

UHC Onboarding Job Aid – Sircon Walkthrough

The onboarding invite email from UHC will come from UHC_Contracting@sircon.com with the subject line:

"<Agent/Agency Name>, Agent Pipeline, LLC (or upline) invites you to review and sign an UnitedHealthcare Individual & Family Exchange Plans contracting request."

Under **Let's Get Started**, you should see the following:

Let's get started

**Begin**

Click on the **GET STARTED WITH SIRCON** link below to create a new account or sign in using your current account. If you're having trouble seeing images, click [here](#) to connect to Sircon.com.

**Sign**

The process will guide you through the review and signature authorization of your UnitedHealthcare contracting documentation.

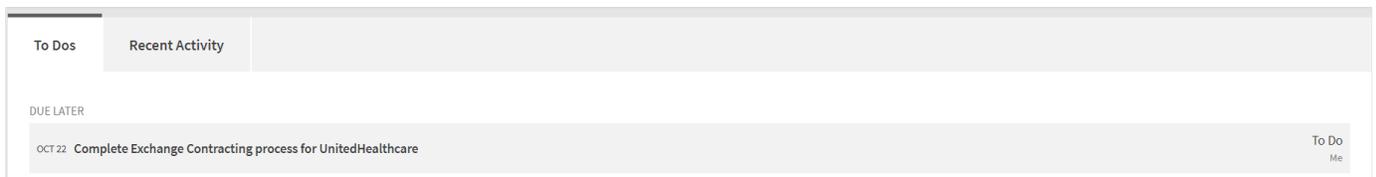
**Send**

Follow the prompts to send us your completed documentation. You will receive a confirmation e-mail when UnitedHealthcare receives your submission.

GET STARTED WITH SIRCON

Under **Begin**, click the link to connect to Sircon. If you already have a Sircon login, you will use that. Otherwise, create an account.

Under the **ToDos** tab, you should see a link for *Complete Exchange Contracting process for UnitedHealthcare*. Click on this to open the contract.



* Please note that Microsoft Internet Explorer version 11, Google Chrome, and Mozilla Firefox are the only fully support browsers for the Sircon platform. Using other browsers may result in error messages or prevent you from accessing the contract.

This should bring you to the following page where you will click **Get Started**:

Interview Questions

Your new UnitedHealthcare® Individual & Family Exchange Plans contract is a click away!



Click here for Browser Requirements

Now, let's review and sign your agreement by clicking GET STARTED button at the bottom right.

Partners in Care,

Agent Lifecycle Management (ALM)

3 easy ways to get help.

Have Questions? We're here to help!

A dedicated team at the Producer Help Desk (PHD) is accessible via email, phone or chat on *Jarvis*:

 ACABrokerSupport@uhc.com	 (866) 235-4095	 www.uhcjarvis.com
--	--	--



Important Note: Signature is required.





Enter your Resident License Information and Demographic Information.

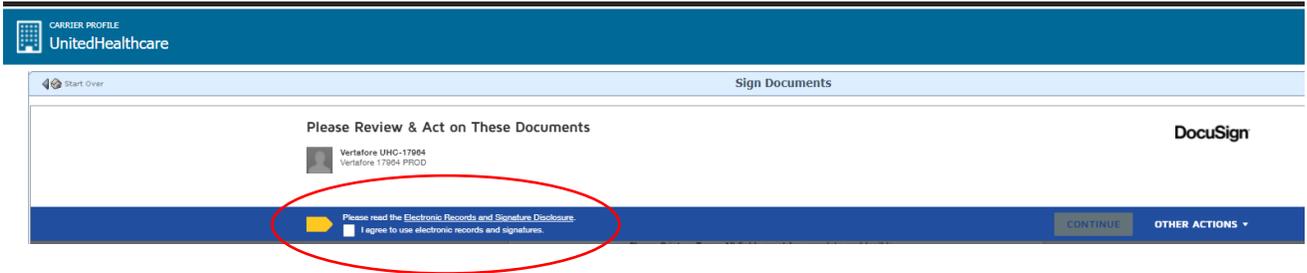
Enter your E&O Attestation of Coverage.

Select the states you wish to become appointed in (you may Select All or select individually).

Answer the Background Information questions. If you answer “Yes” to any, you will be required to upload support documentation as applicable.

Review your information.

You will be routed to DocuSign to complete your e-signature on all forms. You must attest that you agree to use electronic records and signatures before beginning:



The screenshot shows a DocuSign interface for reviewing documents. At the top, it says 'CARRIER PROFILE UnitedHealthcare' and 'Sign Documents'. The main heading is 'Please Review & Act on These Documents'. Below this, there are two document entries: 'Vertafore UHG-17904' and 'Vertafore 17904 PROD'. At the bottom of the document list, there is a section titled 'Please read the Electronic Records and Signature Disclosure' with a checkbox labeled 'I agree to use electronic records and signatures.' This section is circled in red. To the right of this section are two buttons: 'CONTINUE' and 'OTHER ACTIONS'.

Proceed through DocuSign and click **Finish** when done.

This will submit your forms to the home office for processing. You will have the option to print any of the forms you signed for your records.

Frequently Asked Questions:

1. Do I need both an Agency and Individual contract if I want my Agency to receive commissions?

It depends how you are set up with Health Sherpa and/or the Marketplace. If you use your Individual NPN for enrollment purposes, you will need an Individual contract. If you either use your Agency NPN or are not currently set up and plan on setting your profile up on Health Sherpa as your Agency, you will can contract and write as your Agency.

2. Can I have a different principal for ACA and Medicare?

No - you will need to use the same principal for both product lines.