

registration guide for broker agents

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

The screenshot shows the Univera Healthcare Broker Home website. The browser window title is "Univera Healthcare | Broker Home - Windows Internet Explorer". The address bar shows the URL "http://qa.univerahealthcare.com/wps/portal/uv/bkr". The page features the Univera logo and "for brokers" text. A navigation menu includes "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?".
- 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...", a "Register!" button, and a link for "Need Help Registering?".
- view plan offerings**: A section with links for "Medical plans", "Dental plans", "Medicare plans", and "Direct Purchase plans". The image shows a family.
- broker program**: A section with links for "Commission & Reporting" and "Training & Resources". The image shows two people in a meeting.
- 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 Agent (Appointed Producer)'**

The screenshot shows the Univera Healthcare Broker Home website. The browser title is "Univera Healthcare | Broker Home - Windows Internet Explorer". The address bar shows the URL "http://qa.univerahealthcare.com/wps/portal/uv/bkr/". The page header includes the Univera logo and the text "for brokers". Navigation links include "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 contains fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot your User ID or Password?". Below this is a note: "Log in every 30 days to keep your account active."

The "register now!" section is highlighted with a red box. It contains a dropdown menu labeled "I am a..." with the option "- Please Select -", a "Register!" button, and a link for "Need Help Registering?".

The "health care reform" section features a large image of a hand holding a magnifying glass over a stack of papers with a question mark. The text reads "health care reform" and "See how key provisions of this new law will affect you." with a "Learn More" button.

The "view plan offerings" section includes a list of links: "Medical plans", "Dental plans", "Medicare plans", and "Direct Purchase plans". It is accompanied by an image of a family.

The "broker program" section includes links for "Commission & Reporting" and "Training & Resources", with an image of two people in a meeting.

Other sections include "engage employees" (Tools & resources to help members manage their health), "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

NYS Agent/Broker License Number- Enter the Individuals NYS LAH License as shown below
LA XXXXXX-Please be advised we need to have current license on file

First Name-The First name of the Broker Agent appointed with the health plan

Last Name-The Last name of the Broker Agent appointed with the health plan

Then click **Submit**

The screenshot shows a web browser window titled "Univera Healthcare | Broker Registration - Windows Internet Explorer". The address bar shows the URL "https://www.univerahealthcare.com/wps/portal/uv/bkr/reg". 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. Below the logo is a "Text Size" control and a "Printer Friendly" link. The main heading is "Broker Registration". A welcome message reads: "Welcome! Please Complete the following fields and click 'Submit'. Note: Registration is available to participating brokers only." The form contains six input fields: "Broker Number" (123), "Tax ID" (111111111), "NYS Agent/Broker License Number" (LA 1111111), "First Name" (Dana), and "Last Name" (Martin). At the bottom of the form are "submit" and "clear" buttons. A footer note says: "If you experience any problems registering, please [contact us](#)." The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

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/kcxm/04_5j95Pykssy0xPLMnMz0vM0Y_QjzKLD4w3NFIA5ZnF-8aHC. The page title is "Univera Healthcare | Broker Administrator Registration". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom shows "Done", "Local intranet", and "100%".

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 has a blue background with a white central box containing the following text:

Our Privacy Policy

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

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

Univera Healthcare | Broker Administrator Registration - Windows Internet Explorer

https://www.univerahealthcare.com/wps/portal/uv/kcxml/04_Sj95Pykssy0xPLMhMz0vMOY_QjzKLD4w3NFIA5ZnF-8aHC

File Edit View Favorites Tools Help

Univera Healthcare | Broker Administrator Registration

The following errors 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:

Done Local intranet 100%

Upon successful login, click **'shop, buy & enroll'** in the green navigation bar

The screenshot shows the Univera Healthcare website for brokers. The browser window title is "Univera Healthcare | Shop, Buy & Enroll - Windows Internet Explorer". The address bar shows the URL: http://qa.univerahealthcare.com/wps/portal/uv/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os_gQA8c. The page header includes the Univera logo and the text "for brokers". A navigation bar contains links: "broker home", "shop, buy & enroll" (highlighted with a red box), "training & resources", "commissions & reports", "member engagement", and "contact us". A "Quick Links" sidebar lists: "Compare Package Options", "Medical Plans", "Dental Plans", "Medicare Plans", "Eligibility & Underwriting", "Enroll a New Group", "Group Maintenance", and "Provider Networks". The main content area features a "compare plans & rates" section with a "Go" button. Below this are three action buttons: "enroll a new group" (with a "Go" button), "group maintenance" (with a "Go" button), and "eligibility & underwriting" (with a "Go" button). The footer contains copyright information: "Copyright © 2010, Univera Healthcare, a Lifetime Healthcare Company. View our [Privacy Policy](#) for information on how we protect your privacy. Use of this site indicates your acceptance of our [Terms of Use](#). You will need [Internet Explorer](#) or [Firefox](#) to use the secure features of this site." and two NCOA accreditation logos.

On the left hand side you will now click on **'Compare Package Options'**

The screenshot shows a web browser window displaying the Univera Healthcare website. The browser's address bar shows the URL: http://qa.univerahealthcare.com/wps/portal/uv/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os_gQA8c. The website header includes the Univera logo and the text "for brokers". A navigation menu contains links for "broker home", "shop, buy & enroll", "training & resources", "commissions & reports", "member engagement", and "contact us". A "Quick Links" sidebar on the left lists several options, with "Compare Package Options" highlighted by a red box. The main content area is titled "Compare Package Options" and contains the following text: "Our Univera on Demand plan comparison tool can help you find solutions for your businesses." Below this, it says "Shop and compare plans for:" followed by two sections: "Small groups of 50 or fewer eligible employees" and "Mid-sized groups of 51-300 eligible employees". Each section has a bullet point describing the available plan options. A "Click Here to Begin" button is provided, with a note "(requires login)". At the bottom, there is a link to "View our interactive presentation Univera on Demand: Getting Started Guide for tips on using this tool." The footer contains links for "home", "news & updates", "print forms", "about us", "fraud & abuse", and "glossary".