

## Producer's Portal Registration Quickstart Guide

1. Click or copy and paste the URL into your browser

<https://www.cignahealthspringproducers.com/Apps/Medicare/default.aspx>

2. Enter your **username** and **password** from last certification and click **Log In**

**Returning users**  
**Username:**   
**Password:**   
**Log In**  
Forgot password?  
Forgot username?

If New User, click **Click here to register**



3. Enter your **Agent ID** and click **Continue**

Enter your Agent ID. If you arrive at this screen, you are already logged in.  
Please enter your Agent ID  
Agent ID :   
Continue

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4. Confirm Last Name and click Continue

Enter your Agent ID. If you arrive at this screen, you have successfully entered your Agent ID.

Please confirm your information

Last Name : Butler

Clear Agent ID

Continue

5. Confirm your information and enter your NPN number  
New Users will need to enter their information

**Personal Information**

First Name:*	Marilyn
Middle Initial:	
Last Name:*	Butler
Suffix:	
E-mail:*	mbutler@nomail.com
Confirm E-mail:*	mbutler@nomail.com

**NPN must match the data provided by the NIPR website to ensure unique ID information. Please click Lookup NPN using NIPR to populate your National Producer Number.**

National Producer Number: 111223333

Confirm National Producer Number: 111223333  I do not have a NPN

Please save your NPN in a secure location, as it will become your username.

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6. Select your markets/states and click Register

**ALL AGENTS:** Scroll through and select state(s) you're licensed to sell below. Then select appropriate markets. Please note that all markets selected will be part of your **required** training.

- AL
  - Alabama
  - Birmingham
  - Montgomery
  - Mobile
  - Huntsville
- AZ
  - Arizona
- DC/DE/MD
  - Delaware
  - DC
  - Maryland
- FL Panhandle

Select your CMS Medicare Training provider.  
Pinpoint \$70 (90 minutes) ▼


**Create / Modify Your Password**  
If you are a new user, please create a password below. If you are a returning user and do not enter a new password, you will be prompted to create a new password.

Password: \*  Passwords must be at least 8 characters long and contain at least one numeric digit.

Confirm Password: \*

**Password Recovery Security Question and Answer**  
What was the color of your first car? ▼ \* red

7. Confirm your username and click Continue



**Registration**

Please note your username below. You will need this information for future logins to this site.

In most cases, username is your National Producer Number (NPN). If you do not have an NPN or have not specified one, it will be a system-generated username.

Your username is: **222113333**

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8. Completed! Welcome to the Portal!

Click **Certifications** to see your required courses

Home

Certifications

Transcript

Event Calendar

Broker Resource Library

Reporting

Administration

Contact Us

If you are experiencing issues with your online training please contact HAAL Unit at 800-442-7510.

Welcome to  
**Cigna-HealthSpring's  
Producer Portal**

Cigna-HealthSpring is excited to offer this comprehensive education tool. This is the first step in your education and certification process to begin selling Cigna-HealthSpring Medicare integrity, you'll enjoy a long and prosperous relationship with Cigna-HealthSpring.

**My Certification Status**

**Brokers and Employees** 23% Complete  
Next Course: [Selling with Integrity \(Field sales version\)](#)

**Event Calendar**

**My Upcoming Events**  
You are not registered for any upcoming events

**Upcoming Events**

7/30/2014 9:00 AM - 02:00 PM CDT	<a href="#">New Agent Training</a>
7/31/2014 9:30 AM - 03:00 PM CDT	<a href="#">New Agent Training</a>

[View All Events](#)

Get a snapshot of your progress here.

9. Clicking **Certifications** will bring up your SHORT list of 2015 certification courses!

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**Certifications**

Annual Requirement Year: 2015

**Commissioned Telesales, Telesales, and Seasonal** (click to expand or collapse)

**Brokers and Employees** (click to expand or collapse)

REQ	Course Name	Status
REQ	Selling with Integrity (Field sales version)	Incomplete
REQ	Our Compliance Program	Complete
REQ	2015 Products and Benefits Overview (PA)	Incomplete
REQ	2015 Products and Benefits Overview (DE, DC, MD)	Incomplete
REQ	Cigna-HealthSpring Policies and Procedures Attestation	Incomplete
	AHIP Medicare Training	Complete

Switch to [Pinpoint \\$70 \(80 minutes\)](#) or [Other](#) as your CMS Medicare Training provider.

If you have not completed National Medicare Training, you can access AHIP or Pinpoint Medicare Training from here. If you already attested that you have completed National Medicare Training, you will see an **Import Certificate of Completion** Link.

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10. If you've already completed Universal Medicare Training with AHIP, Pinpoint, Gorman etc. Clicking the link for [Import Medicare Certificate of Completion](#) will launch this site and you will be able to upload your certificate.

Please complete the following fields related to the selected Certification Year and browse your local file system for the relevant certificate to upload.

\* Required

Certification Year: \*

2014

Date Completed: \*

05/20/2013

*Must be in mm/dd/yyyy format.*

Certification Training Provider: \*

Pinpoint Global

C:\Users\cbrinson\Desktop\MedicareCongress\Certific:

*Valid file extensions are: PDF(.pdf), GIF(.gif), JPG(.jpg)*

I attest that I have completed the Medicare course indicated and am uploading a valid certificate.

*NOTE: If more than one file is uploaded for a given certification year, only the latest file uploaded and its associated fields will be considered for review and displayed on the Certifications and Transcript pages*

Questions or Need Help?  
Please call the HAAL Unit