

## registration guide for broker administrators

Go to <http://www.univerahealthcare.com/broker>

The screenshot shows the Univera Healthcare Broker Home website in a Windows Internet Explorer browser window. The address bar displays the URL <http://qa.univerahealthcare.com/wps/portal/uv/bkr>. The page features the Univera Healthcare logo and the text "for brokers". A navigation menu includes links for "broker home", "shop, buy & enroll", "training & resources", "commissions & reports", "member engagement", and "contact us".

Key sections on the page include:

- login**: A form with fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot your User ID or Password?". A note states "Log in every 30 days to keep your account active."
- health care reform**: A banner with the text "See how key provisions of this new law will affect you." and a "Learn More" button. The image shows a hand holding a magnifying glass over a stack of papers with a question mark.
- register now!**: A form with a dropdown menu for "I am a..." (set to "- Please Select -"), a "Register!" button, and a link for "Need Help Registering?".
- view plan offerings**: A section with a list of links: "Medical plans", "Dental plans", "Medicare plans", and "Direct Purchase plans". The image shows a family (a man, a woman, and a child).
- broker program**: A section with links for "Commission & Reporting" and "Training & Resources". The image shows two people, a woman and a man, sitting at a desk.
- engage employees**: A section with the text "Tools & resources to help members manage their health" and a "Go" button.
- enroll a new group**: A section with a "Go" button and an icon of three people.
- news & updates**: A section with links for "Broker News", "Capitol Briefings", and "View Product Closing Information".

Where it says **'Register Now!'** please choose – **'Broker Administrator (Admin. Support)'**

The screenshot shows the Univera Healthcare Broker Home website. The browser title is "Univera Healthcare | Broker Home - Windows Internet Explorer". The address bar shows "http://qa.univerahealthcare.com/wps/portal/uv/bkr/". The page header includes the Univera logo and "for brokers", along with links for "Login", "Register", "Forgot Username", and "Forgot Password". A search bar is also present. The main navigation menu includes "broker home", "shop, buy & enroll", "training & resources", "commissions & reports", "member engagement", and "contact us".

The "login" section on the left contains a "login" button and a "Forgot your User ID or Password?" link. Below it, the "register now!" section is highlighted with a red box. It features a dropdown menu labeled "I am a..." with the option "- Please Select -" selected, a "Register!" button, and a "Need Help Registering?" link.

The main content area features a "health care reform" banner with a "Learn More" button. Below this are three sections: "view plan offerings" with links for "Medical plans", "Dental plans", "Medicare plans", and "Direct Purchase plans"; "broker program" with links for "Commission & Reporting" and "Training & Resources"; and "engage employees" with a "Go" button. Other sections include "enroll a new group" with a "Go" button and "news & updates" with links for "Broker News", "Capitol Briefings", and "View Product Closing Information".

**Enter each of the following fields:**

**Broker Number**-This is your Agency number supplied to your office at the time of appointment

**Tax ID**- Federal Tax identification number enter without spaces or dashes

**Vendor Number**-This number is located on your commission statements, we will not under any circumstances supply this number to you other than on your commission statements for security purposes

**First Name**-The First name of the Broker Administrator that is in charge of viewing commission statements

**Last Name**-The Last name of the Broker Administrator that is in charge of viewing commission statements

Then click **Submit**

The screenshot shows a web browser window titled "Univera Healthcare | Broker Administrator Registration - Windows Internet Explorer". The address bar shows the URL "https://www.univerahealthcare.com/wps/portal/uv/bkr/adminreg". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Univera Healthcare logo at the top left, with navigation links for "Login", "Register", "Forgot Username", and "Forgot Password" at the top right. A "Printer Friendly" icon is also present. The main heading is "Broker Administrator Registration". Below this, a welcome message states: "Welcome! Please complete the following fields and click submit. Note: Registration is available to participating broker administrators only." The form contains six input fields: "Broker Number" (123), "Tax ID" (123456789), "Vendor Number" (123456), "First Name" (Dana), and "Last Name" (Martin). At the bottom of the form, there is a link to "contact us" and two buttons: "submit" and "clear". A footer navigation bar includes links for "home", "news room", "policy and research", "find a doctor", "find a dentist", "our health plans", "about us", "careers", and "sitemap". The browser's status bar at the bottom shows "Done" and "Local intranet" with a 100% zoom level.

Upon successful registration, you will be brought to **'Our Privacy Policy'** which you must read and agree to in order to proceed.

The screenshot shows a Windows Internet Explorer browser window displaying the Univera Healthcare website. The address bar shows the URL: [https://www.univerahealthcare.com/wps/portal/uv/kcxml/04\\_Sj95Pykssy0xPLMmMz0vMOY\\_QjzKLD4w3Nf1ASZnF-8aHC](https://www.univerahealthcare.com/wps/portal/uv/kcxml/04_Sj95Pykssy0xPLMmMz0vMOY_QjzKLD4w3Nf1ASZnF-8aHC). The page title is "Univera Healthcare | Broker Administrator Registration".

The website header features the Univera Healthcare logo on the left and navigation links for "Login", "Register", "Forgot Username", and "Forgot Password" on the right. A "Printer Friendly" icon is also present. The main content area is titled "Our Privacy Policy" and includes the following text:

**Please read our Privacy Policy and click the button at the bottom of the page to continue.**

At Univera Healthcare, we know how important your privacy is to you. Whether you are a current customer or just visiting our Web site, we are committed to protecting the personal information you provide just as we are committed to protecting your personal information when you provide it to us over the phone, in person or through the mail. Because we value your relationship with us, it is important that you understand our privacy policy for this Web site. We recognize and respect your desire for privacy when it comes to your personal information and health care affairs. We are committed to protecting online information according to applicable laws, regulations and accreditation standards and practices, and we continue to evaluate new administrative, technical and physical safeguards for protecting your information.

**Purpose**

The purpose of this policy is to inform you of our information gathering and dissemination practices for this Web site, as well as handling of various situations related to privacy and confidentiality, including those involving requests for health information about persons covered under our benefit plans.

**Privacy Practice**

**1. Collection of Personally Identifiable Information**

Univera Healthcare may collect the e-mail addresses of visitors that communicate with Univera Healthcare via e-mail; information provided by the visitor in online forums, registration forms, surveys, e-mail messages, and other online avenues (including demographic and personal profile data); and visitor-specific information about the pages on this site that our visitors access.

**2. Collection of Non-Personally Identifiable Information**

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

After agreeing to the privacy policy you can create your log in information via **'Establish Your Account'**

The following error occurred while processing your request:

- The User ID you selected has already been used. Please select another one.

Please complete the following fields and click "Submit".

**Create Your User ID:**   
Your User ID must be between 5 and 8 characters long.  
User IDs are *not* case sensitive.

**Create Your Password:**   
Your password must be between 6 and 32 characters long.  
Passwords are case sensitive.

**Reenter Your Password:**

**Enter a Password Hint:**   
We use this hint to remind you of your password if you forget it.

**Email Address:**

Yes! I would like to receive important news and updates from Univera Healthcare by e-mail, rather than by mail. For more information on how we protect your e-mail address, view our [electronic communications](#) policy.

If you forget your User ID the following information will help our Web Security Administrator identify you.

**Secret Question:**

**Secret Answer:**

Upon successful login, click **'commissions & reports'** in the green navigation bar

The screenshot shows a web browser window displaying the Univera Healthcare website for brokers. The browser's address bar shows the URL: [http://qa.univerahealthcare.com/wps/portal/uv/!ut/p/c1/04\\_SB8K8xLLM9MSSzPy8xBz9CP0os\\_jQ0CAT](http://qa.univerahealthcare.com/wps/portal/uv/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os_jQ0CAT). The website header includes the Univera Healthcare logo and the text "for brokers". A navigation bar with a green background contains several menu items: "broker home", "shop, buy & enroll", "training & resources", "commissions & reports" (highlighted with a red box), "member engagement", and "contact us". Below the navigation bar, there is a "Quick Links" sidebar with links to "Commission Schedule", "Commission Statements & Reports", "Electronic Funds Transfer", and "Account Reporting". The main content area features a large banner for "commission statements & reports" with the text "Administrators: View commissions & reports for your agency." and a "Go" button. Below this banner are two smaller boxes: "commission schedule" with the text "See what & when you'll be paid." and a "Go" button, and "electronic fund transfer" with the text "Enjoy the convenience!" and a "Go" button. The footer contains a blue bar with links for "home", "news & updates", "print forms", "about us", "fraud & abuse", and "glossary". At the bottom, there is a copyright notice for 2010 and two NCOA accreditation logos.



On the left hand side or in large banner you will now click on **'Commission Statements & Reports'**

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