

2017 HUMANA CERTIFICATIONS: Once contracting has been submitted, the agent will have to wait for the contract to be processed by Humana to receive their System Assigned Number. This usually take 7-10 days. The agent must have their Humana SAN to move forward. Once the agent has their SAN, they will go to Humana.com, register, and complete certifications. AHIP is required. Humana offers a discounted price of \$125. Face to face meeting is NO LONGER required on all first time contracting.

- Certification steps:
 - Go to Humana.com .
 - Sign in.
 - Humana now uses Vantage. Vantage is the new agent digital dashboard through which you will access all of the tools and resources including the annual MAPD recertification.
 - Find the Education box.
 - Then click on “MarketPoint Learning Portal”. This will be on the right column, second option down
 - Next, click on 'My Assignments' on the left side of the screen.
 - You will find the first course to be 2017 MA/MAPD training Part 1. You will need to click on 'Enroll'
 - Then click 'Current Enrollments' on the left side of the screen. You will see you are now enrolled in 2017 MA/MAPD Part 1. Click on the blue oval that say's **GO** to the left of the course name.
 - Start from the top and work your way down each requirement. You will have to complete Part 1, Part 2, and Part 3 of the training
- AHIP: You will be redirected to the AHIP site. You will be redirected to the AHIP site. You will have to create an account on this site also. Follow the prompts and tackle the AHIP! If you have already completed the AHIP, when you are redirected to the AHIP site, login and scroll down to the bottom and click on re-transmit to Humana. Exit out of this screen and return to Humana to proceed.

PLEASE CALL WITH ANY QUESTIONS 1-800-777-9322

CONGRATULATIONS ON FINISHING!

For agent use only. KF 8/16/2016