

**PURPOSE:** This job aid will help you to transfer your AHIP scores to Humana for your Certification or Recertification for Delegated Agents.

## How to Transfer Your AHIP Score to Humana

For a video on this process, click HERE

- 1. Access the MarketPoint Learning Portal
  - a. To ENROLL into a course, go to MY ASSIGNMENTS
  - b. To BEGIN a course, go to CURRENT ENROLLMENTS & click the blue GO button
- 2. Make your way through the list of modules



- 3. When you click "2017 AHIP Course," a new window will open (make sure your pop-up blockers are turned OFF).
- 4. Login OR register on the CMP site in order to connect to AHIP
  - a. Click "AHIP MEDICARE TRAINING"

Humana

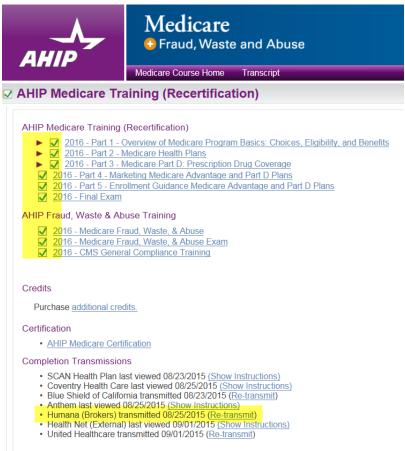




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#### 5. You will now be at the AHIP website

- a. If you have not yet started AHIP, you may be prompted to pay \$125. [Note: Career Agents employed by Humana and certain other non-career agents will not see the e-commerce site.] Once you complete the course and exam, you will be able to transmit your score to Humana and continue with the Cert/Re-cert course in the Learning Portal.
- b. If you have already taken the AHIP, you will see a list of your completed AHIP coursework and Final Exam with a GREEN checkmark next to it. Below that, you will see a TRANSMIT (or Re-Transmit) link next to "HUMANA." Click it!



## VOILA! Once we have your score, you can continue on with the rest of your online Humana (re)certification coursework! <sup>(i)</sup>

Level	Title	Score Weight
completed	2017 MAPD Recertification Course Introduction	<u>N/A</u>
Part	AHIP Training Course	
completed	2017 Introduction to AHIP	<u>N/A</u>
completed	How to Navigate the 2017 AHIP Medicare Course	
completed	A Friendly Reminder	
completed	2017 AHIP Course	<u>100.00</u>

# Humana.

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### WINNING TIPS:

- Internet Browser (Internet Explorer 7-11) You may need to change Compatibility View Settings when using higher versions of IE.
- AHIP's passing score is 90% within 3 attempts
- Be sure your correct SAN is showing on CMP profile Humana's AHIP Medicare Training Portal
- If you've been logged into the Agent Portal for too long, it may time out. Start from the beginning by logging into the Agent Portal using the correct internet browser.
- If you are not able to transfer your score after following these steps, or need any other assistance, please contact Humana Agent Support at 800.309.3163.

