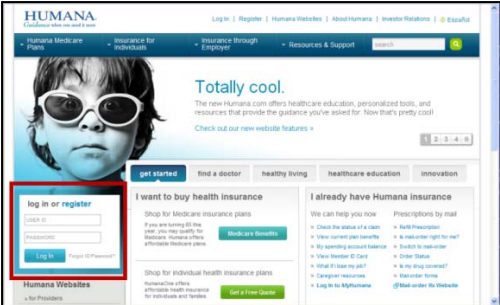
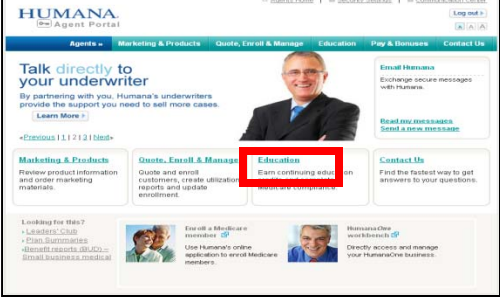




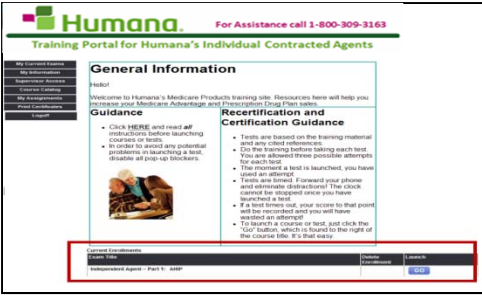
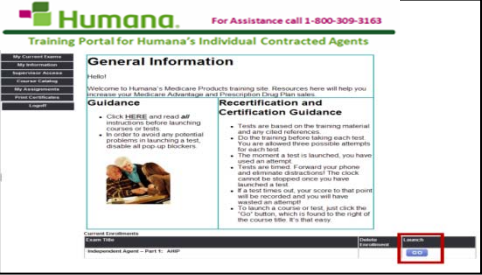
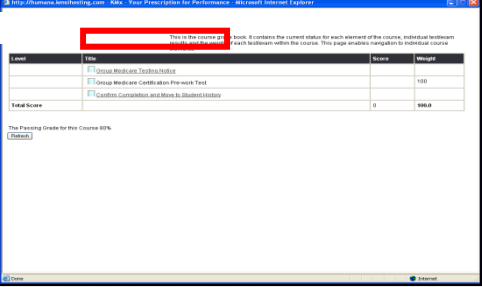
How to Access the Humana Delegated Pre-Work

Print this document as reference.

For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-320-2631 for direction to the appropriate number.

Step	Action	What You Will See
1	<p><i>Internet Explorer</i> is recommended: Log in to www.humana.com</p> <p>Enter your User ID and Password (this is NOT your P-Synch password) and click the Log In button.</p>	
2	<p>After you log in to the Agent Portal, you'll see this page:</p> <p>Find and click:</p> <ul style="list-style-type: none"> Education 	
3	<p>You will now be on the Education page.</p> <p>Scroll down to the Complete Certification/Recertification requirements section and click the link:</p> <ul style="list-style-type: none"> Access Certification/Recertification and Training 	

Step	Action	What You Will See
4	This brings you into your General Information home page.	
5	Click the My Assignments tab.	
6	<p>Find the appropriate Assignment Title and click the Enroll link next to it.</p> <p>You will always want to start with Part 1 of the course you select.</p>	

Step	Action	What You Will See																				
7	<p>You will receive a message stating that enrollment was complete.</p> <p>Click the Enrollment Complete – Return to Home Page link.</p>																					
8	<p>The General Information home page appears again.</p> <p>Scroll to the bottom of this page to see the Current Enrollments section of the screen.</p>																					
9	<p>Find the appropriate course Title.</p> <p>Click the GO button under the Launch heading</p>																					
10	<p>Click the first link to begin. As you complete each module – the next link will be available. Complete the modules in order. You may go back and review within the course – but do not go ahead.</p>	 <table border="1" data-bbox="878 1276 1333 1346"> <thead> <tr> <th>Module</th> <th>Title</th> <th>Score</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>General Medicare Section/Module</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Group Medicare Certification Pre-work Test</td> <td></td> <td>100</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Qualify, Certification and Move to Status/Industry</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Score</td> <td>0</td> <td>988</td> </tr> </tbody> </table>	Module	Title	Score	Weight	<input type="checkbox"/>	General Medicare Section/Module			<input type="checkbox"/>	Group Medicare Certification Pre-work Test		100	<input type="checkbox"/>	Qualify, Certification and Move to Status/Industry			Total Score		0	988
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11	<p>When an opened module completes – click the RETURN button to bring you back to the course outline and choose the next module link to continue on in the course.</p>	