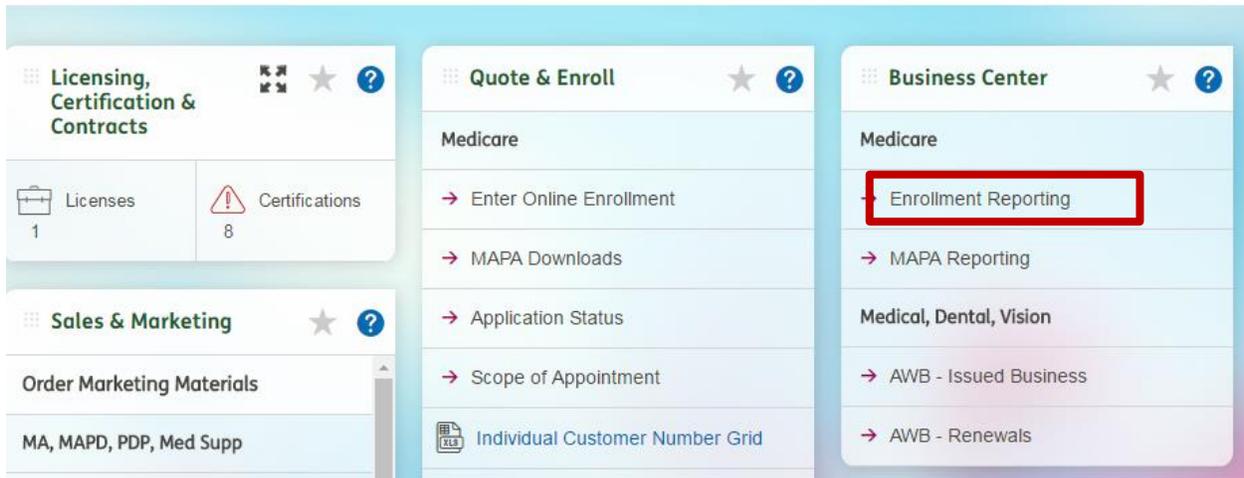


Checking Enrollment Applications for Humana/CarePlus

www.humana.com

Log in to your Humana Vantage Portal.

Click on Enrollment Reporting under Medicare in the Business Center Module (See in Red box below).



Here you can change your report type to check Active Enrollments, Submitted Applications, Commissions, and Termed Enrollments. You can search by many different criteria. To get a list of Enrollment apps submitted during AEP use the signature date from and to boxes as seen below and the WA SAN (use your Writing Agent SAN). Then click Request Report.

DELEGATED REPORTING SYSTEM

REPORT TYPE	SUBMITTED APPLICATIONS ▾		
EFFECTIVE DATE	FROM	TO	WA SAN
SIGNATURE DATE	<input type="text" value="10/14/2016"/>	<input type="text" value="11/23/2016"/>	<input type="text" value="1588916"/>
MEMBER LAST NAME	<input type="text"/>		MGA ID
MEDICARE ID	<input type="text"/>		MEMBER FIRST NAME
			MEMBER STATE
PRODUCT	--ALL-- CAREPLUS MEDICARE-HMO MEDICARE -HMO MEDICARE -PDP		PLAN NAME
	USE CTRL TO SELECT MULTIPLE		<input type="text" value=""/>

* Data is NOT available for transactions older than 18 months of age. You may not put in a date range that goes back further than 5/23/2015. This does NOT apply to an Active Enrollment search - all active enrollments are available regardless of transaction date.

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A table will be loaded that shows the list of apps that fit the criteria entered. At the end of the table it will say the status of the application or policy (see below for example).

	Product	Plan Name	Member Address	City	State	Zip	Phone #	Agent	Agent SAN	Submission Status
6	HMO CP	H1019-069		Jacksonville	FL	32209	(904) 768-4542	Mclucas, Dunnon T	1588916	Processed
6	HMO CP	H1019-085		Jacksonville	FL	32205	(904) 387-2920	Mclucas, Dunnon T	1588916	Processed