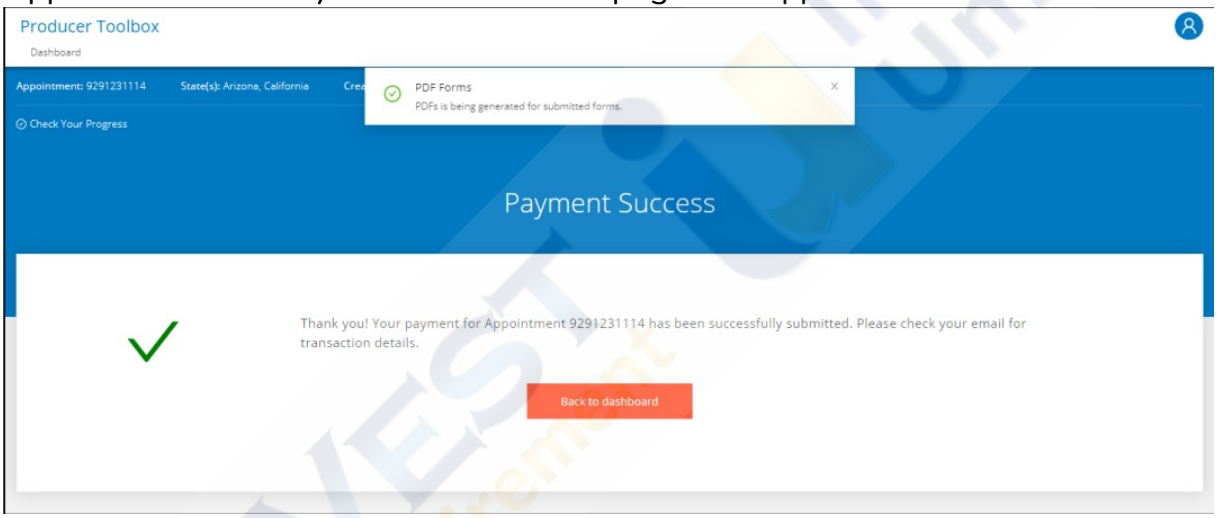
Fill in the required fields.



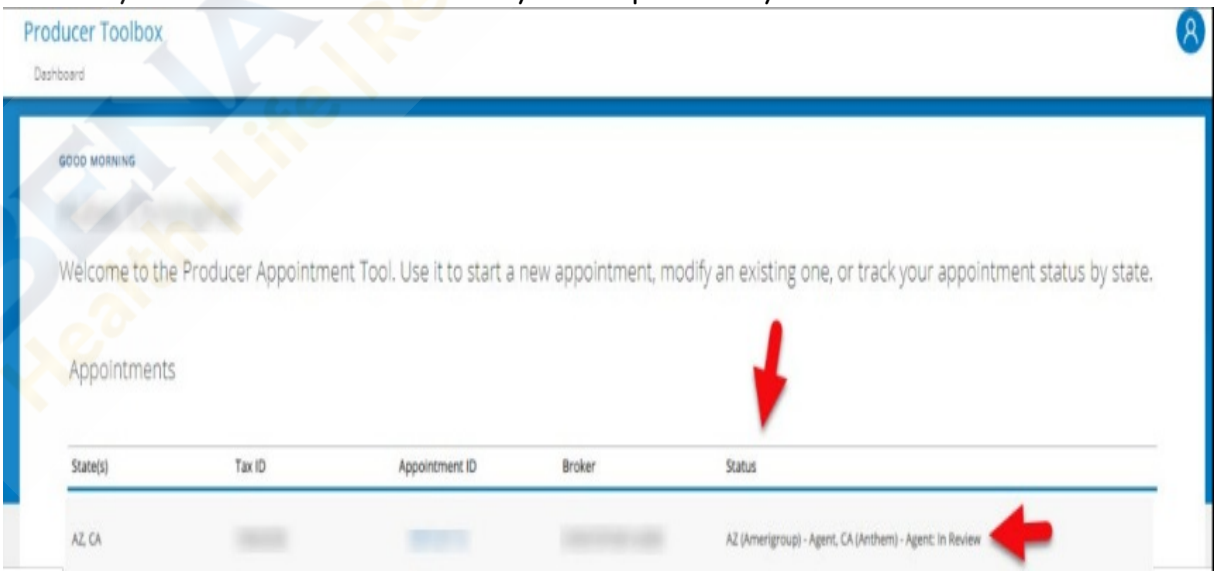
Click **Submit Payment**



Appointment and Payment confirmation page will appear.



You may then check the status of your request on your dashboard.



Carrier Portal

Navigate through Wellpoint Broker Portal (Anthem's Broker Portal):
https://brokerportal.anthem.com/apps/ptb/login

Wellpoint Support Contact Details

✉ brokersupport@wellpoint.com
(800) 633-4368

Benavest Contact Details

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