
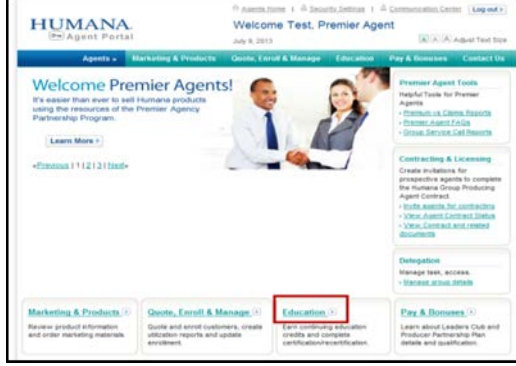
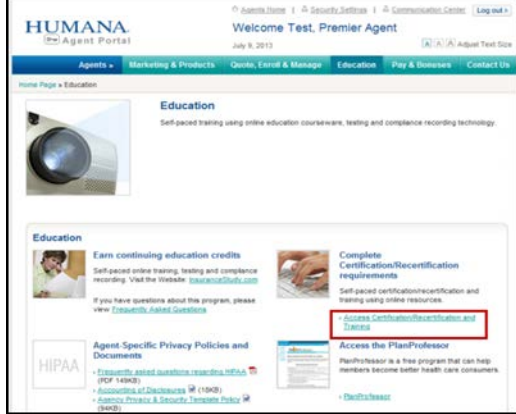





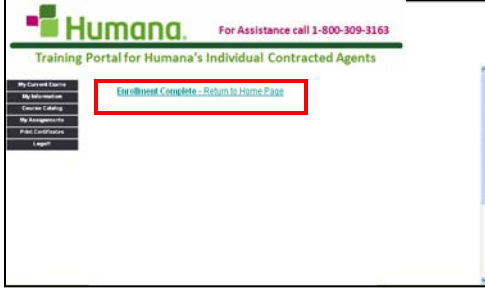
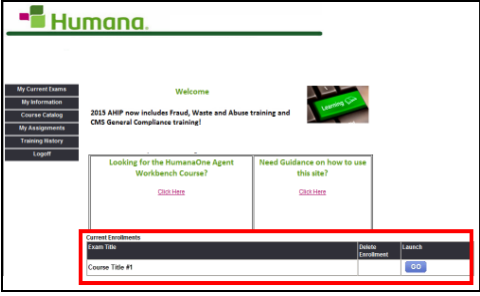
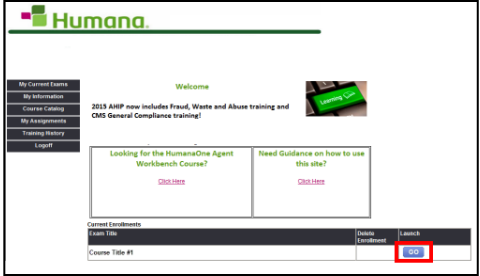
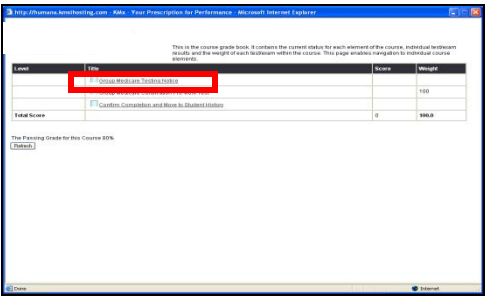
# How to Access the Humana Delegated Pre-Work

Print this document as reference.

For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-320-2631 for direction to the appropriate number.

Step	Action	What You Will See
1	<p>Internet Explorer is recommended: Log in to <a href="http://www.humana.com">www.humana.com</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> and click the <b>Log In</b> button.</p>	 <p>The screenshot shows the Humana website's login interface. At the top, there are navigation links for 'Individuals &amp; Families', 'Employers', 'Agents &amp; Brokers', and 'Providers'. Below these is a search bar. The main login area features a 'Username' and 'Password' field, both with red boxes around them, and a 'Sign In' button also highlighted with a red box. To the right of the login fields is a 'Register as a new user' link. Below the login fields are links for 'Forgot your username?' and 'Forgot your password?'. The page also includes a navigation menu with 'Individuals &amp; Families', 'Medicare', and 'Insurance Through Your Employer', and a 'Close' button. The main content area features a banner with the text 'Healthy choices lead to a more rewarding life' and a photo of a family in a grocery store.</p>
2	<p>After you log in to the Agent Portal, you will see this page:</p> <p>Find and click:</p> <ul style="list-style-type: none"> <li>• <b><u>Education</u></b></li> </ul>	 <p>The screenshot shows the 'Welcome Test, Premier Agent' page in the Humana Agent Portal. The page has a blue header with the Humana logo and navigation links for 'Agents', 'Marketing &amp; Products', 'Quote, Enroll &amp; Manage', 'Education', 'Pay &amp; Benefits', and 'Contact Us'. The main content area is titled 'Welcome Premier Agents!' and includes a 'Learn More' link. On the right side, there is a 'Premier Agent Tools' section with links for 'Helpful Tools for Premier Agents', 'Premiums &amp; Claims Support', 'Premier Agent Guide', and 'Special Service Call Scripts'. Below this is a 'Create setting &amp; Licensing' section with links for 'Create invitations for prospective Agents to complete the Humana Group Producing Agent Contract', 'Tools search for contracts', 'View Agent Contracts Detail', and 'View Contract and create accounts'. There is also a 'Delegation' section with links for 'Manage test, access' and 'Support access details'. At the bottom, there are three columns of links: 'Marketing &amp; Products', 'Quote, Enroll &amp; Manage', 'Education' (highlighted with a red box), and 'Pay &amp; Benefits'.</p>
3	<p>You will now be on the <b>Education</b> page.</p> <p>Scroll down to the <b>Complete Certification/Recertification requirements</b> section and click the link:</p> <ul style="list-style-type: none"> <li>• <b><u>Access Certification/Recertification and Training</u></b></li> </ul>	 <p>The screenshot shows the 'Education' page in the Humana Agent Portal. The page has a blue header with the Humana logo and navigation links for 'Agents', 'Marketing &amp; Products', 'Quote, Enroll &amp; Manage', 'Education', 'Pay &amp; Benefits', and 'Contact Us'. The main content area is titled 'Education' and includes a sub-header 'Self-paced training using online education courseware, testing and compliance recording technology'. Below this is a 'Education' section with a 'Learn More' link. On the right side, there is a 'Complete Certification/Recertification requirements' section with a 'Self-paced certification/recertification and training using online resources' link, which is highlighted with a red box. Below this is a 'HIPAA' section with links for 'Agent Specific Privacy Policies and Documents', 'HIPAA (PDF #496)', 'Assessment of Disclosures (PDF)', and 'Agency Privacy &amp; Security Template Policy (PDF)'. There is also a 'PlanProfessor' section with a 'Access the PlanProfessor' link and a 'DeathWatch' section with a 'DeathWatch' link.</p>

Step	Action	What You Will See
4	This brings you into your <b>Welcome</b> / home page.	
5	To access the required courses, click the <b>My Assignments</b> button.	
6	<p>Find the appropriate Assignment Title and click the <b>Enroll</b> link next to it.</p> <p>You will always want to start with <b>Part 1</b> of the course you select.</p>	

Step	Action	What You Will See												
7	<p>You will receive a message stating that enrollment was complete.</p> <p>Click the <b>Enrollment Complete – Return to Home Page</b> link.</p>													
8	<p>The <b>General Information</b> home page appears again.</p> <p>Scroll to the bottom of this page to see the <b>Current Enrollments</b> section of the screen.</p>													
9	<p>Find the appropriate course title.</p> <p>Click the <b>GO</b> button under the <b>Launch</b> heading.</p>													
10	<p>Click the first link to begin. As you complete each module – the next link will be available. Complete the modules in order. You may go back and review within the course – but do not go ahead.</p>	 <table border="1" data-bbox="772 1228 1233 1290"> <thead> <tr> <th>Exam</th> <th>Title</th> <th>Score</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Process Workflow Training Module</td> <td></td> <td>100</td> </tr> <tr> <td colspan="2">Total Score</td> <td>0</td> <td>100%</td> </tr> </tbody> </table>	Exam	Title	Score	Weight	1	Process Workflow Training Module		100	Total Score		0	100%
Exam	Title	Score	Weight											
1	Process Workflow Training Module		100											
Total Score		0	100%											
11	<p>When an opened module completes – click the <b>RETURN</b> button to bring you back to the course outline and choose the next module link to continue on in the course.</p>	