



GEL SCHOOL OF INSURANCE

This message is intended for agents and brokers who want to become certified with the Federally-facilitated Marketplaces (FFM).

To aid agents and brokers who are in the process of registering for the FFM, CMS is circulating the following **three items** related to the registration process. This information should enhance your FFM registration experience.

1. How do agents/brokers register for the FFM?

To the extent permitted by the licensing state, agents and brokers may assist in enrolling individuals in qualified health plans (QHP) in the FFM Individual Marketplaces, provided they complete the following steps:

Part I: Register on the Medicare Learning Network (MLN)[®], complete assigned training and exams, and execute the Federally-facilitated Marketplace Agreements. This can be accessed at <https://Marketplace.MedicareLearningNetworkLMS.com>

SIGN UP FOR INDIVIDUAL AND SHOP -IMPORTANT TO DO ACA YEAR ROUND

WRITE DOWN YOUR LOGIN NAME (IT WILL LATER BE REFERRED TO AS YOUR FFM OR MLN USER ID)

WRITE DOWN YOUR PASSWORD. DO NOT RELY ON YOUR MEMORY

Please note:

-You will need to enter basic identifying information, including your **National Producer Number (NPN)**, as prompted. It is vital that you enter your **NPN correctly** and that you remember your MLN user ID. When you enter your NPN, use numeric digits only and do not include leading zeroes or hyphens. (Your NPN must be 10 digits or less.)

-Keep the training curriculum certificates you receive. You will need to provide copies of your curriculum certificates to the issuers and web-brokers with which you are affiliated. You will receive a certificate for each curriculum you complete successfully.

-After you complete training, please allow 48 business hours to elapse before you attempt to access the identity proofing process—this will better ensure that your training records have been fully transmitted to the CMS Enterprise Portal.

SEND A COPY OF YOUR COMPLETED CERTIFICATION (WILL HAVE A GREEN BAR ACROSS THE TOP TO GELFINANCE@GMAIL.COM

Part II: Create an FFM User ID and complete identity proofing through the CMS Enterprise Portal: <https://portal.cms.gov/>

Please note:

-As part of this process, you will be prompted to enter your NPN and MLN User ID. It is vital that you enter both of these items accurately, or the system will not be able to match your training records. When you enter your NPN, use numeric digits only. (Your NPN must be 10 digits or less.)

Remember:

Instructions from earlier CMS webinars may be useful as agents/brokers complete the registration process. Those instructions, and other information, may be found on our webpage: <http://www.cms.gov/CCIIO/programs-and-initiatives/health-insurance-marketplaces/a-b-resources.html>.

See especially <http://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/Downloads/agent-broker-registration-webinar.pdf>

2. How should I enter my NPN when I begin the registration process?

It is vital that you enter your National Producer Number (NPN) correctly when you set up your MLN profile on <https://Marketplace.MedicareLearningNetworkLMS.com>. When you enter your NPN, use numeric digits only. You may enter 10 numeric digits or less. Do not include leading zeroes in your NPN and do not include hyphens. *If you do not enter your NPN correctly, you will not be able to successfully complete identity proofing (Part II), and you will need to re-take training using the correct NPN.*

If you are unable to recall your NPN, you may obtain it by visiting <https://pdb.nipr.com/html/PacNpnSearch.html>

3. When will I be assigned my FFM registration number? Why haven't I received my FFM registration number yet?

There are no "FFM registration numbers" and **you will not be assigned an FFM registration number**. You created your FFM User ID when you created your account on the CMS Enterprise Portal during Part II of the agent/broker registration process. If you have forgotten your FFM User ID or password information, click on the "Forgot my User ID/Password" link on the CMS Enterprise Portal log-in web page at <https://portal.cms.gov/>

Send a copy of your certification to GELoffice3@gmail.com (the one with a green bar across the top)

III For the state of Georgia contract with these companies

Aetna

Blue Cross Blue Shield

Coventry

Humana

United Healthcare

To contract go to : <https://www.messerfinancial.com/index.php/agent-resources/online-contracting>

IMPORTANT: REFERRAL AGENT = GALE E LAWRENCE

ONCE COMPLETED, UPLOAD REQUESTED DOCUMENTS THE SAME DAY.

E & O

Licenses for all states you are licensed with

Voided Check

Miscellaneous request

Send your certification to each insurance company that you contract with.

Gale E Lawrence

GEL School of Insurance

678-480-1500

www.gelinsurancemarketing.com