

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

<https://mybrokerlink.com/account/login>

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 brokerAdmin@medmutual.com
- Once you have completed the Addendum and Title 18, you will have access to the training and certification link.

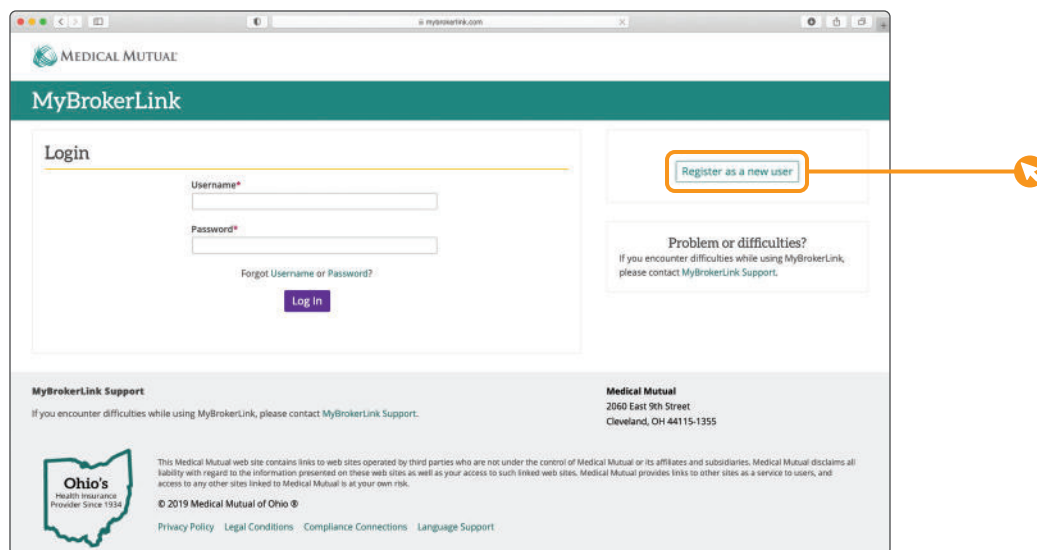
To get to the training link click on **Medicare Advantage** under **INTERACTIVE FUNCTIONS**

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

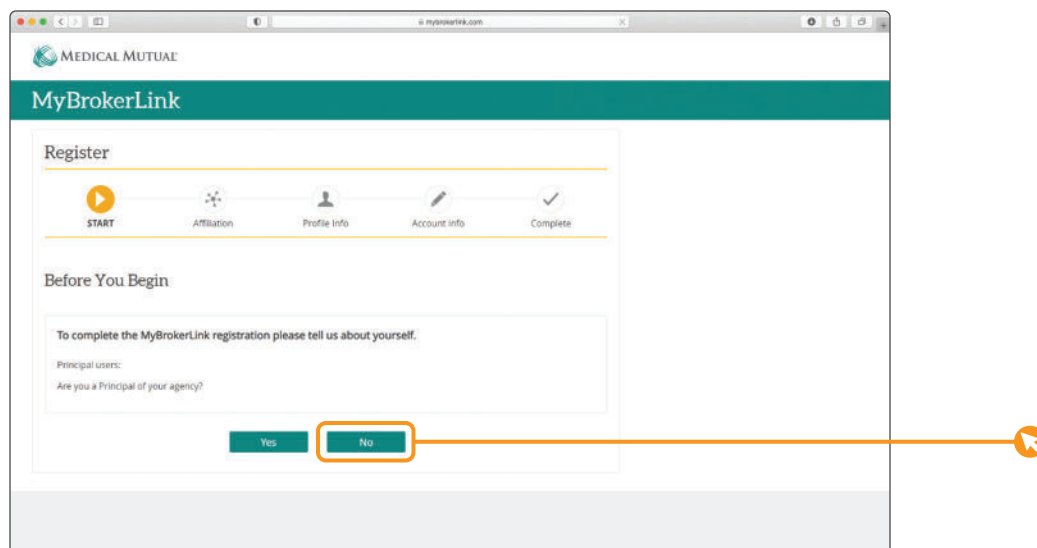
Registering as an Appointed Producer

MyBrokerLink

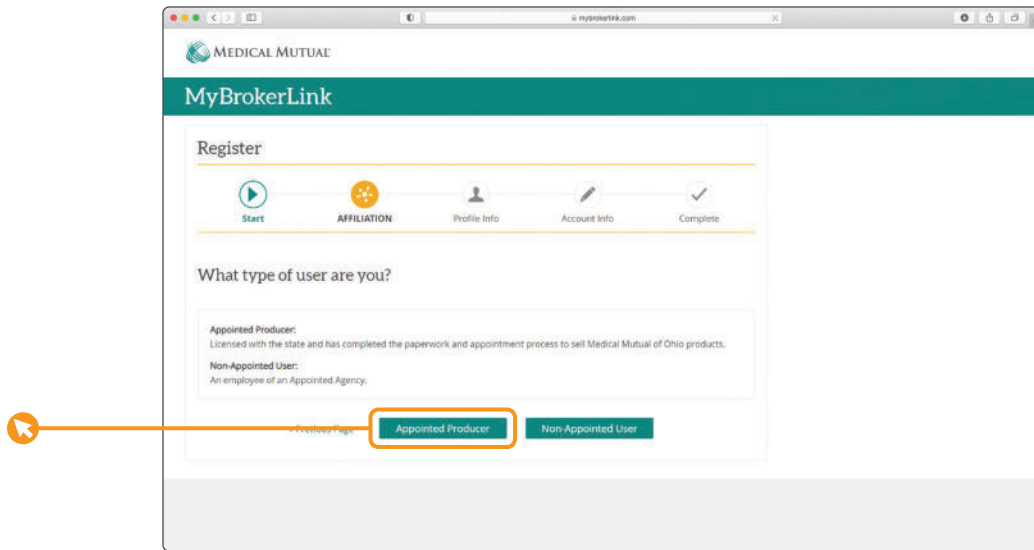
1. Go to MyBrokerLink.com and select "Register as a new user."



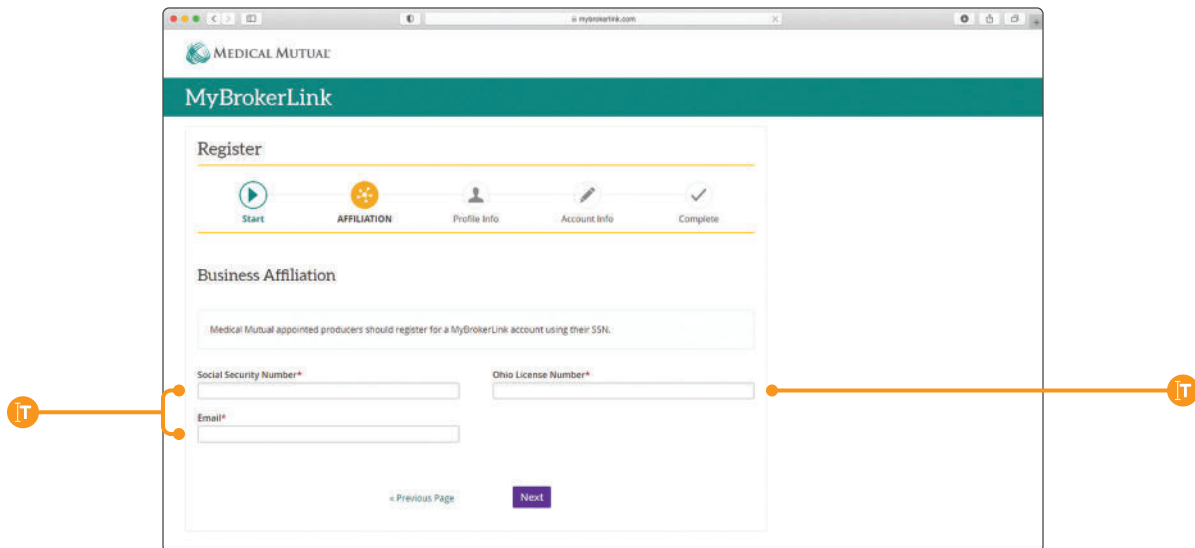
2. Select "No" when asked if you are a Principal of your agency.



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



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



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

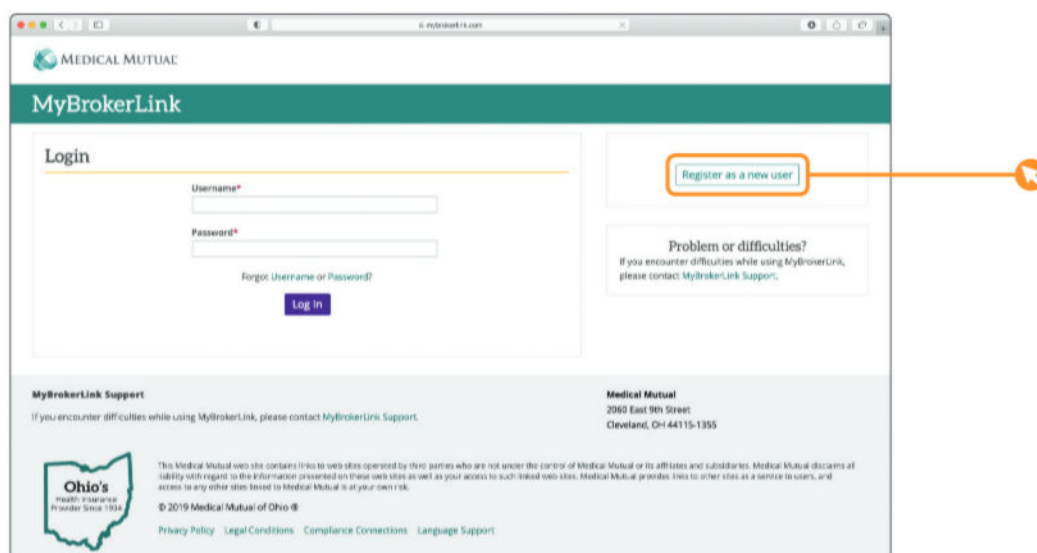
TIPS

- 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.

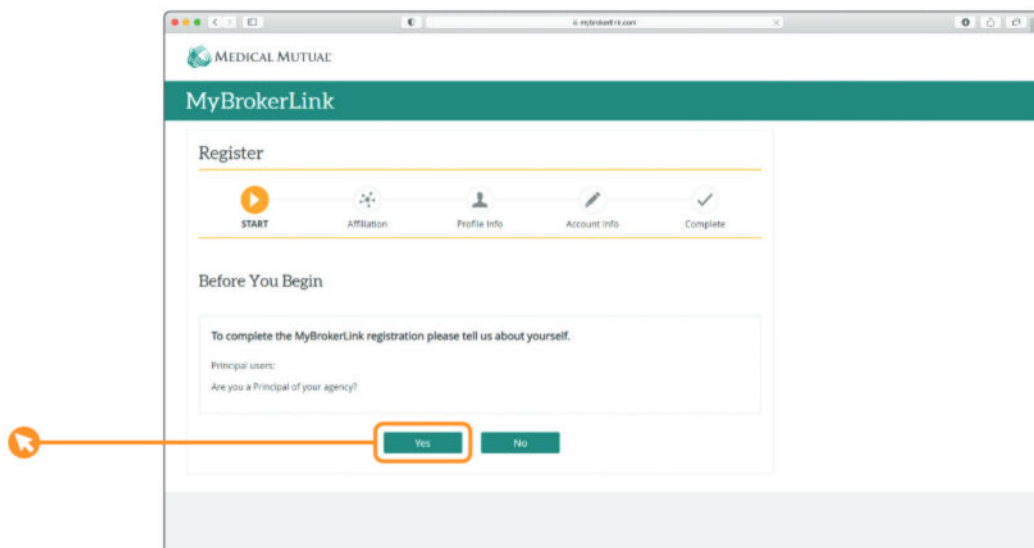
Registering as a Principal

MyBrokerLink

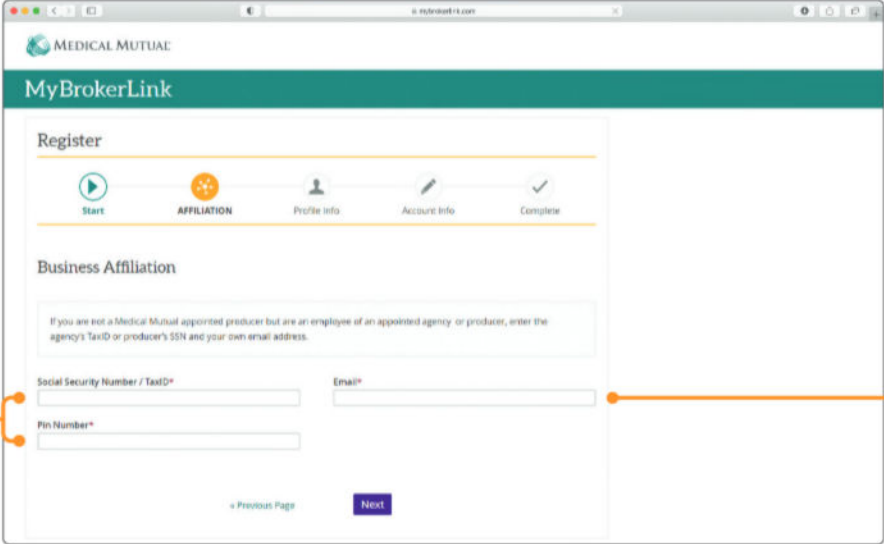
1. Go to MyBrokerLink.com and select "Register as a new user."



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



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



The screenshot shows a web browser window with the URL mybrokerlink.com. The page is titled "MyBrokerLink" and "Register". A progress bar at the top indicates the current step is "AFFILIATION", with other steps being "Start", "Profile Info", "Account Info", and "Complete". Below the progress bar, the "Business Affiliation" section contains a note: "If you are not a Medical Mutual appointed producer but are an employee of an appointed agency or producer, enter the agency's TaxID or producer's SSN and your own email address." There are three input fields: "Social Security Number / TaxID*", "Email*", and "Pin Number*". At the bottom, there are links for "Previous Page" and a "Next" button. Two orange callout lines with 'IT' icons point to the "Social Security Number / TaxID*" and "Email*" fields.

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 www.mybrokerlink.com and log in or register as a new user if you have not previously registered.

Login

Username*

Password*

[Forgot Username or Password?](#)

[Register as a new user](#)

Problem or difficulties?

If you encounter difficulties while using MyBrokerLink, please contact [MyBrokerLink Support](#).

Click on Medicare Advantage in the INTERACTIVE FUNCTIONS box

INTERACTIVE FUNCTIONS

- Medicare Advantage
- Quote/Enroll - Off Exchange ACA
- Quote/Enroll - Medicare
- On Exchange Quote/Enroll - Individual
- Short Term
- Quoting Online / QRS

Click on the Training and Certification link under TOOLS

TOOLS

[Marketing Materials](#)

[Medicare Advantage Enrollment / Tracking](#)

[MMO Individual & Medicare Sales/Service Map](#) PDF

[Order Supplies](#)

[Provider Search](#)

[Scope of Appointment form](#) PDF

[Training and Certification](#)

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.

Courses

- AHIP Medicare Training
- Title 18 Attestation (2020)
- Medical Mutual of Ohio (2020 Compliance)
- Medical Mutual of Ohio (2020 HMO)
- Medical Mutual of Ohio (2020 PPO)
- Sales Event Tracker (2020)

Certification

- Completion Certificate

Recertifying Your Agency

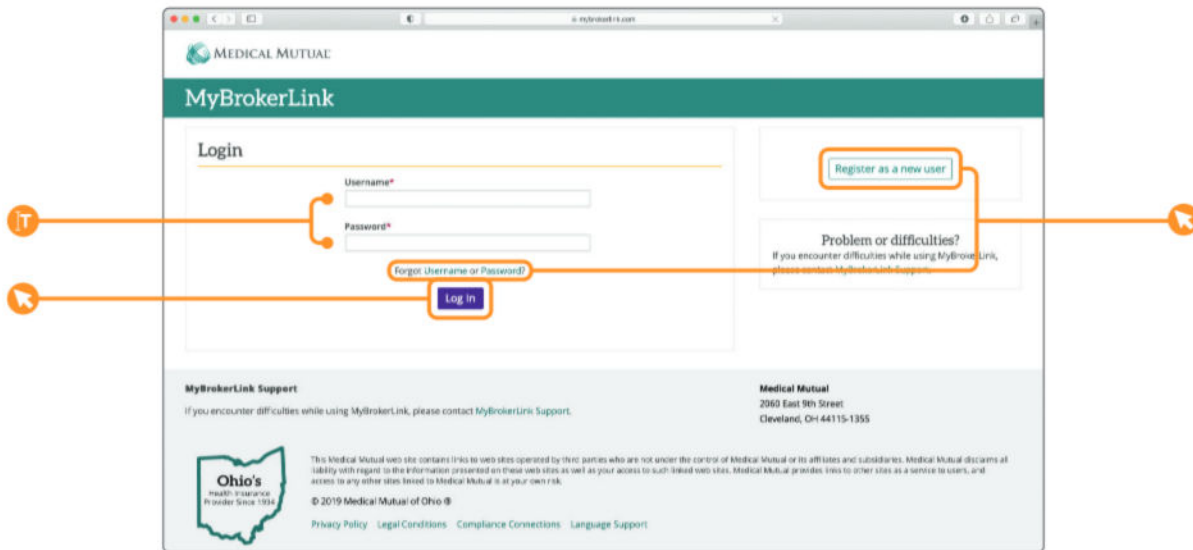
MyBrokerLink

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.

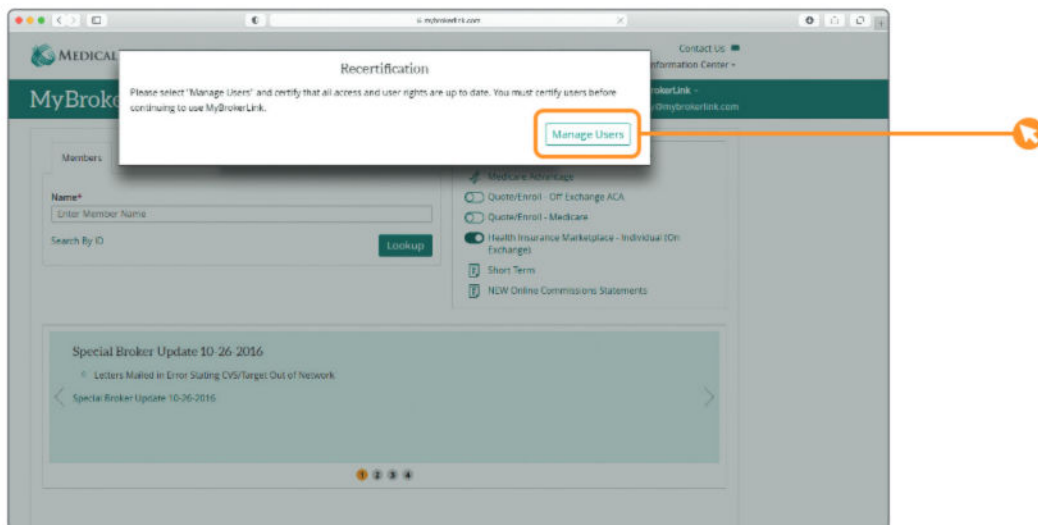
1. Go to MyBrokerLink.com and log in to your account.

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."



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.



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

Manage Users

Broker Recertification

Step 1: Review the list of your active producers below.

Step 2: Disable any users who no longer work at the agency using the disable button on the right.

Step 3: Manage your active users' access by clicking the edit button on the right.

Step 4: Once you have reviewed and confirmed any changes, click 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.

The screenshot shows the 'Manage Users' interface in the MyBrokerLink system. At the top, there are tabs for 'Edit/Disable an existing user' and 'Access Requests'. Below the tabs is a search bar labeled 'Search Users'. A table lists 5 total entries with columns for Name, Username, Email, Producer Name, Tax Id, and Account Status. Each row has 'Edit' and 'Disable' buttons. An orange arrow points to the 'Disable' button for the user 'Betty'. At the bottom right, there is a 'Certify Users' button.

Name	Username	Email	Producer Name	Tax Id	Account Status	Actions
Betty	MBLbetty	betty@mybrokerlink.com	Insurance Company Group, Inc.	XXXXX XXXX	Active	Edit Disable
Taylor	MBLlaylor	taylor@mybrokerlink.com	Insurance Corp.	XXXXX XXXX	Active	Edit Disable
Sam	MBLsam	sam@mybrokerlink.com	Insurance Corp.	XXXXX XXXX	Active	Edit Disable
Luke	MBLluke	luke@mybrokerlink.com	Insurance Company Group, Inc.	XXXXX XXXX	Active	Edit Disable
Emily	MBLemily	emily@mybrokerlink.com	Insurance Corp.	XXXXX XXXX	Active	Edit

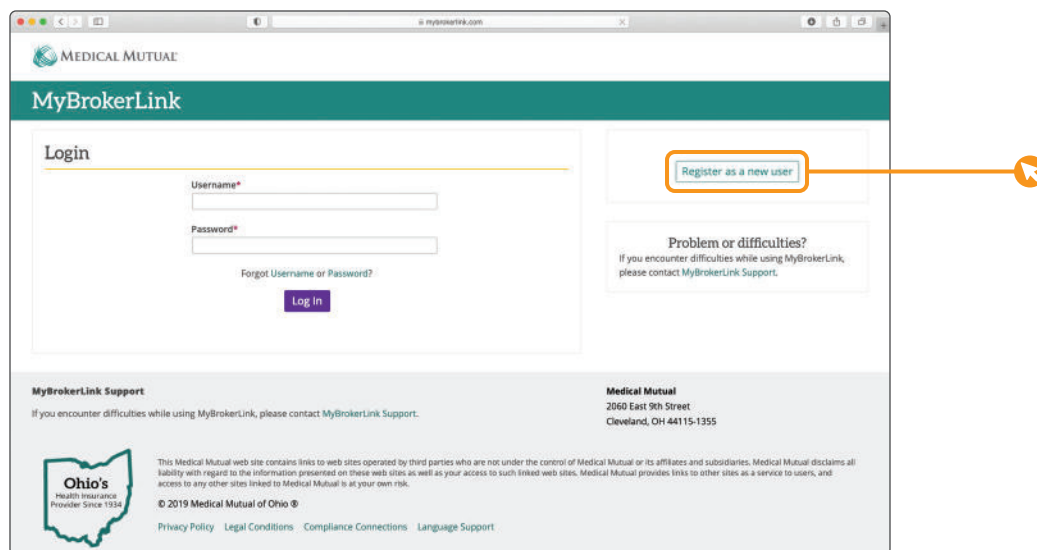
5. Confirm the name of the account you are deactivating. If this is correct, click Ok.

The screenshot shows the same 'Manage Users' interface as above, but with a 'Please Confirm' dialog box overlaid in the center. The dialog box asks, 'Are you sure you would like to disable the account for Betty?'. Below the question are 'Ok' and 'Cancel' buttons. An orange arrow points to the 'Ok' button. Another orange arrow points to the 'Betty' row in the table below the dialog box. A checkmark icon is visible in the top right corner of the dialog box.

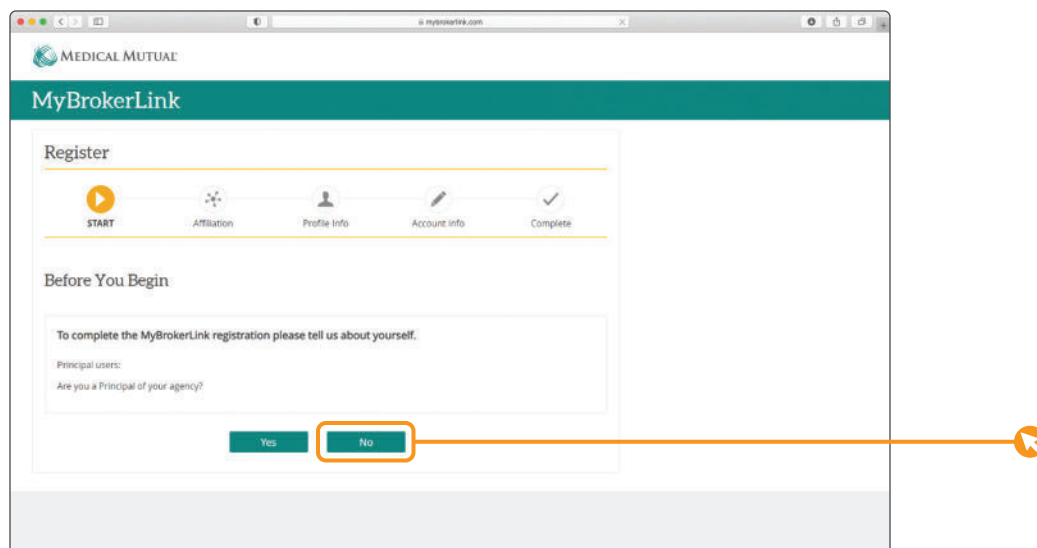
Registering as a Non-Appointed User

MyBrokerLink

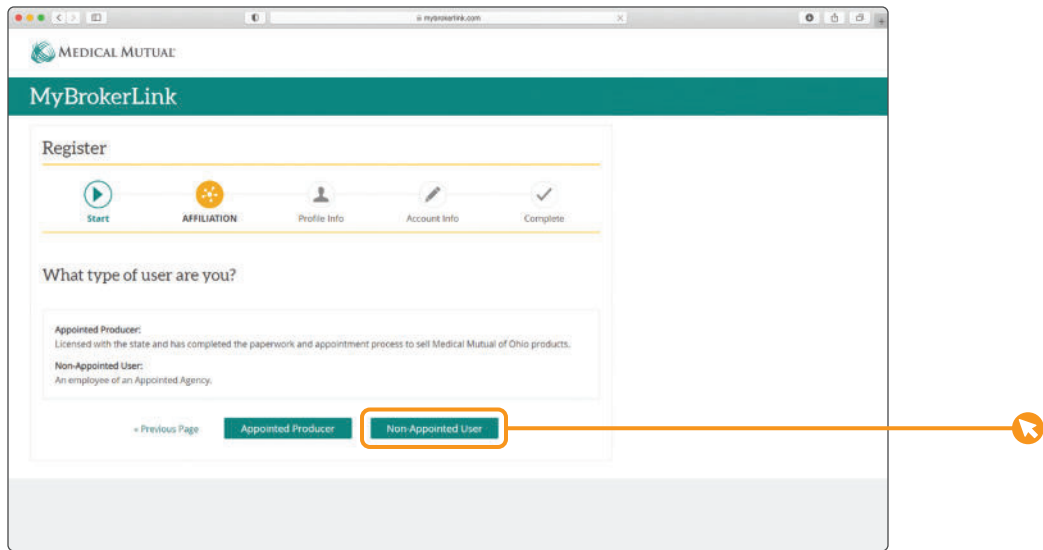
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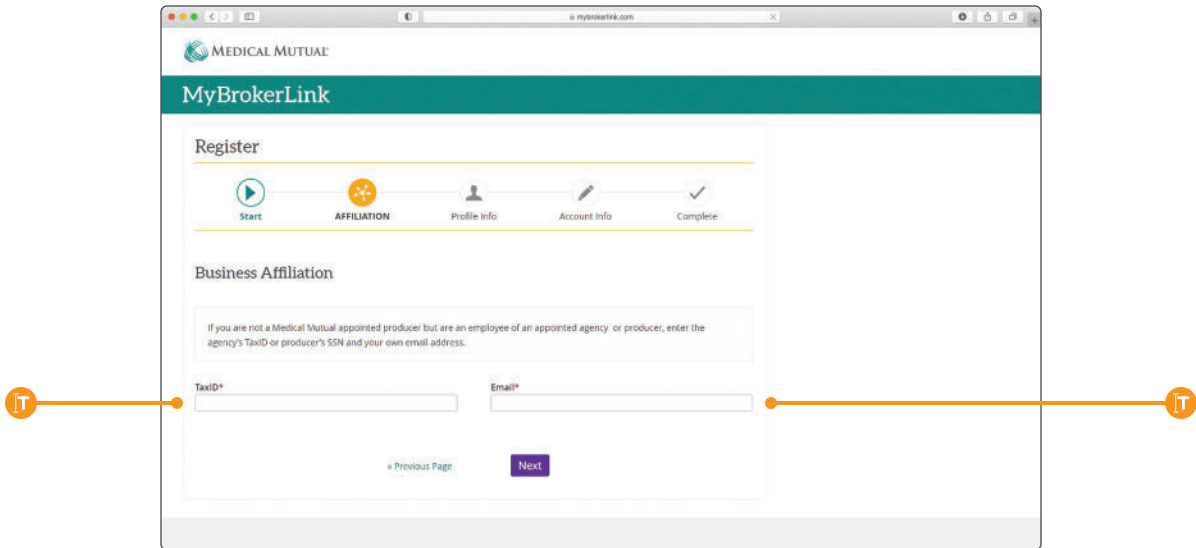
2. Select "No" when asked if you are a Principal of your agency.



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



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



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

TIPS

- You will need to use the Agency Tax ID and not 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.