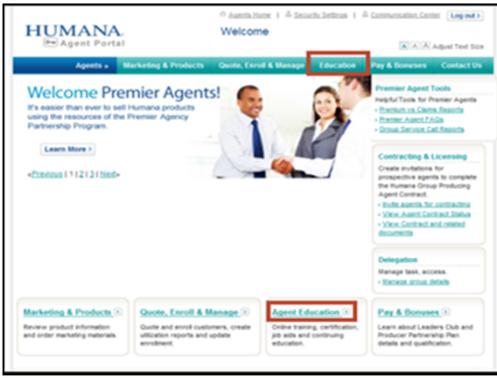
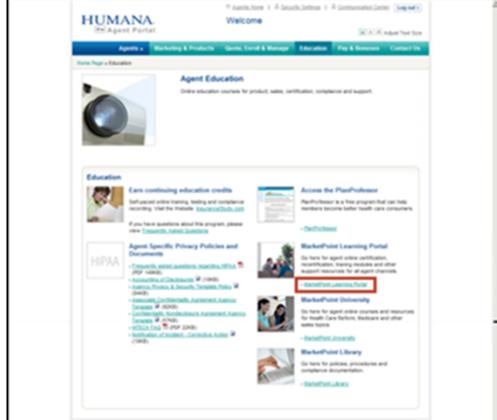
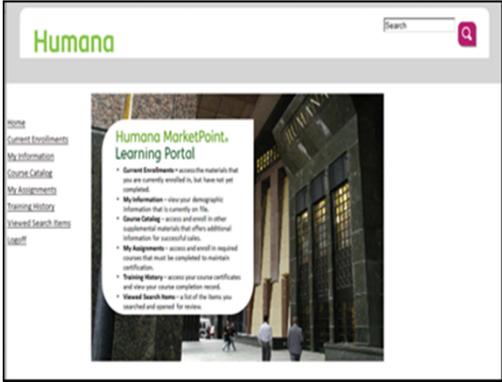
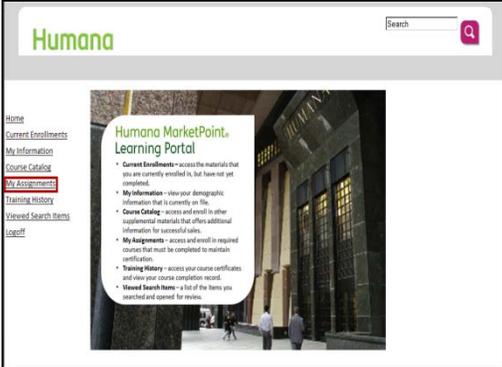


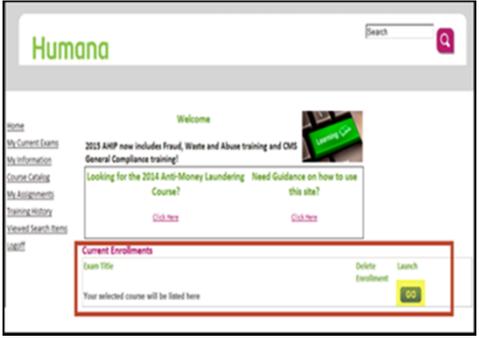
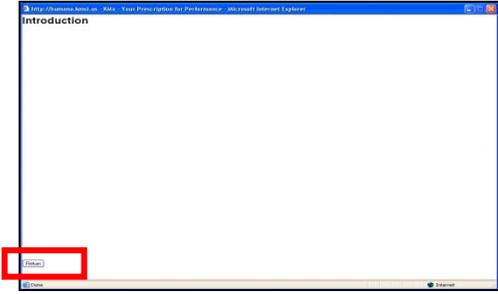
How to Access the Humana Delegated Pre-Work

Print this document as reference.

For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-309-3163 for direction to the appropriate number.

Step	Action	What You Will See
1	<p><i>Internet Explorer</i> is recommended: Log in to www.humana.com</p> <p>Enter your User ID and Password and click the Sign In button.</p>	
2	<p>After you log in to the Agent Portal, you will see this page:</p> <p>Find and click the:</p> <ul style="list-style-type: none"> • <u>Education tab</u> OR • <u>Agent Education link</u> <p>Either will take you to Step 3</p>	
3	<p>You will now be on the Agent Education page.</p> <p>Scroll down to the MarketPoint Learning Portal section and click the link:</p> <ul style="list-style-type: none"> • <u>MarketPoint Learning Portal</u> 	

Step	Action	What You Will See																		
4	This brings you into your home page.																			
5	To access the required courses, click the My Assignments button.																			
6	<p>Find the appropriate Assignment Title and click the Enroll link next to it.</p> <p>You will always want to start with Part 1 of the course you select.</p>	 <table border="1" data-bbox="850 1209 1365 1780"> <thead> <tr> <th>Assignment Type</th> <th>Assignment Title</th> <th>Current Status</th> </tr> </thead> <tbody> <tr> <td>Online Course</td> <td>2015 Independent Field Agent MAPD Self Study Prework Part 1: ANP This course is for agents who want to sell Humana MAPD products. Do not enroll in this course if you work for a Call Center or only want to sell PSP products.</td> <td>Not Enrolled 0</td> </tr> <tr> <td>Online Course</td> <td>2015 Independent Field Agent MAPD Self Study Prework Part 2: Sales and Marketing Compliance Information</td> <td>Not Enrolled 0</td> </tr> <tr> <td>Online Course</td> <td>2015 Independent Field Agent MAPD Self Study Prework Part 3: Humana Products and Processes</td> <td>Not Enrolled 0</td> </tr> <tr> <td>Online Course</td> <td>2015 - Curso para Agentes Independientes MAPD, MI Pre-trabajo de Estudio - Parte 1: Curso de ANP This is an all-Spanish course. If you do not know Spanish, do NOT enroll in this course.</td> <td>Not Enrolled 0</td> </tr> <tr> <td>Online Course</td> <td>2015 - Curso para Agentes Independientes MAPD, MI Pre-trabajo de Estudio - Parte 2: Ventas e Información de Conformidad de Mercadotecnia</td> <td>Not Enrolled 0</td> </tr> </tbody> </table>	Assignment Type	Assignment Title	Current Status	Online Course	2015 Independent Field Agent MAPD Self Study Prework Part 1: ANP This course is for agents who want to sell Humana MAPD products. Do not enroll in this course if you work for a Call Center or only want to sell PSP products.	Not Enrolled 0	Online Course	2015 Independent Field Agent MAPD Self Study Prework Part 2: Sales and Marketing Compliance Information	Not Enrolled 0	Online Course	2015 Independent Field Agent MAPD Self Study Prework Part 3: Humana Products and Processes	Not Enrolled 0	Online Course	2015 - Curso para Agentes Independientes MAPD, MI Pre-trabajo de Estudio - Parte 1: Curso de ANP This is an all-Spanish course. If you do not know Spanish, do NOT enroll in this course.	Not Enrolled 0	Online Course	2015 - Curso para Agentes Independientes MAPD, MI Pre-trabajo de Estudio - Parte 2: Ventas e Información de Conformidad de Mercadotecnia	Not Enrolled 0
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7	<p>You will receive a message stating that enrollment was complete.</p> <p>Click the Enrollment Complete – Return to Home Page link.</p>	 <p>The screenshot shows the Humana user interface. At the top, there is a search bar and the Humana logo. Below the search bar, a message box says "Enrollment Complete - Return to Home Page" with a red border around it. On the left side, there is a navigation menu with links: Home, My Current Exams, My Information, Course Catalog, My Assignments, Training History, Viewed Search Items, and Logout.</p>																								
8	<p>You will find the course now loaded as one of your Current Enrollments.</p> <ul style="list-style-type: none"> Click GO to launch and open the desired course outline. 	 <p>The screenshot shows the Humana user interface. At the top, there is a search bar and the Humana logo. Below the search bar, there is a "Welcome" message and a "2015 AHP now includes Fraud, Waste and Abuse training and CMS General Compliance training!" announcement. There is also a "Looking for the 2014 Anti-Money Laundering Course? Need Guidance on how to use this site?" message with "Click here" links. At the bottom, there is a "Current Enrollments" section with a table and a "GO" button highlighted with a red border.</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>	 <p>The screenshot shows the "Your Selected Course Title" page. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Title</th> <th>Score</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td></td> <td>Module 1</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Module 2</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Module 3</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Module 4</td> <td></td> <td></td> </tr> <tr> <td>Total Score</td> <td></td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table> <p>At the bottom of the table, there are "Refresh" and "Close" buttons.</p>	Level	Title	Score	Weight		Module 1				Module 2				Module 3				Module 4			Total Score		0.0	0.0
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11	<p>When an opened module completes – click the RETURN button to bring you back to the course outline and choose the next module link to continue on in the course.</p>	 <p>The screenshot shows a course module page titled "Introduction". At the bottom of the page, there is a "RETURN" button highlighted with a red border.</p>																								