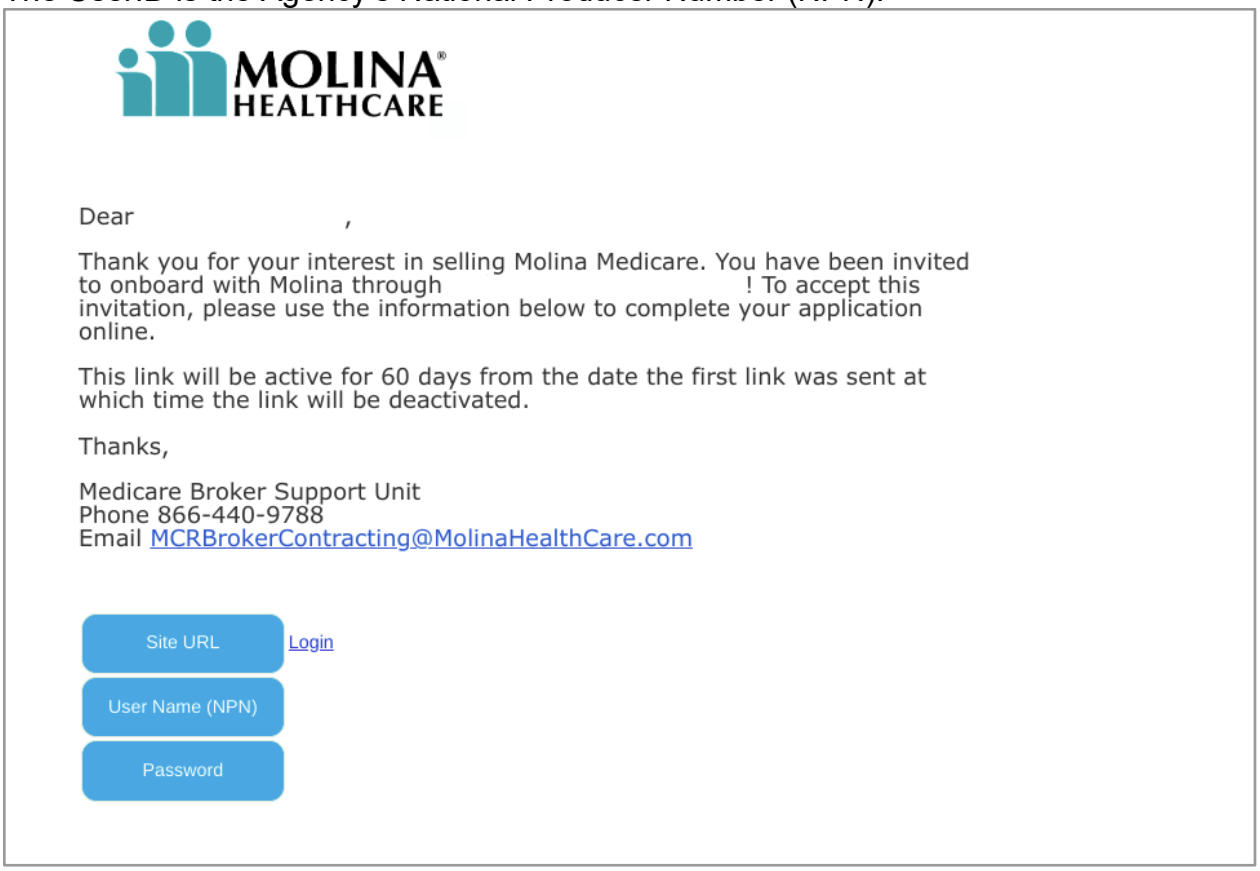
Agent Invitation

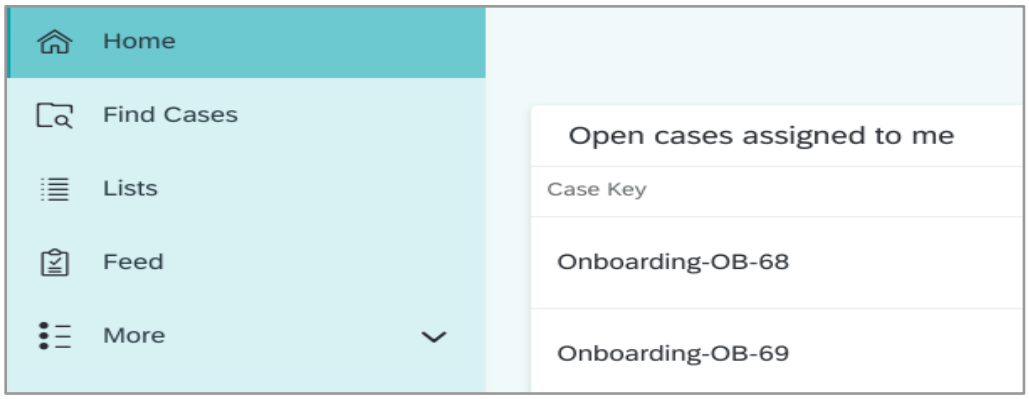
All Agent levels will receive an email (example below) to log into the Workflow Onboarding system. The email will include a temporary password. They will be asked to change their password after signing in with the credentials given in the email.

The UserID is the Agency's National Producer Number (NPN).



Your user ID will match your National Producer Number (NPN).

Once logged in, click on the Onboarding case assigned to you.



The onboarding process takes you through a series of forms organized as tabs across the top of the screen. The tabs will indicate when a form is not complete.

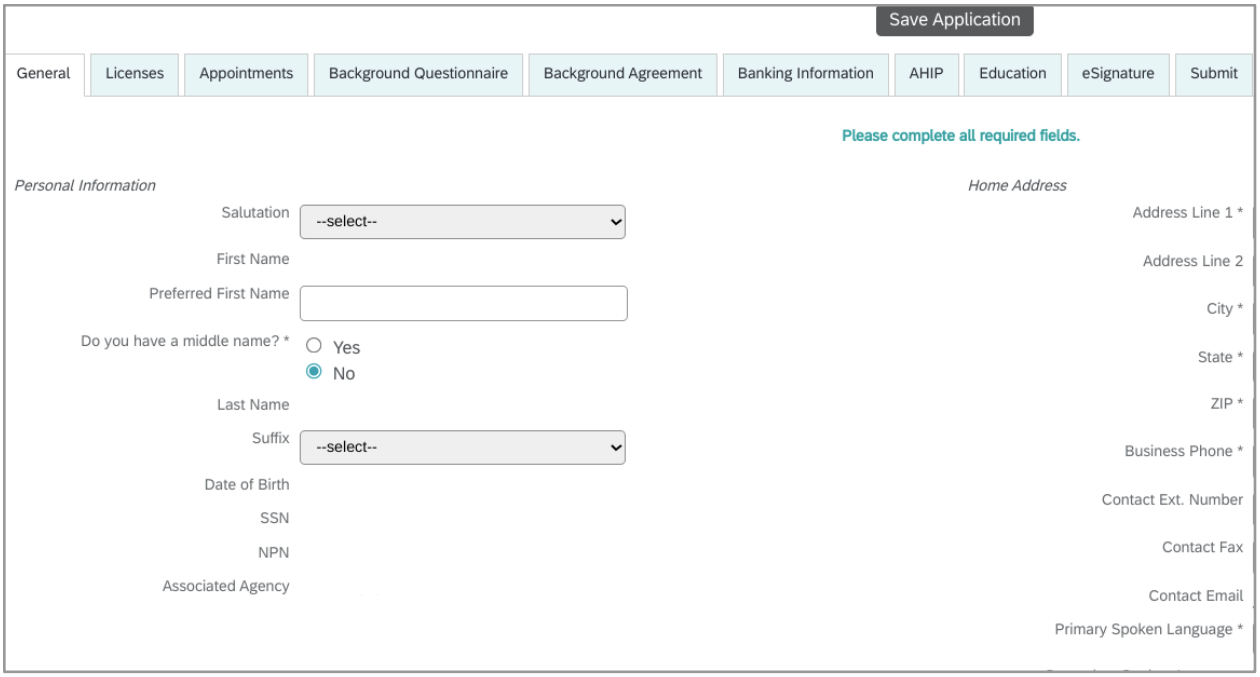
You may save your application and return to it at any time by using the Save Application button.

Save Application

When you reach the end of the series of tabs, you must hit Submit or your application will not be processed.

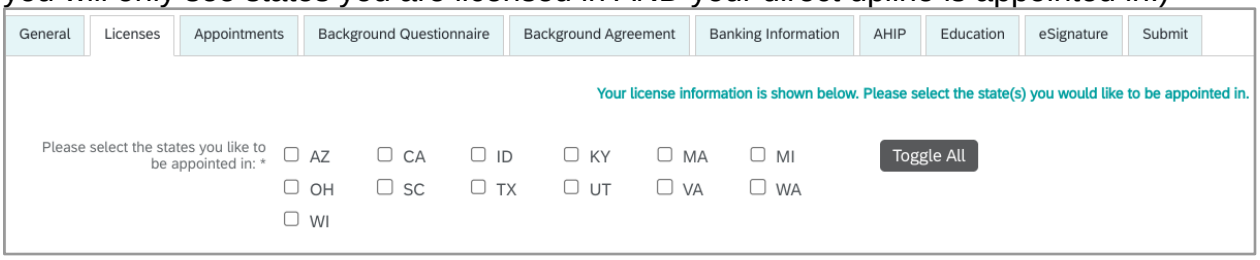
General Tab

Complete the General tab ensuring all fields with an * have been completed. If you need to save your application you can at any time by clicking Save Application at the top of the screen.



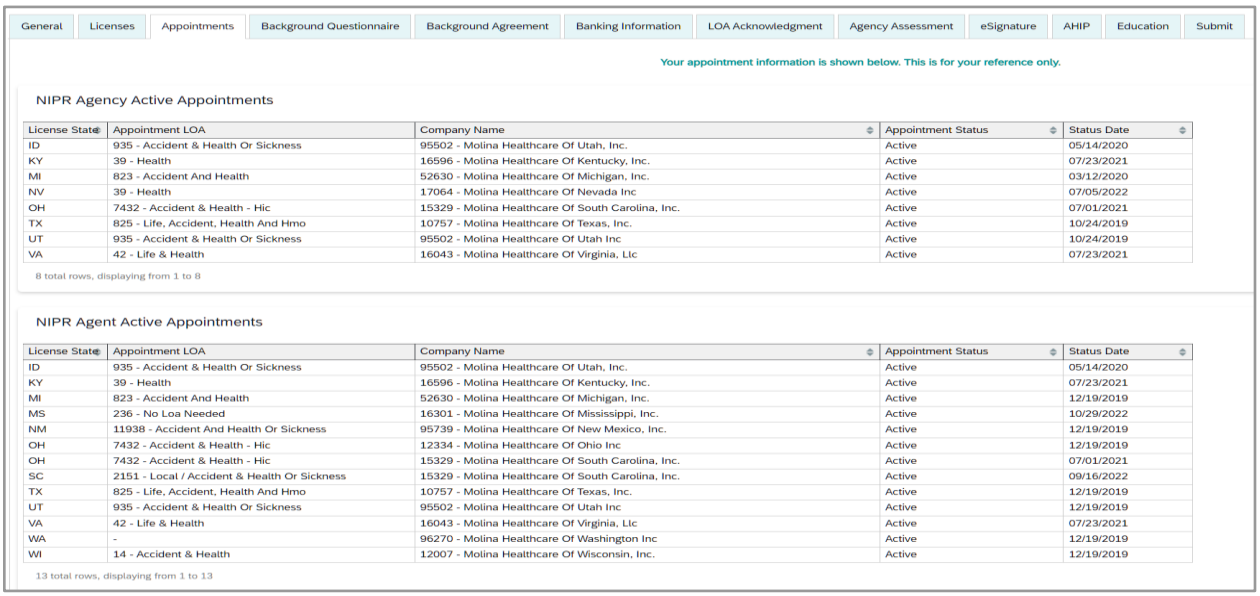
Licenses Tab

On the License tab, you will select the states you wish to be appointed in. (Please note, you will only see states you are licensed in AND your direct upline is appointed in.)



Appointments Tab

The Appointment tab shows which states you currently have appointments for Molina in.



General | Licenses | Appointments | Background Questionnaire | Background Agreement | Banking Information | LOA Acknowledgment | Agency Assessment | eSignature | AHIP | Education | Submit

Your appointment information is shown below. This is for your reference only.

NIPR Agency Active Appointments

License State	Appointment LOA	Company Name	Appointment Status	Status Date
ID	935 - Accident & Health Or Sickness	95502 - Molina Healthcare Of Utah, Inc.	Active	05/14/2020
KY	39 - Health	16596 - Molina Healthcare Of Kentucky, Inc.	Active	07/23/2021
MI	823 - Accident And Health	52630 - Molina Healthcare Of Michigan, Inc.	Active	03/12/2020
NV	39 - Health	17064 - Molina Healthcare Of Nevada Inc	Active	07/05/2022
OH	7432 - Accident & Health - Hic	15329 - Molina Healthcare Of South Carolina, Inc.	Active	07/01/2021
TX	825 - Life, Accident, Health And Hmo	10757 - Molina Healthcare Of Texas, Inc.	Active	10/24/2019
UT	935 - Accident & Health Or Sickness	95502 - Molina Healthcare Of Utah Inc	Active	10/24/2019
VA	42 - Life & Health	16043 - Molina Healthcare Of Virginia, Llc	Active	07/23/2021

8 total rows, displaying from 1 to 8

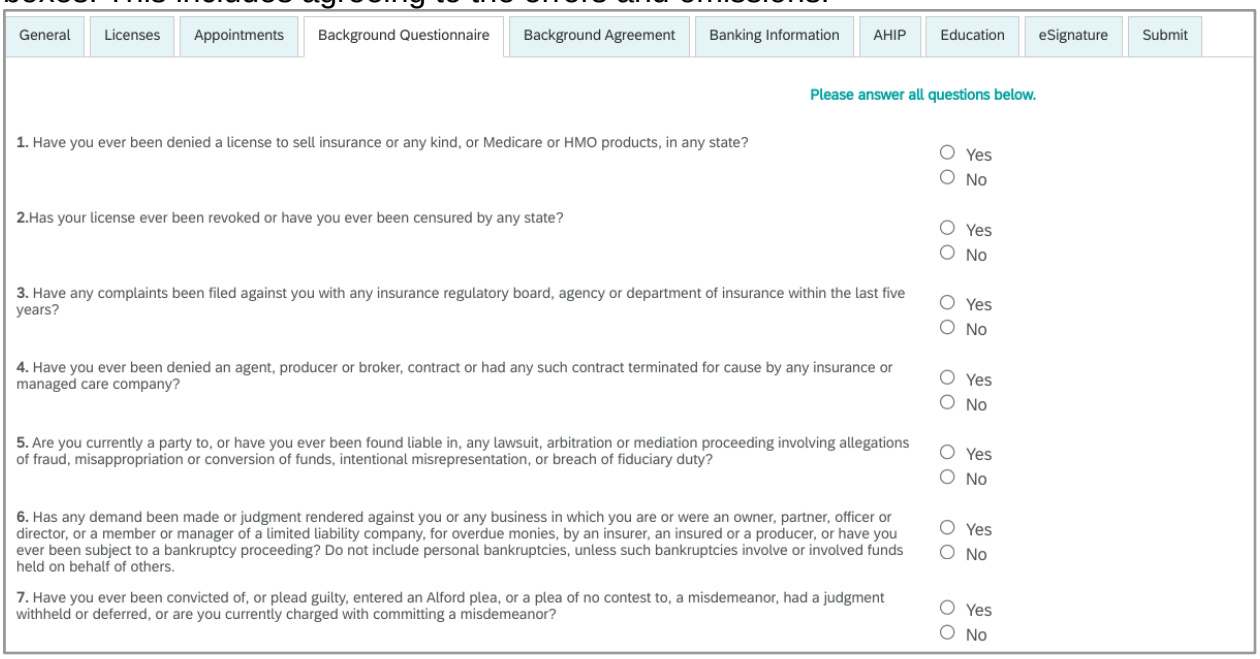
NIPR Agent Active Appointments

License State	Appointment LOA	Company Name	Appointment Status	Status Date
ID	935 - Accident & Health Or Sickness	95502 - Molina Healthcare Of Utah, Inc.	Active	05/14/2020
KY	39 - Health	16596 - Molina Healthcare Of Kentucky, Inc.	Active	07/23/2021
MI	823 - Accident And Health	52630 - Molina Healthcare Of Michigan, Inc.	Active	12/19/2019
MS	236 - No Loa Needed	16301 - Molina Healthcare Of Mississippi, Inc.	Active	10/29/2022
NM	11938 - Accident And Health Or Sickness	95739 - Molina Healthcare Of New Mexico, Inc.	Active	12/19/2019
OH	7432 - Accident & Health - Hic	12334 - Molina Healthcare Of Ohio Inc	Active	12/19/2019
OH	7432 - Accident & Health - Hic	15329 - Molina Healthcare Of South Carolina, Inc.	Active	07/01/2021
SC	2151 - Local / Accident & Health Or Sickness	15329 - Molina Healthcare Of South Carolina, Inc.	Active	09/16/2022
TX	825 - Life, Accident, Health And Hmo	10757 - Molina Healthcare Of Texas, Inc.	Active	12/19/2019
UT	935 - Accident & Health Or Sickness	95502 - Molina Healthcare Of Utah Inc	Active	12/19/2019
VA	42 - Life & Health	16043 - Molina Healthcare Of Virginia, Llc	Active	07/23/2021
WA	-	96270 - Molina Healthcare Of Washington Inc	Active	12/19/2019
WI	14 - Accident & Health	12007 - Molina Healthcare Of Wisconsin, Inc.	Active	12/19/2019

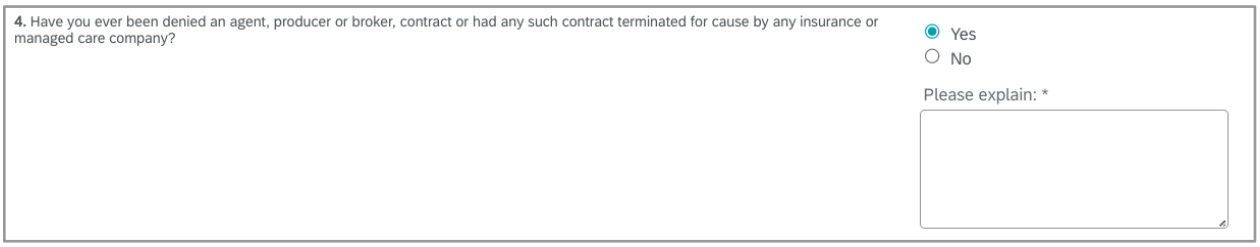
13 total rows, displaying from 1 to 13

Background Questionnaire Tab

On the Background Questionnaire tab, answer the Yes/No questions and mark the boxes. This includes agreeing to the errors and omissions.

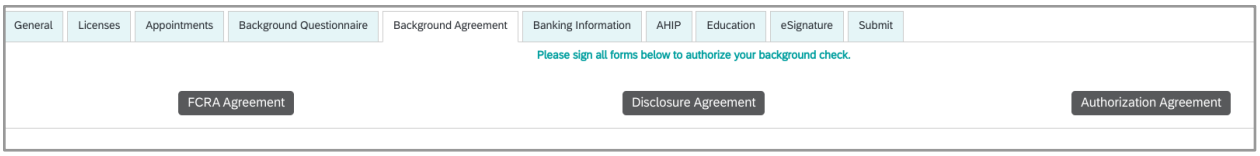


If you answer yes to any of the Yes/No questions, please provide an explanation in the box.



Background Agreement Tab

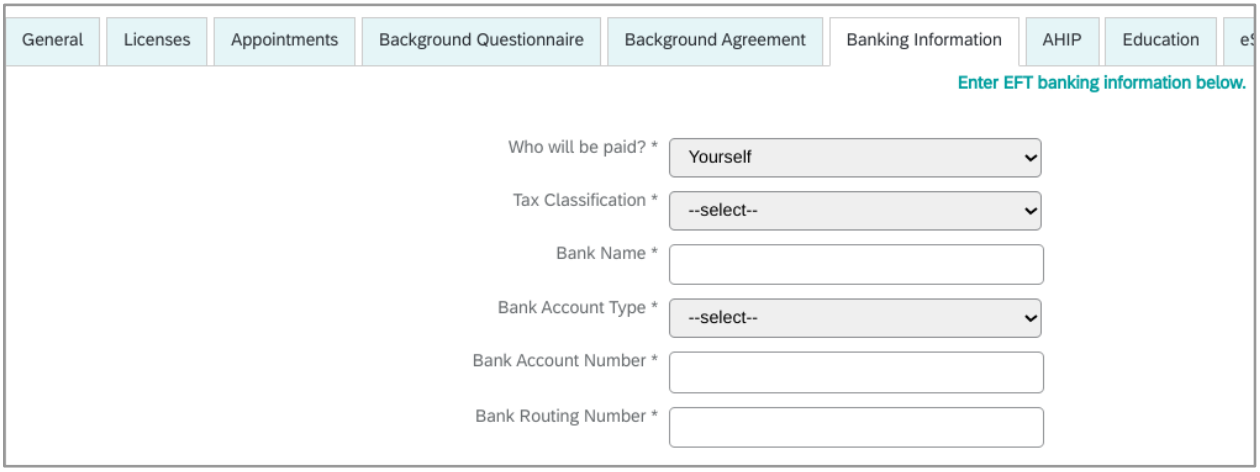
On The Background Agreement tab, read and complete all required agreements. Sign your name exactly as it appears under the General tab.



Banking Info Tab

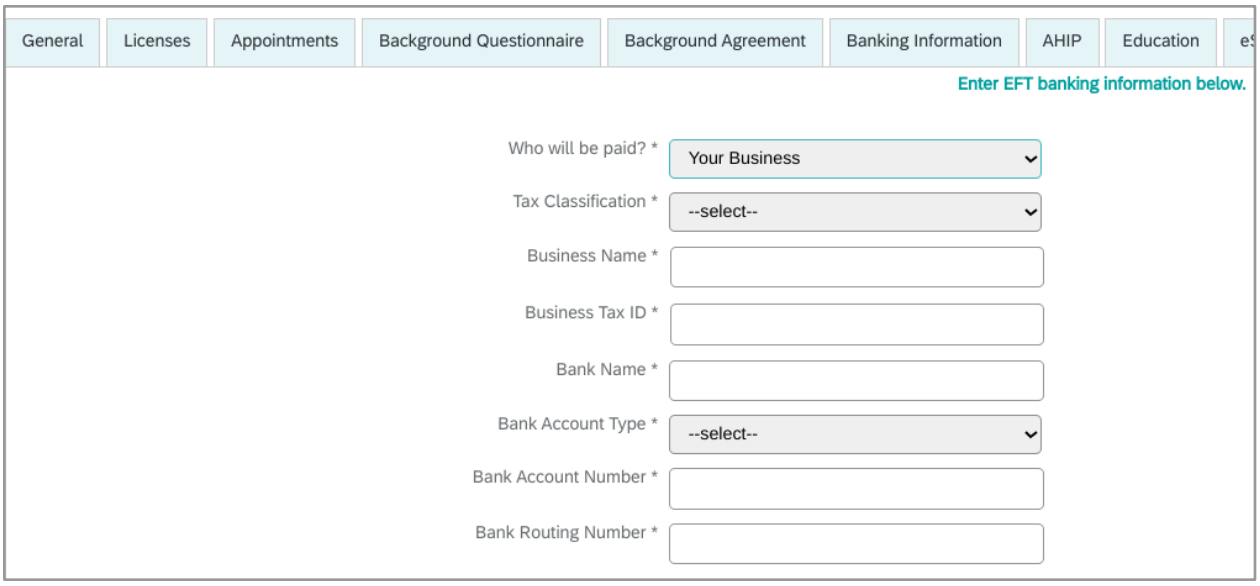
Participating Producers will complete the Banking field. Participating Producers is an agent who is paid directly from Molina and they have an upline.

Under the Banking Field, complete the information. If you select 'Yourself' as 'Who is the Payee?' question, fill out the banking fields with your information.



(Banking Tab continued on next page.)

If you select "Your Business" in the Who will be Paid box, Business Name and Business Tax ID boxes will be shown and you will need to fill out the banking fields with your business's banking information.



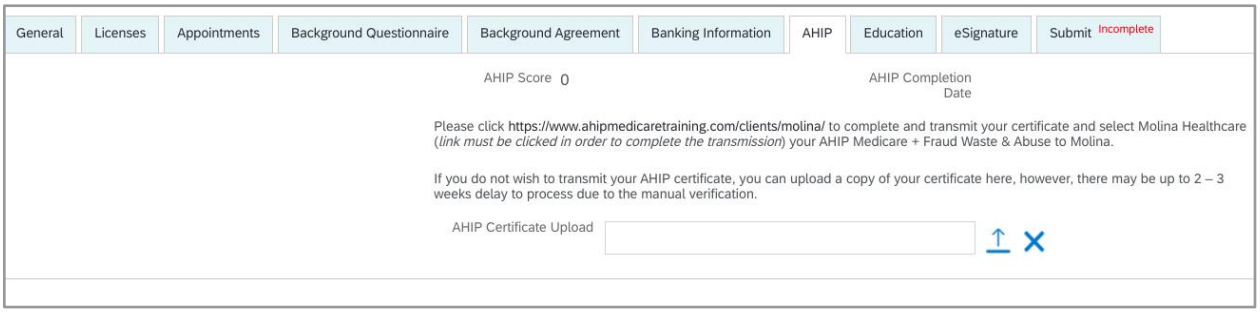
AHIP Tab

On the AHIP tab we check your current AHIP Medicare + Fraud Waste & Abuse quiz score and display it. If your current score is above 90% you may continue to the Education tab.

If your current score is below 90%, you have the option to navigate to the AHIP Medicare Training website to complete the certificate.

If you use the link provided, your scores are automatically transmitted to Molina.

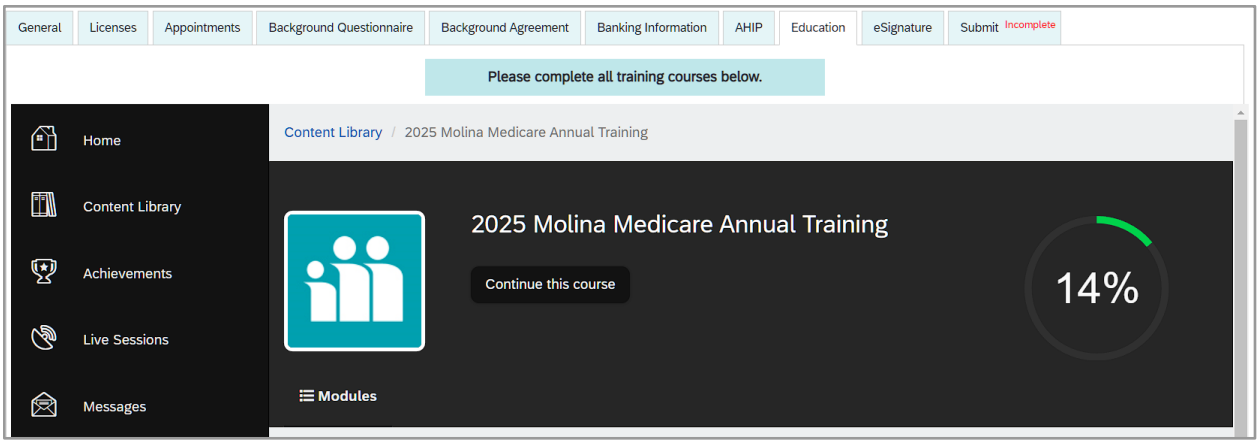
If you do not wish to transmit your score from the AHIP Medicare Training website, you must upload a copy of your current certificate. This may delay the Onboarding process as the certificate will need to be manually reviewed.



Education Tab

Agents will complete their certification during the onboarding process.

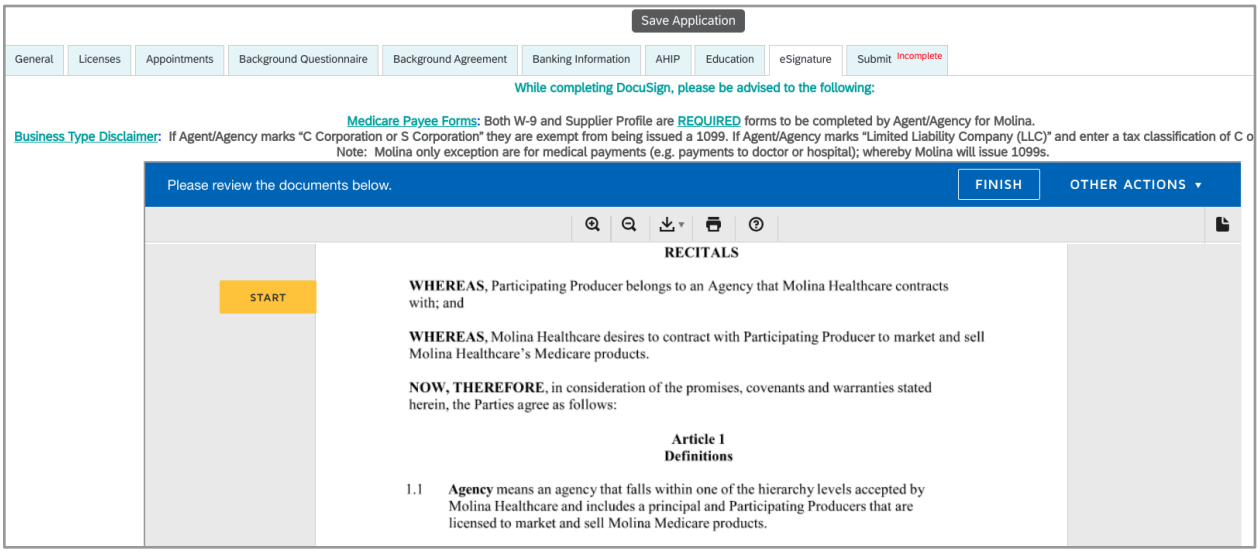
On the Education tab, click on the ‘Start this course’ or ‘Continue this course’ button to complete your Molina Certification.



Helpful Hint: If you receive a login screen, click back to the general tab and return to the education tab. This should clear it. In not save your application and then log out. Clear your cookies and browsing history, then log back in.

eSignature tab

Participating Producers will complete the eSignature tab by signing the DocuSign agreements then submit on the last tab. Participating Producers is an agent who is paid directly from Molina and they have an upline.



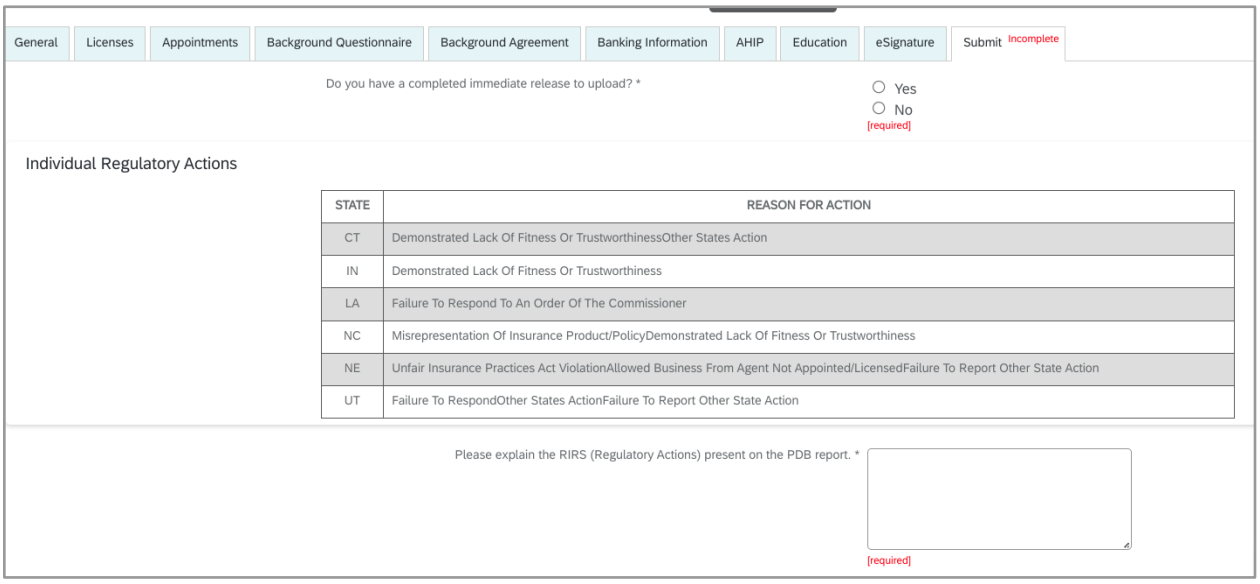
Helpful hint: You may see a loading screen appear as you wait.



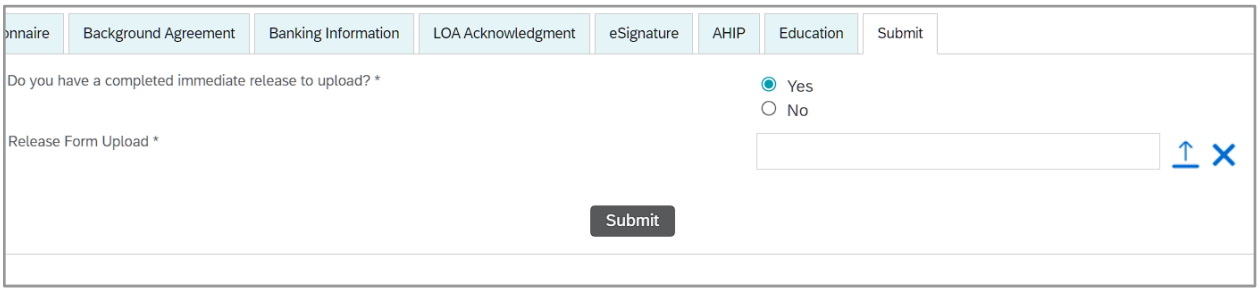
Submit Tab

If you have an Immediate release, you must upload a copy of your release form.

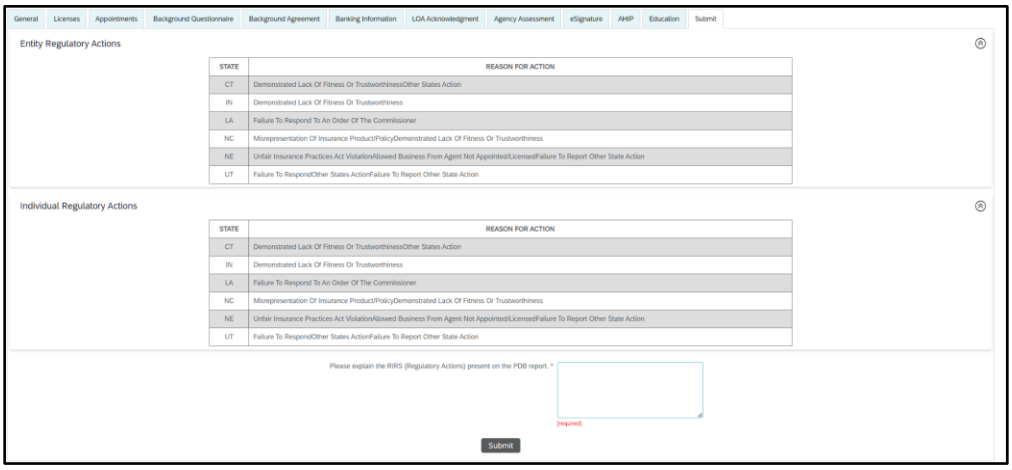
If you do not have an Immediate release click “No” to the upload question, and “Yes” to the Constructive Release attestation.



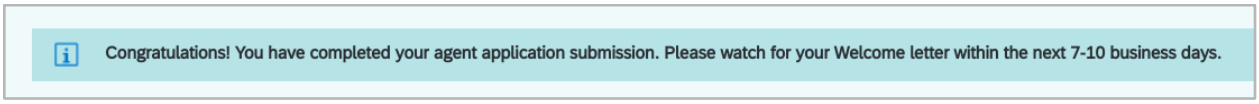
If you already have an Immediate release click “Yes” to the upload question, and upload the release using the Release Form Upload box.



If you have Regulatory Actions present on the PDB report from NIPR, they will be displayed on the Submit Tab. You must review the regulatory actions and comment explaining them for Molina’s review.



REMEMBER: You must click the Submit button to send your application to Molina for review.



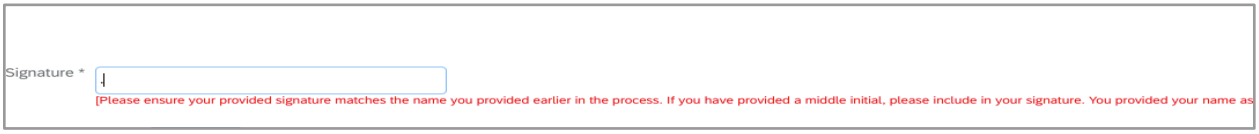
FAQ

Licenses issues

Agents:
You will only see states you are licensed in AND your direct upline is appointed in.

eSignature issues

If your screen isn't loading, you may go back to the general tab and then return to the eSignature tab.



If you are receiving an error message after signing, make sure your name matches as it does in the General Tab (Including your middle name, if that applies).

eSignature steps:

Click the START button to begin. 

Please review the documents and click the FILL IN button.

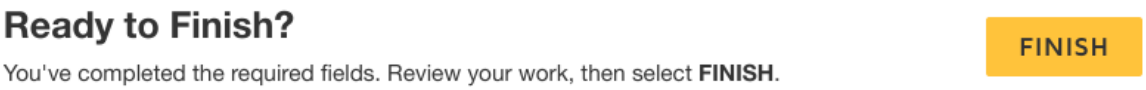


You will be able to just click FILL IN from here on out to sign.

Your signature will be adapted after the first signature. Click to sign.



Ready to finish? Click the FINISH button when completed,



Scroll to the top of the application after clicking FINISH and you may move on to the next part of your onboarding process. You will have a message confirming everything has been signed.



Background agreement issues



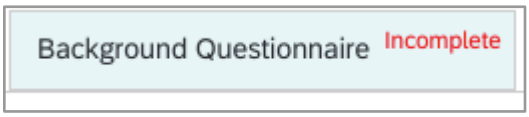
If you aren't ready to sign the agreements, you may cancel and come back after clicking on one of them. The cancel button will be located on the bottom right corner of the screen.

Education issues

If you receive a login screen, click back to the general tab and return to the education tab. This should clear it. In not save your application and then log out. Clear your cookies and browsing history, then log back in.

Submit issues

If you are ready to submit your application and receive an error message, the tabs will show you the incomplete tab(s) marked with a red message.



Check to make sure that all required fields with an * are filled out, and any Yes/No questions are marked. If any Yes/No answers are yes, you will need to provide an explanation.