

Audience: Field Agents & Brokers

Topic: Fax2Mail

Issue: How to submit a paper application to membership accounting

This job aid walks through the steps to submit a paper application to membership accounting. The agent must scan the paper application onto their laptop or PC before using these steps.

1. Scan the paper application and store on your computer
2. Open Outlook and start to compose a new email
3. Attach the file stored in step 1 to the email
4. In the body of the message compose the text of a cover page
 - a. For example, in the body of the email type: *This is a new enrollment, please process.*
5. In the subject line type: *Enrollment*
6. In the address line type: Enrollment.Molina.FAXNUMBER@fax2mail.com
 - a. Note the *FAXNUMBER* must be replaced with the correct fax number below depending on your state, and there must not be any spaces in the email address.
 - b. We recommend you save this email address in your Outlook contacts.

California	866-472-0598
Florida	866-916-3269
Idaho	844-302-3503
Ohio	866-617-4965
Michigan	866-472-4586
New Mexico	866-472-4579
South Carolina	866-617-4965
Texas	866-916-0910
Utah	866-472-0597
Washington	866-916-3270
Wisconsin	888-510-3030

7. Verify all the information entered in steps 1-6 are correct



- a. This will send the scanned document to the fax number specified in step 6 via the Fax2Mail tool. Membership accounting will receive the fax and process.