

1. Log into Humana.com as an agent/broker:

The screenshot displays the Humana.com website interface. At the top, there are navigation tabs for "For Individuals & Families", "For Employers", "For Agents & Brokers", and "For Providers". Below these are links for "Investor Relations", "Customer Support", and "Español", along with a search bar. The main content area features a green background with a login form. The form includes fields for "Username" and "Password", a "Sign in" button, and a "Register now as a new user" link. A red arrow points to the "Sign in" button. Below the form are links for "Forgot your username?" and "Forgot your password?". A checkbox labeled "Remember my username" is also present. A navigation bar below the form contains links for "Individuals & Families", "Medicare", "Insurance Through Your Employer", and a "Sign in or Register" button. The main content area features a large image of a hand holding a smartphone displaying the RightSource mobile app interface. The app screen shows options like "Shipping and billing", "Scan to fill", and "All prescriptions". Below the image is a carousel with indicators 1, 2, 3, and a pause button. A text block reads "Why wait in line?" followed by a paragraph about mail order pharmacies and a "Discover the RightSource mobile app" button. At the bottom, there is a news alert: "Humana Repeats Notification to Affected Atlanta Members About Prior Security Breach. Learn more". Below the alert are two buttons: "Browse our products" and "Find a doctor".

Humana
Investor Relations Customer Support Español Search

For Individuals & Families For Employers For Agents & Brokers For Providers

Username Password
[*****] [*****] Sign in Register now as a new user
Forgot your username? Forgot your password?
 Remember my username

Individuals & Families Medicare Insurance Through Your Employer Sign in or Register

Why wait in line?

Mail order pharmacies, like Humana-owned RightSource, can get you out of the pharmacy line and back into the lives of the people you love. You can even refill prescriptions and check your order status online or from your smartphone!

→ Discover the RightSource mobile app

RightSource
Shipping and billing
Scan to fill
All prescriptions

1 2 3 ||

▲ Humana Repeats Notification to Affected Atlanta Members About Prior Security Breach. [Learn more](#)

Browse our products Find a doctor

2. Click on the QUOTE, ENROLL & MANAGE tab:

HUMANA.
Agent Portal

Welcome,
September 18, 2014

Adjust Text Size

Agents » Marketing & Products **Quote, Enroll & Manage** Education Pay & Bonuses Contact Us

Humana offers wellness solutions

Wellness programs help lower long-term healthcare costs.

[Learn More](#)

«Previous | 1 | 2 | 3 | Next»

Contracting & Licensing

Create invitations for prospective agents to complete the Humana Group Producing Agent Contract.

[View Contract and related documents](#)

Delegation

Manage task, access.

[Manage group details](#)

Marketing & Products

Review product information and order marketing materials.

Quote, Enroll & Manage

Quote and enroll customers, create utilization reports and update enrollment.

Education

Earn continuing education credits and complete certification/recertification.

Pay & Bonuses

Learn about Leaders Club and Producer Partnership Plan details and qualification.

Looking for this?

- [Secure E-mail](#)
- [Your Leaders Club Status](#)
- [Plan Summary - Small Business & Specialty Benefits](#)
- [Benefit reports \(BUD\) - Small business medical](#)

Medicare Agent Workbench

Access tools and resources for Senior Products.

HumanaOne Agent Workbench

Directly access and manage your HumanaOne business. Tour Agent Workbench

MarketPoint

A Humana Company

Health Care Reform Agent Education and Training

Access training on key topics online.

3. Click on View Small Business Accounts link:

HUMANA
Agent Portal

Welcome,
September 18, 2014

Adjust Text Size

Agents » Marketing & Products Quote, Enroll & Manage Education Pay & Bonuses Contact Us

Home Page » Quote, Enroll & Manage


Quote, Enroll & Manage

Manage your current groups, quote new and existing business, and enroll group membership.

Did you know?


Humana has no requirement that a small employer group must purchase small group life insurance with small group medical insurance. Although an employer may choose to voluntarily purchase Humana small group life insurance when it purchases small group medical insurance, no employer must purchase small group life insurance when it purchases small group medical insurance.

Account Information



Create quotes, view renewal information, submit plan changes and other account information

- [View Small Business Accounts](#)
- [Workplace Voluntary Benefits Quick Quote](#)
- [HumanaOne Individual](#)



Download and print forms


- [Humana Quote/Census Forms](#) (210 KB) Download PDF
- [Large Group Risk Assessment Form](#) (111 KB) Download PDF

Complete underwriting quickly

Use Humana's Small Business Express Underwriting process to complete underwriting quickly and efficiently.


- [Humana Small Business express underwriting](#)
- [HumanaOne - Underwriting and Eligibility Guide](#)

Enroll



Enroll business


- [Small Business and Specialty Benefits](#)
- [HumanaOne Individual](#)




Download and print enrollment forms

- [Small Business 2-50 Enrollment Checklist](#) (87 KB) Download PDF
- [Small Business 51-99 Enrollment Checklist](#) (88 KB) Download PDF
- [Specialty Benefits 2-99 Enrollment Checklist](#) (64 KB) Download PDF
- [Enrollment change forms](#)

Manage




PlanCompass



Humana Vitality


- [HumanaVitality Summary Reports](#)
- [Member Engagement Report](#)



Create benefit usage reports

Use Humana's exclusive Broker BUD tool to view benefit usage and provide guidance for small groups 2-99.

- [Access the broker BUD](#)



Life/Disability (KIC)

- [Access reports](#)
- [WVB Policy Issue Report](#)
- [WVB Policy Status Legend](#)
- [WVB Change Report](#)

4. Select Identity

5. Click on the CURRENT ACCOUNTS link:

HUMANA.
Guidance when you need it most

Agent » Account listing

Account Listing

Welcome! This online application guides you through all the steps necessary to manage your accounts. Please be sure to select the correct version of the quote you wish to manage. Click on an icon to move, view, edit, or add notes to a quote. Click the sold icon to electronically enroll the group.

View Quotes For: All

View Favorites
Create a New Folder
Current accounts
Action History
Group Search

Create a new quote »

« Back

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14.09
This is a Secure Site

6. Click on the VIEW RENEWAL LETTERS icon:

HUMANA.
Guidance when you need it most





Quoting » Associate menu Quoting menu

Current Account Listing

Welcome agents! This on-line application will guide you through all of the steps necessary to create an alternate quote, update an alternate quote, view letters and view employee add-on rates.

Default view
View Favorites

View by partner type
Agent of Record GO

Group Name	Group Number	Renewal Date	Case Size	Multi-Location	View Renewal Letters	View Quote	Request a Quote	View add on rates	BUD	Exchange Name
		11/1/2014	17	N						

[Displaying 1-1 of 1]

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Have quoting questions? Call 1-800-327-9728
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7. Click on the VIEW LETTER icon:











Existing business» Associate menu Existing business menu

View letters and broker packets:

Group number:

Please select the document you would like to view.

View letters

Letter	Rate effective date	Create date	View letter	View quote	Update quote	Delivery type	Deliver letter
Rate notification letter-ER	11/01/2014	08/22/2014				Paper	
Rate notification letter-BR	11/01/2014	08/14/2014				Electronic	

Delivery options

E-mail:
(Email delivery is limited to one EMAIL address at a time.)

Fax: () -


*Attention:

*Company:

*From:

*Comments:
*Maximum characters is 150.

View broker packets

Packet	Agent number	Create date	View packet	Delivery type
Broker packet		08/18/2014		Electronic

[Back](#) [Continue](#)

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