



## Before You Can Sell... Checklist

- Complete annual Aetna Medicare Certification
  - If you are already AHIP certified for 2013, please log back into the AHIP certification portal and transfer your 2013 certificate to Aetna. Otherwise, please use the certification link below to certify through Aetna.  
  
<https://aetna.cmpsystm.com/clients/aetna/Eldercare>  
  
*\*\*You will need to register and make sure to update your address*  
*\*\* You may also certify for 2012, after you have certified for 2013, if you have not done so already*
  - Complete Aetna certification modules. If you are not already AHIP certified for 2013, there is a \$100 cost if you do not transfer a qualifying AHIP certificate to Aetna. Earn reimbursement for the \$100 registration fee by selling any combination of 10 new Aetna MAPD or PDP plans during the 2013 AEP! No reimbursement will be paid for transfers due to no cost being incurred.  
  
*\*\* If you do not pass within the first three (3) attempts with Aetna, you cannot sell for Aetna. You will not be able to transfer a qualifying certificate from another carrier to Aetna.*
- Confirm that you are licensed in all states you intended to sell in. Aetna cannot process appointments, certification or commission if you are not.
- Obtain confirmation that you are “READY TO SELL” prior to completing any marketing / educational activities or beneficiary applications. This can be confirmed through Producer World, Eldercare or our broker liaison unit. If applications are dated by you, or the proposed member, prior to your “READY TO SELL” date, no commission will be paid and there are compliance implications. Aetna Broker Liaison Unit: **1.888.247.1050**
- Ensure that you are using your National Producer Number “NPN” and name that we have on file as “READY TO SELL”. If different information is included on the application, no commission can be paid to any commissionable entity on the application. All entities must be “READY TO SELL” or no commission will be paid and there are compliance implications.
- Register for and attend one of our webinar trainings to learn how to manage your book of business using Producer World. Strongly recommended. You can track enrollments, commissions, stay up to date on Aetna Medicare compliance and find Aetna Medicare alerts with important information.