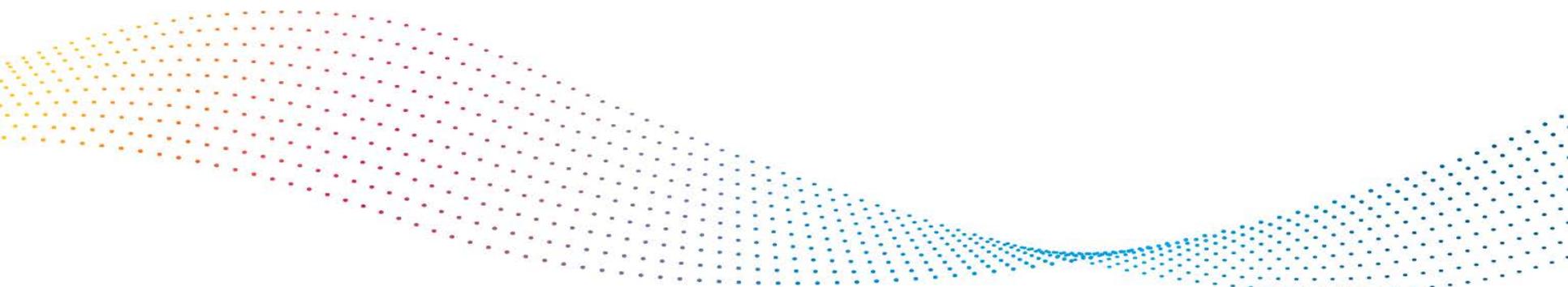


Co-Branded AHIP Site Access Instructions

Enterprise Broker Contracting



*Presentation for
Centene Brokers*

Welcome!

2018 AHIP Certification Training Instructions:

*Centene encourages all producers to certify prior to **10/15/17** so they can be ready to sell when **2018 AEP** (Annual Election Period) begins!*

Important Reminders:

- *Producers are required to certify/recertify annually to sell 2018 MA/MAPD plans, and be eligible to receive commissions.*
- *Annual certification requirements must be met prior to marketing and/or selling Centene MA/MAPD plans for a 2018 effective date.*



Note: *AHIP's Medicare training also includes the CMS Fraud, Waste & Abuse and CMS General Compliance training. Successful completion of these courses will meet Centene's CMS Fraud Waste & Abuse and CMS General Compliance training requirements.*

Get 2018 Medicare Certified!

To complete the 2018 Medicare Training & Certification, Follow the Simple Process Below:

- Go to our AHIP Site on or after **June 22, 2017** at <https://allwell.cmpsystem.com> to access the AHIP 2018 training course.
- Once you are on the AHIP Home Page:

1 **Returning Users:** Enter your Username and Password and click “Login”

2 **First Time Visitors:** Navigate and click on to the “Create a New Account” link on the webpage under the “First Time Visitor?” section

The screenshot shows the 'Learning Center' interface. At the top left is the CENTENE Corporation logo. At the top center is the text 'Learning Center'. At the top right are the Health Net and allwell. logos. Below the header, there are two main sections: 'Login' and 'First Time Visitor?'. The 'Login' section contains fields for 'Username (NPN or Email)' and 'Password', a 'Login' button, and links for 'Forgot your username?' and 'Forgot your password?'. The 'First Time Visitor?' section contains the text 'All first time visitors, please click here to register an account.' and a 'Create a New Account' button. A blue callout '1' with an arrow points to the 'Login' section. A blue callout '2' with an arrow points to the 'Create a New Account' button. A blue line connects the callouts to the text above.

Centene Offered Discount

To View Details on the Offered Discount, Follow the Simple Process Below:

- Follow the screen to complete the new Co-branded AHIP site registration steps for new Producers:
 - Enter “**CENTENE2018**” in the Access Code field.
 - Click “**Submit**”

Access Code* ←

Please enter your designated access code based on the User type:

*Health Net: Please enter **HN2018** as your Access Code*

*Centene Brokers: Please enter **CENTENE2018** as your Access Code*

Retiree Exchange Agents: Please obtain your Access Code from your Licensing Coordinator

Teletech: Please obtain your Access Code from your site administrator

Centene Associates: Please enter your Associate ID number

←

Important Reminder:

- As a Centene Producer you can receive a **price reduction** off the AHIP Medicare & Fraud Waste & Abuse Training

Returning Users Only:

If you are returning user, you do not need to continue with Step 1 of the registration process. Instead follow the Simple Process Below to begin training:

- Once you submit the access code, you will see Courses available in the “My Certifications” section.
 - Click on “AHIP Medicare Training (WCW 2018)”
 - Click on “Yes” to be directed to the AHIP Certification website to continue.
- All fields will be auto-populated for you on the AHIP Step 2 of 3 page, validate the information is correct and **click on “Register”**
- To Proceed, go to Page 9 of this guide for further instructions.

My Certifications

2018 Centene Training

Courses

- AHIP Medicare Training (WCW 2018)
- 2018 Centene National Product Training
- 2018 State Assessments

You are about to leave this site and be directed to the site: **AHIP** to access the training: **AHIP Medicare Training**. Are you sure you wish to do this?

Yes No

Site Usage Agreements

Legal terms of service

* I agree to the [Legal terms of service](#)

Privacy statement

* I agree to the [Privacy statement](#)

Registration Step 1 of 3

As a Centene Producer you must Register to begin:

- Begin Step 1 of 3 of registration by **filling in** the fields as follows:
 - Last Name
 - Date of Birth (DOB)
 - Last 4 Digits of Social Security Number (SSN)
- Click **“Submit”**

Step 1 of 3

Confidential Information

Please fill out the following required fields:

Last name*
Enter last name on the account

DOB*
Enter date of birth (mm/dd/yyyy)

Last 4 Digits of SSN*
Enter last 4 digits of social security number



Note: All fields are required.

Registration Step 2 of 3

Continue the registration process:

- **Continue filling in** the information requested in all the following fields:
 - Personal Information
 - Name
 - Additional Information

Step 2 of 3

Confidential Information

Provide some information to uniquely identify yourself for the AHIP Medicare Training System

Last name

DOB

Last 4 Digits of SSN

Personal Information

Name

Prefix

First name*

Middle name

Last name*

Suffix

Designation

Additional information

Company name

Job title

Phone number

Note: All fields marked with a * are required.

Registration Step 2 of 3 *Continued*

Continue the registration process:

- **Complete filling in the information requested in all the following fields:**
 - National Producer Number (NPN)
 - Password
 - Email address
 - Mailing address
 - Language
- **Click “Register”**

National Producer Number
Please provide your National Producer Number (NPN) if you have one. Your NPN will serve as your username.

NPN*
[Click here to look up NPN on NIPR website.](#)

Confirm NPN*
Verify NPN

Password
Provide a password to access the system. The password must have at least 6 characters

Password*
Enter Password

Confirm password*
Verify Password

Email address
Please provide an email address. This email address will be used for password recovery, system notifications, and as your username should you

Email address*
Enter email address

Confirm email address*
Verify email address

Mailing Address
Provide the mailing address you can be reached at.

Address 1*

Address 2

City*

State / Territory*

Zip code*
Enter your five digit zip code

Country

Language
Indicate your preferred language for taking courses.

Language
Select your preferred language

Note: All fields marked with a * are required.

Registration Step 3 of 3

Complete the registration process:

- Step 3 will display your User Name, also known as your National Producer Number (NPN) to access the site.
- **Notate** your username as you will need this for all future logins to the site.
- **New Users: Click “Continue to Home”**
Once you have completed the registration process, clicking on “Continue to Home” will allow you to select your learning course.

Step 3 of 3

Your account has been created.

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

Username



- **Returning Users: Click “Continue to Purchase”**
Once you have completed the registration process, clicking on “Continue to Purchase” this will allow you to make a payment for the course.
- **To Proceed, go to Page 12 of this guide** for further instructions.

Don't Forget :

AHIP
Username
&
Password

Selecting Your Training Course

To begin your 2018 AHIP Course, Follow the Steps below:

- From the “Home” page, you can view your available training courses under the “Centene Training” section.
- **Select the “AHIP Medicare Training” course** to begin.
- Once you click on the AHIP training link, you will receive a notification stating you will be leaving the Co-branded AHIP site.
- **Click on “Yes”** to be directed to the AHIP Certification website to continue.



Beginning Your Training Course

Continue with these steps to proceed with your 2018 AHIP Course

- Once you have accessed the AHIP Certification website, **type in your First Name** in the “National Producer Number” section.
- Then click on “Find my NPN”
- Then click on “Continue” this will start your training course.

The screenshot displays the AHIP Medicare Fraud, Waste and Abuse training system interface. At the top left is the AHIP logo, and at the top right is the Medicare logo with the text 'Medicare + Fraud, Waste and Abuse'. Below the logos are links for 'Medicare Course Home' and 'Transcript'. The main content area is titled 'Step 2 of 3' and 'Confidential Information'. It contains a form with the following fields: 'Last name', 'DOB', and 'Last 4 Digits of SSN'. Below these is the 'National Producer Number' section, which includes a 'First name*' field, an 'NPN' field, and a 'Find my NPN' button. A blue arrow points to the 'Find my NPN' button. At the bottom of the form are 'Continue' and 'Cancel' buttons.

Billing Information

Continue with these steps to proceed with providing your billing and payment information.

- **Complete filling in the information requested in all the following fields:**
 - Billing Information
 - Payment Information
 - Click Place Order

Important Reminder:

- **DO NOT** enter a “Discount Code” in this field. **Discount will be reflected at Checkout to reflect your eligible discount amount.**

AHIP Learn. Achieve. Succeed.

Billing Information

Product Name	Price	Qty	Subtotal
AHIP Medicare Training (WCW 2018: Initial)			
			Subtotal
			Grand Total

Discount Code X

Enter your discount code if you have one.
 [Apply Code](#)

Billing Information

Copy profile information

First Name * Last Name *

Company

Address *

City * State/Province *

Zip/Postal Code * Country *

Telephone *

Payment Information

Credit Card Type *

Credit Card Number *

Expiration Date *

* Required Fields

Place Order

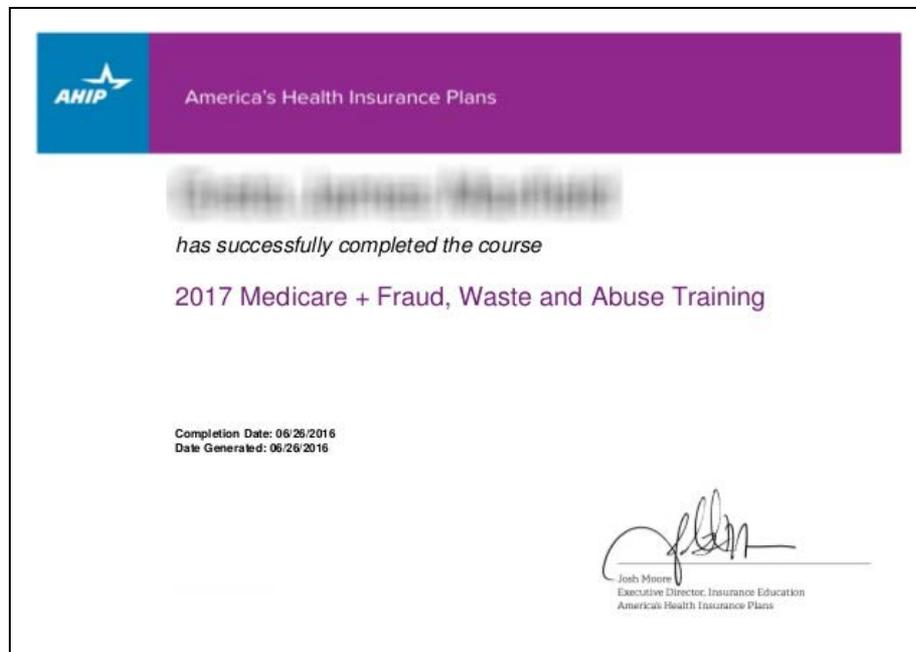
Certification Process

Completing your AHIP Certification Process:

- **Successfully Complete** the 2018 AHIP, Fraud Waste & Abuse and Compliance Exam
- Once you have completed the Exam, **print** the PDF of your AHIP Certificate of Completion for your records.

Important Reminders:

- Producers must receive a passing score of 90% on the test.
- If you have completed the AHIP exam through another plan there are no additional actions you need to take at this time.



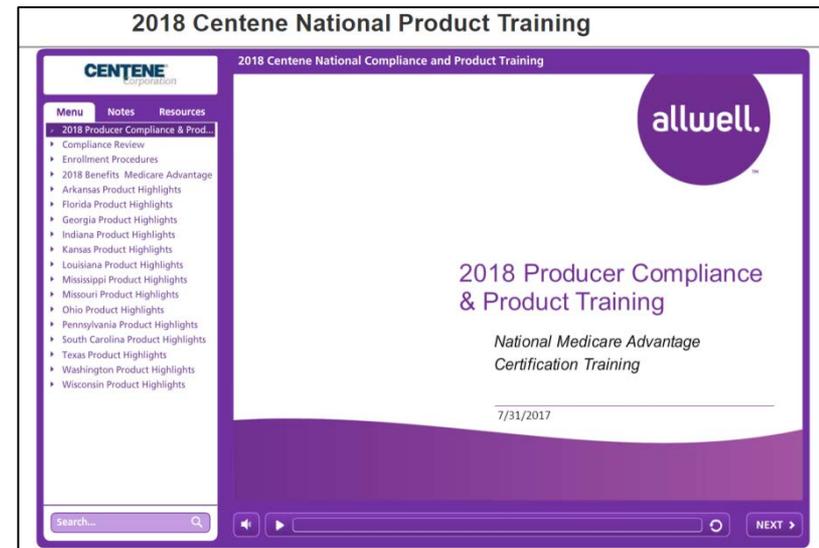
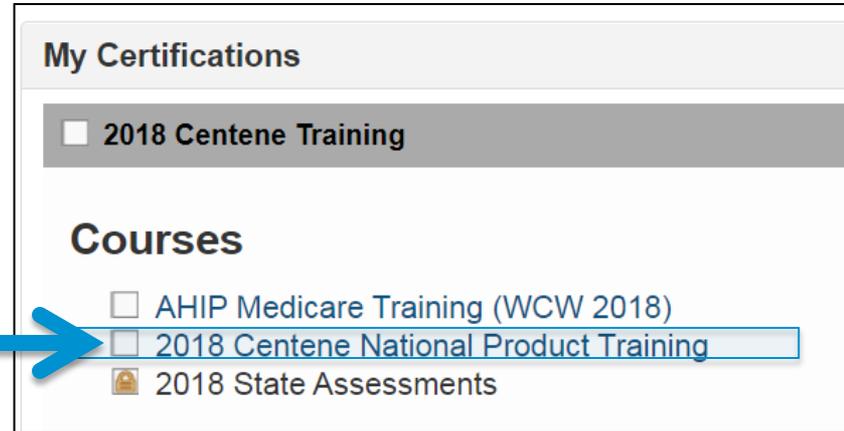
Certification is Paperless!
Please **do not** submit a copy of your certification document to any Centene Department.

To receive further instructions on completing your 2018 National Product Training and Centene General Sales Compliance Training, please continue reading.

Continuing Your Training

Now you are ready to proceed on to completing the 2018 National Product Training Course and Centene General Sales Compliance Training

- Once you have successfully completed the AHIP Medicare Training, the 2018 Centene National Product Training course will now be **unlocked**.
- Click on the course “**2018 Centene National Product Training**”
- Continue with the **Virtual Training**



We're Here to Help!

If you have any questions, concerns or need assistance with any of the instructions provided, please feel free to contact Centene Medicare Broker Services!



1-844-202-6811

Monday – Friday

9:00 a.m. - 5:00 p.m.

Eastern Time

(Excluding holidays)