



ElixirRXPlus

A MEDICARE APPROVED PRESCRIPTION DRUG PLAN

Broker Recertification for 2022

GETTING STARTED: What you will need

- New 2022 AHIP, FWA or other Qualified certificate

MUST USE GOOGLE CHROME TO COMPLETE THIS PROCESS

- please note if changing any bank account information, contact Agent Support at elixiragentsupport@elixirinsurance.com to make those changes.

Recertification for 2022

Invitation Email

You will receive an email:

FROM: elixiragentsupport@elixirinsurance.com

SUBJECT: Renewal Certification for 2022

This will contain your link to certify for the renewals to be paid in January of 2022. Enter in your User Name and Password information provided in the invite.

MUST USE GOOGLE CHROME TO COMPLETE THIS PROCESS


Do NOT copy and paste the login information as it will cause an error when logging in.

Click the [Login](#) link when ready to begin Remember your DOMAIN will ALWAYS be **ENRX**

Dear Lori Smith,

You have been invited to recertify as an agent with Elixir Insurance in order to receive your renewals post AEP in January of 2022.

Before you begin the renewal certification process, you will need:
Your New 2022 AHIP, FWA, or other qualified certificate.



 Remember Me [Forgot Password?](#)

Login

You will be asked to change your **password** on your first login.
User name will be your email as it is listed in the invitation.
The value for the **DOMAIN is Always ENRX.**

Enter your credentials and press Change Password.

Set new password

Your password must be changed to protect the integrity of your account.

- Password must contain letters and numbers
- Password must have more than 8 characters.
- Password must have less than 20 characters.

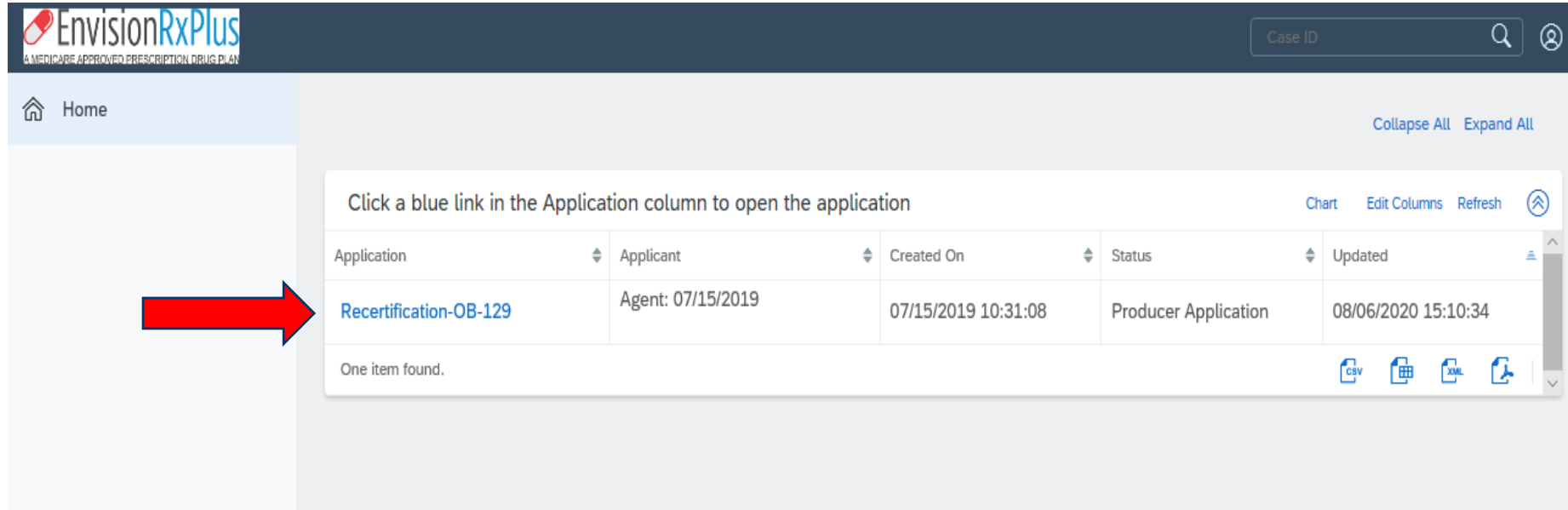
Change Password

[Sign Out](#)

Open the Application

Once you log on, you will see the application link

Click the blue link under the "Application" column to open your onboarding application.



The screenshot shows the EnvisionRxPlus application interface. The header includes the logo and a search bar for Case ID. A navigation menu on the left has a "Home" link. The main content area displays a table with the following data:

Application	Applicant	Created On	Status	Updated
Recertification-OB-129	Agent: 07/15/2019	07/15/2019 10:31:08	Producer Application	08/06/2020 15:10:34

A red arrow points to the blue link "Recertification-OB-129" in the Application column. Below the table, it says "One item found." and there are icons for CSV, Grid, XML, and Print.

Confirm your NPN and hit submit

Confirm your NPN and hit Submit to retrieve your information from ICM(INCENTIVE COMPENSATION MANAGEMENT)

NPN *



General Tab

Application will open up on the general tab. You'll be able to update your information if anything has changed.

Please fill out the application below. If you wish to save your progress and complete the application later, click Save and log back in at any time. If you have completed the application, please navigate to the Submit tab and press the blue Submit button. You will be contacted shortly.

Please click the NEXT button at bottom to continue your onboarding process.

- General **Incomplete**
- Certifications
- Service Only Agreement

The information below was pulled from ICM (INCENTIVE COMPENSATION MANAGEMENT). If any of this information has changed, please update it now. Items with an * must be completed if not already filled in.

Producer Type	agent	Residential Address Line 1 *	123 Home Drive
First Name *	Suzy	Residential Address Line 2	
Do you have a middle name?	<input checked="" type="radio"/> Yes <input type="radio"/> No	City *	W. Bloomfield
Middle Name *		State *	MI
Initial		ZIP *	44087
Last Name *	Smith	Business Phone *	123-456-4555
Associate Suffix	--select--	Primary Phone Number	
Date of Birth *	12/31/1985	Primary Phone Number Type	Cell
Gender	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Other	Additional Phone Number 1	
NPN *	123456	Phone Number Type	--select--
Contact Email *	lduraj+2@envisionrx.com	Additional Phone Number 2	
NIPR Email		Phone Number Type	--select--
FFM ID			

Fields with an * asterisk are mandatory to fill in or will show incomplete

General Tab

Click the "next" tab at the bottom of the page to continue or proceed to the next tab on top
You may hit SAVE on the bottom of the page to save if you have to leave and come back to continue

The screenshot shows a portion of a web form. At the top, there is a dropdown menu for 'Business State' with 'UT' selected. Below it is a text input field for 'Business Zip *' containing '84660'. To the right, there is a partially visible 'Mailing Zip *' field. At the bottom left, there is a 'Next >' button. A large red arrow points from the right towards this button. At the bottom right, there is a blue 'Save' button. A blue arrow points from the left towards this button.

AHIP Certification Tab

Select the radio button corresponding to the certifications you have; this will cause the relevant fields to display.

Please fill out the application below. If you wish to save your progress and complete the application later, click Save and log back in at any time. If you have completed the application, please navigate to the Submit tab and press the blue Submit button. You will be contacted shortly.

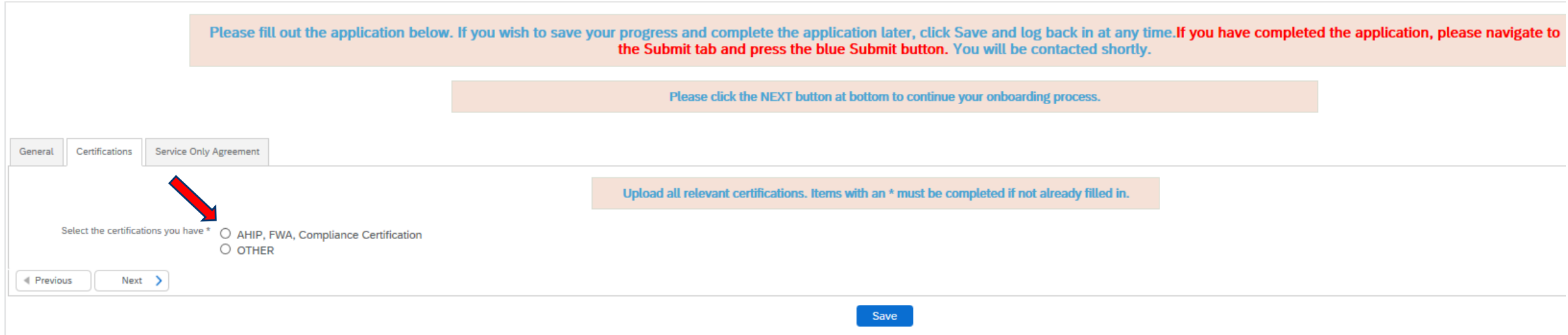
Please click the NEXT button at bottom to continue your onboarding process.

General Certifications Service Only Agreement

Select the certifications you have * AHIP, FWA, Compliance Certification
 OTHER

Previous Next

Save





Using the **BLUE UP ARROW**, Upload your new 2022 certification, enter a completion date.


Please fill out the application below. If you wish to save your progress and complete the application later, click Save and log back in at any time. If you have completed the application, please navigate to the Submit tab and press the blue Submit button. You will be contacted shortly.

Please click the NEXT button at bottom to continue your onboarding process.

General Certifications Service Only Agreement

Select the certifications you have * AHIP, FWA, Compliance Certification
 OTHER

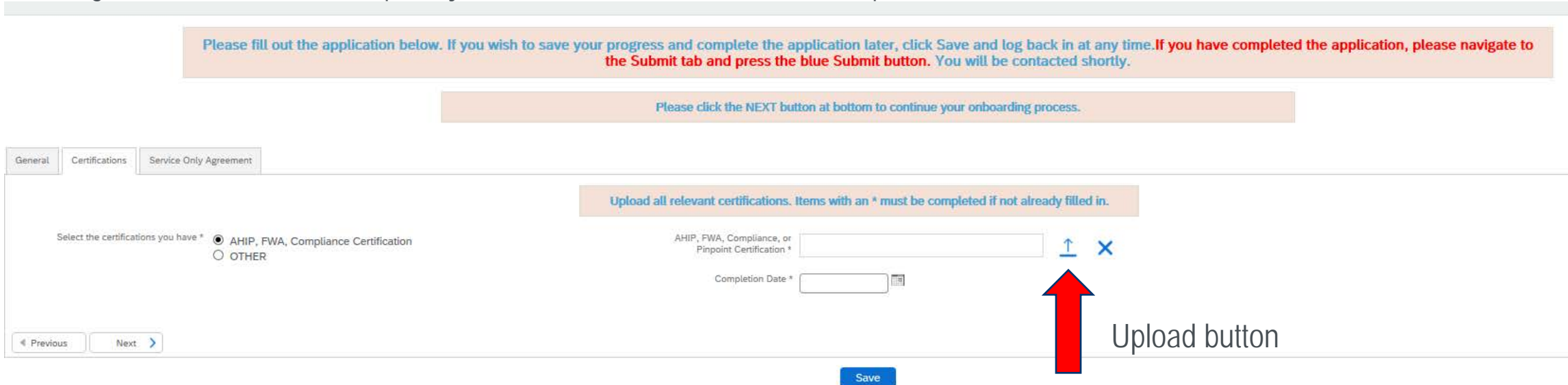
AHIP, FWA, Compliance, or Pinpoint Certification *  

Completion Date * 

Previous Next

Save

Upload button



AHIP Certification Tab continued

If you have your compliance certificates outside of AHIP, from another qualified Vendor, the separate FWA and AHIP documents need to be uploaded. Using the **BLUE UP ARROWS**, Upload your new 2022 certification, enter a completion dates

Please fill out the application below. If you wish to save your progress and complete the application later, click Save and log back in at any time. If you have completed the application, please navigate to the Submit tab and press the blue Submit button. You will be contacted shortly.

Please click the NEXT button at bottom to continue your onboarding process.







- General
- Certifications
- Service Only Agreement

Upload all relevant certifications. Items with an * must be completed if not already filled in.

Select the certifications you have *

- AHIP, FWA, Compliance Certification
- OTHER



OTHER *	<input type="text"/>		
Completion Date *	<input type="text"/>		
FWA	<input type="text"/>		
Completion Date	<input type="text"/>		
Compliance Certificate	<input type="text"/>		
Completion Date	<input type="text"/>		



Upload Buttons



Previous Next

Save

Service Only Contract

To sign the Service Only Agreement, click the **BLUE** button to open, read, and sign the contract.

Please fill out the application below. If you wish to save your progress and complete the application later, click Save and log back in at any time. If you have completed the application, please navigate to the Submit tab and press the blue Submit button. You will be contacted shortly.

Please click the NEXT button at bottom to continue your onboarding process.

General Certifications Service Only Agreement

Click the button below to sign your Service Only Agreement.

Service Only Agreement

Service Only Agreement has not been signed.

I certify all information provided is complete and accurate.

Submit

Save

Submit

Previous



Service Only Agreement

Check the Accept box then type your name the same as it is on the General tab. Hit the SIGN button

- d. Annually provide to EIC Agent's AHIP, FWA, or other qualified certification; and
- e. Annually acknowledge and agreed to the foregoing requirements of Servicing Status as updated in EIC's sole discretion.

2. Renewal Commissions: Servicing Status must be maintained as a condition of receiving renewal commissions for policies with enrollment effective dates of 4/1/2015 or later for EIC policies sold by Agent. Upon a lapse of Servicing Status, all commission payments will terminate permanently.
3. New Business: Agents in "Servicing Status" are not active and are not eligible to advertise, market, or promote any EIC policies or new business as of October 1, 2020.
4. Privacy: Agent is required to protect the privacy and confidentiality of personal and financial information regarding EIC's applicants, current and former beneficiary members. Agent will not disclose personal or financial information to anyone other than the appropriate designated personnel within EIC. Agent agrees to comply with all Federal and State laws regarding the privacy and confidentiality of information regarding applicants, current and former enrolled beneficiaries including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Gramm-Leach-Bliley Act (1999) and any other applicable privacy laws, as amended from time to time.
5. Term: This Agreement shall become effective on the Effective Date and shall continue until terminated by either party or terminates automatically due to Agent's failure to comply with all requirements of Servicing Status as set forth herein. Upon termination, Agent shall cease providing any servicing and commission payments shall terminate permanently. Agent shall be required to agree to the terms of this Agreement on an annual basis.

Service Only Agreement Acceptance * Accept

Signature

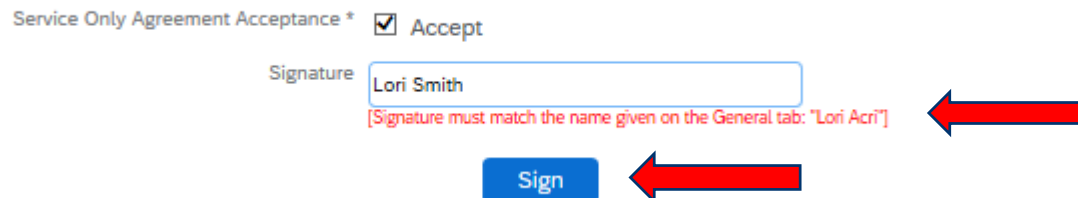


If you do not sign the same exactly as it is listed on the General tab, you will get a signature hint of how you are to type it. Do not copy and paste as it causes an error by adding a blank digit

Service Only Agreement Acceptance * Accept

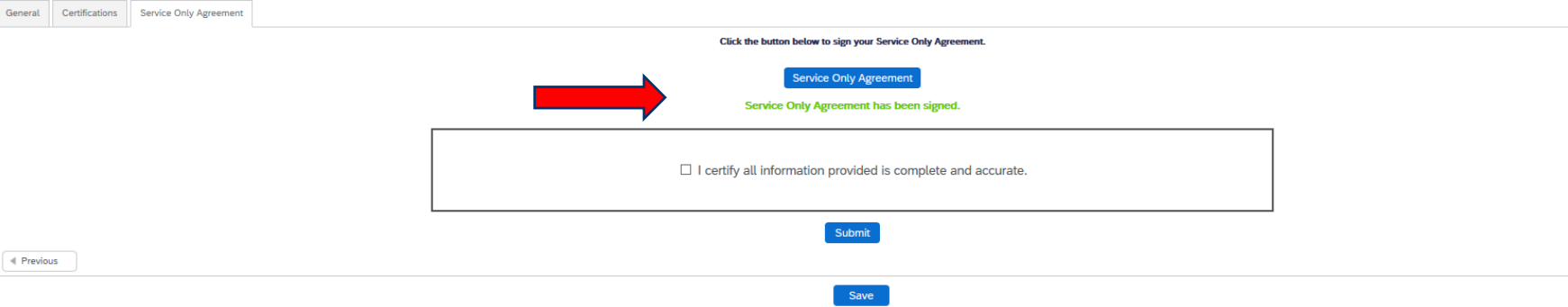
Signature

[Signature must match the name given on the General tab: "Lori Acri"]

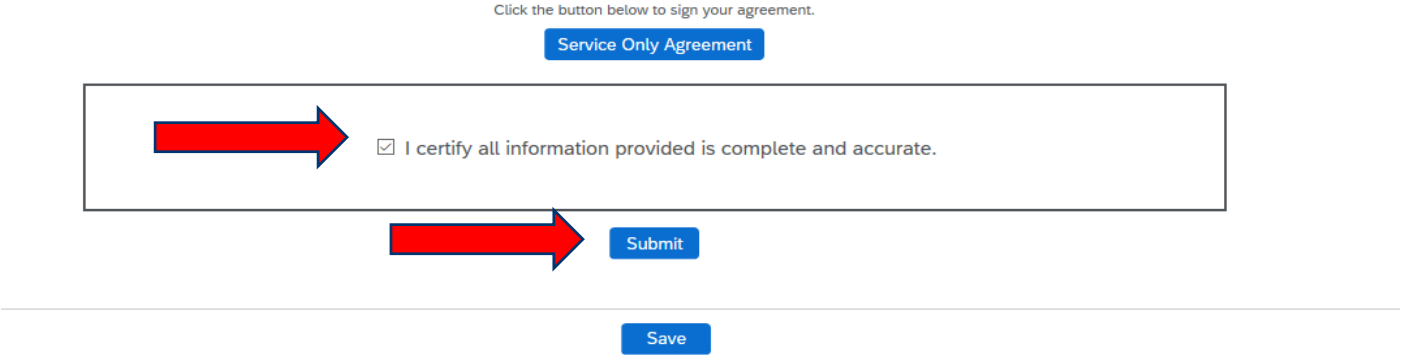


Service Only Agreement

Once you type your name the correct way as it is on the General tab and hit sign, You will get this screen with the **GREEN** writing letting you know it is correct and signed

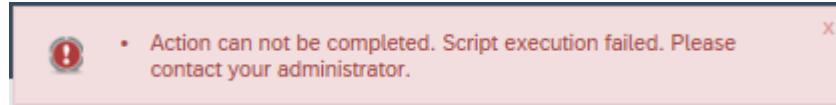


Click the box that says "I certify all information is complete and accurate." Then click the blue SUBMIT button.

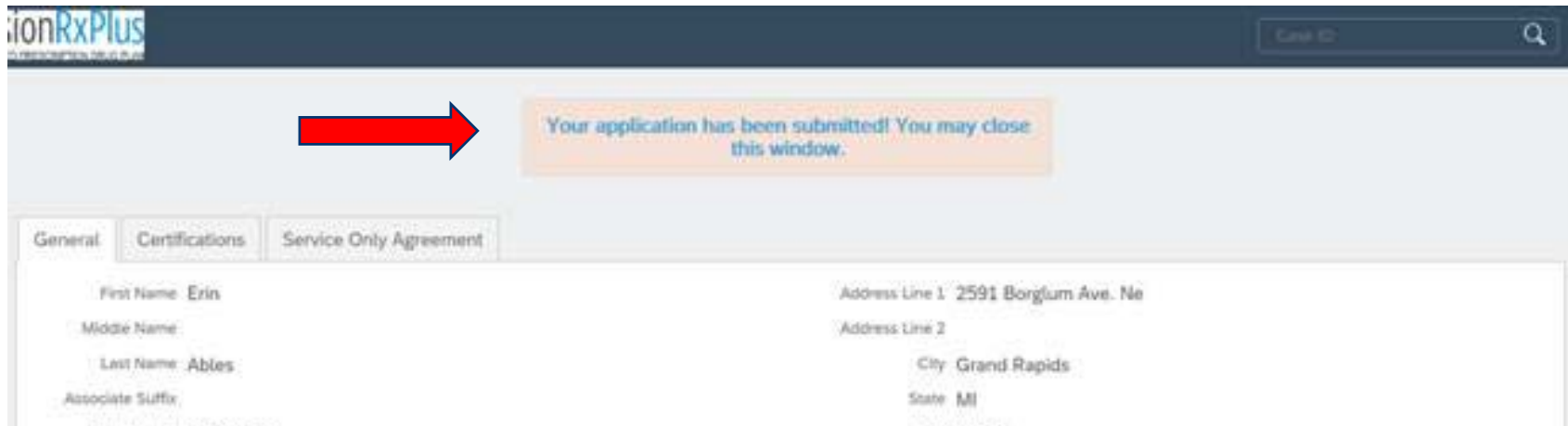


Submit Tab

If you hit submit and *not* all requirements were completed you will get a message from the top letting you know case was not submitted and to contact your administrator. You should first go back and verify all the tabs were completed



Otherwise, if you completed all fields on the 3 tabs and you submit you will see a text box open up from the top letting you know it was successfully submitted and you can close the window.



Email Notifications

After you have certified, you will receive email notification with your login reminder to the ICM system where you will be able to follow your enrollments, application status and see your commission statements.

Dear Eleanor Rigby,

You have completed your certification to be eligible to receive your renewals in January of 2022. Members have to remain in our Elixir RxPlus plan as of January 2022 in order to be eligible for renewals.

You have access to the **Callidus Cloud ICM Portal**, where you currently find the following information:

- Your Commission Statements
- Your Enrollments/Application Status Detail
- Your Personal Demographic data that you entered/verified during Recertification

Your current user name and password will remain the same.

Login Link: <https://eic.callidusinsurance.net/ICM>

Username: 002974 (current writing number)

Password: Your current word you set up. There is a reset password link if needed.

If you need to reset your password, the password must be at least eight characters long and contain at least one: capital letter, lower case letter, number, and special character.

****** DO NOT copy and paste your username or password when logging in. This WILL prevent you from logging in successfully ******

Thank you,