



Welcome to the Ultimate Health Plans Agent Appointment Process

Dear Agent,

Thank you for your interest in becoming appointed with Ultimate Health Plans. Below, please find a detailed description of the appointment process for Ultimate and what you must do at each step. If you have any questions, please reach out to your contact at **Ultimate Health Plans**, who will be happy to assist you. You may also call the **Agent Hotline** at: **352-515-5903** Prior to beginning, you may want to print out this email, gather the required documentation, and review the attached document, which contains important information referenced within the process.

PLEASE FOLLOW THE 4 STEPS BELOW TO COMPLETE THE APPOINTMENT PROCESS

1. **Complete the Agent Appointment Form:** You will complete the Agent Appointment Form online, linked below. Please click on the following link (or cut and paste it into your browser):

[2020 AGENT APPOINTMENT FORM - PIMSCO](#)

You will answer questions about yourself, electronically sign where appropriate, and fax necessary documents.

Important: You will need to fax or email the following documents during this part of the process or bring them to your Face to Face training event.

- A. Copy of your AHIP Certificate for 2020.

You may Fax your AHIP to: 352-835-7168 or Email to agentadmin@ulthp.com

Ultimate will review your Agent Appointment Form. We will let you know if anything is missing or requires further clarification from you prior to your attendance at the Face to Face Training.

2. **Register for and Attend Face to Face Training:** You must have completed the above step PRIOR to attending Face to Face training. During Face to Face Training you will learn about Ultimate Health Plans' 2020 Products and take the necessary CMS- and Ultimate-required test. You must pass the test with 85% accuracy. You will also receive information on Ultimate's policies, and you will sign documents attesting that you have received and understand the documents. Training lasts for 1-2 hours and takes place according to the

schedule linked below. To register for a training date and time, please click on the 2019-2020 Face to Face Training Registration link below.

2019-2020 FACE TO FACE TRAINING REGISTRATION FORM

3. ***Appointment and Writing Number:*** Once you SUCCESSFULLY complete steps 1 and 2, Ultimate will appoint you (or renew your appointment) with the State of Florida. We may contact you to obtain necessary information or clarifications prior to the completion of the appointment process, so it's important to be responsive during this time. Once you are appointed with the state, Ultimate will issue your unique writing number. The writing number will be emailed to you. You must begin using your writing number to obtain credit for all your Ultimate enrollments with effective dates of January 1, 2020 or later. Please remember to follow all CMS guidance regarding enrollment prior to October 15 (do not solicit applications prior to this time). Should you require appointment to write business with effective dates prior to January 1, 2020 please reach out to your contact at **Ultimate Health Plans or FMO**.

4. ***Instructions for Attachment:***
Sales & Marketing Code of Ethics: Retain for your records and attest to receipt and agreement on your Online Agent Appointment Form (agent credentialing link from step 1 above).

Once again, thank you for your interest in becoming appointed with Ultimate Health Plans. We look forward to a successful year.