



To access the certifications, you need to log in or register as a new user on MyBrokerLink.

https://mybrokerlink.com/account/login

MyBrokerLink	
Login Username ⁸	Register as a new user
Password*	Problem or difficulties?
Forgot <u>Lisername</u> or <u>Password</u> ? Log In	If you encounter difficulties while using MyBrokerLink, please contact <u>MyBrokerLink Support</u> .

First you will need to complete the MEDICARE ADVANTAGE ADDENDUM and the TITLE 18

- Be sure to save each document in Adobe Acrobat, you need to sign using a digital ID. After you sign with a digital ID save them again on your computer, then upload. If you have trouble with the digital ID, you can print the documents out, hand sign them and email the copies to <u>brokerAdmin@medmutual.com</u>
- b. Once you have completed the Addendum and Title 18, you will have access to the training and certification link.

To get to the training link click on Medicare Advantage under INTERACTIVE FUNCTIONS



c. Click on training and certifications. This will take you to the certification page.



Registering as an Appointed Producer

MyBrokerLink

1. Go to MyBrokerLink.com and select "Register as a new user."

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Username* Password* Forgot Username or Pass Log In	word?	Problem or Hyou encounter difficultes please contact MyBrokerLini	a new user difficulties? while using MyBroterLink, k Support.	
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	C Username* Password* Password* Forgot Username or Pass Log In Username in information presented on the information presented o	C Vername* Password* Porgot Username or Password? Forgot Username or Password? Log In using MyBrokerLink, please contact MyBrokerLink Support. Neddod Mutual veb site contacts finis to web sites openied by third parties who are not under the or Bry with regard to the information presented on these web sites as well as your access to such travely Sty Medical Mutual of Onto © woy Policy Legal Conditions Compliance Connections Language Support.	C Vsername* Password* Poigot Username or Password? Forgot Username or Password? Log In wuring MyßrokerLink, please contact MyßrokerLink Support. Medical Mutual 2060 East toh Street Cleveland, Ori 44115-1355 Medical Mutual i st your own rite. 2019 Medical Mutual i st your own rite. 2020 Past to holloweb inte contacts links to web sites operated by find parties who are not under the control of Medical Mutual if you are sites to advect the site of the site with its your access to such traked web sites. Medical Mutual is your own rite. 2039 Medical Mutual of Otko Ø way Policy Legal Conditions Compliance Connections	C Vername" Possword" Forgot Username of Plassword? Togot Username of Plassword? Uge no.unter difficulties while using MyBrokerLink, plasse contact MyBrokerLink, plasse contact MyBrokerLink Support. using MyBrokerLink, plasse contact MyBrokerLink Support. Medical Mutual 2009 Medical Mutual of Ohro @ way Policy Legal Conditions Compliance Connections: Language Support.

2. Select "No" when asked if you are a Principal of your agency.

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3. Select "Appointed Producer" when asked what type of user you are.

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4. Enter the following information: personal Social Security number, Ohio insurance license number and email address.

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Business Affiliation				
Medical Mutual appointed producers sh	ould register for a MyBrokerLink a	ccount using their SSN.		
Social Security Number*	Ohio	License Number*		
 Email*				

5. Continue through the registration steps to create your Username and Password.

TIPS

- If you receive an error stating your information does not match, email MyBrokerLinkAccess@MedMutual.com.
- If you receive an error stating an account already exists, it means you already have an account. Please use the Forgot Username or Password feature on the login page.

Registering as a Principal

MyBrokerLink

1. Go to MyBrokerLink.com and select "Register as a new user."

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Provider Since 1034	© 2019 Medical Mutual of Ohio ® Privacy Policy Legal Conditions Compliance Connection	ns Language Support		

2. Select "Yes" when asked if you are a Principal of your agency.

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3. Enter the following information: personal Social Security number, email address and personal identification number.

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If you are not a Medical Musi agency's TaxID or producer's	ual appointed producer but are a SSN and your own email address	n employee of an L	appointed agency or prod	ucer, ender the	
Social Security Number / TaxID		Email*			
Pin Number*					

4. Continue through the registration steps to create your Username and Password.

TIPS

- If you do not know your PIN number, email MyBrokerLinkAccess@MedMutual.com.
- If you receive an error stating your information does not match, email MyBrokerLinkAccess@MedMutual.com.
- If you receive an error stating an account already exists, it means you already have an account. Please use the Forgot Username
 or Password feature on the login page.





Go to <u>www.mybrokerlink.com</u> and log in or register as a new user if you have not previously registered.

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Click on Medicare Advantage in the INTERACTIVE FUNCTIONS box



Click on the Training and Certification link under TOOLS



Once complete the training you will be able to save and/or print a copy of your certificate by clicking on Completion Certificate under Certification.



Recertifying Your Agency

MyBrokerLink

IMPORTANT

This guide only applies to Principal and Agency Administrator users. If there are multiple Principals or Agency Administrators, only one person needs to complete your agency's recertification.

1. Go to MyBrokerLink.com and log in to your account.

If you're having issues logging in, use the Forgot Username or Password function on the login page. If you do not have an account, click "Register as a new user."

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2. Once logged in, you will see a pop-up message that directs you to the Manage Users page. Click the Manage Users button to continue.

You will be unable to use any other features on MyBrokerLink until after you complete the recertification process.

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3. Review the instructions that are provided on the Manage Users page.

Broker R	ecertification	
Step 1: R	eview the list of your active producers below.	
Step 2: D	isable any users who no longer work at the agency using the disable button on the right.	
Step 3: M	anage your active users' access by clicking the edit button on the right.	
Step 4: 0	nce you have reviewed and confirmed any changes. dick the "Certify Users" button on the bottom of the chart.	

4. On the Manage Users page there is a list of all employees with MyBrokerLink accounts affiliated with your agency. You can disable any users who no longer work at the agency using the disable button on the right.

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FdX/Disable an existing user	Access Requests					
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5. Confirm the name of the account you are deactivating. If this is correct, click Ok.

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Registering as a Non-Appointed User

MyBrokerLink

1. Go to MyBrokerLink.com and select "Register as a new user."

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MyBrokerLink Suppor	rt es while using MyBrokerLink, please contact MyBr	okarlink Support.	Medical Mutual 2060 Esti Sth Street Cleveland, OH 44115-1355		
Ohio's Health Insurance Provider Since 1934	This Medical Mutual web site contains links to web lability with regard to the information presented or access to any other sites linked to Medical Mutual 1 © 2019 Medical Mutual of Ohio ©	sites operated by third parties who are not under the c these web sites as well as your access to such linked v at your own risk.	ontroi of Medical Mutual or its affiliates and subsi web sites. Medical Mutual provides links to other s	cluries. Medical Mutual disclaims all lites as a service to users, and	
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2. Select "No" when asked if you are a Principal of your agency.

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3. Select "Non-Appointed User" when asked what type of user you are.

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4. Enter the following information: Agency Tax ID and your email address.

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5. Continue through the registration steps to create your Username and Password.

TIPS

- You will need to use the Agency Tax ID and <u>not</u> your personal Social Security number.
- If you receive an error stating an account already exists, it means you already have an account. Please use the Forgot Username or Password feature on the login page.