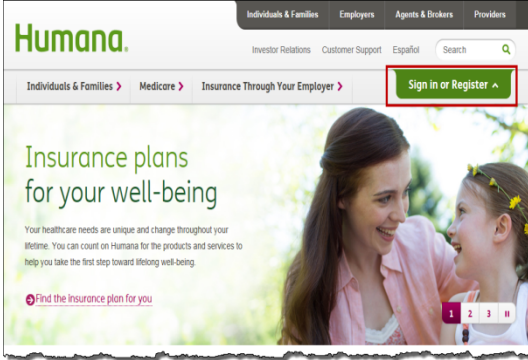
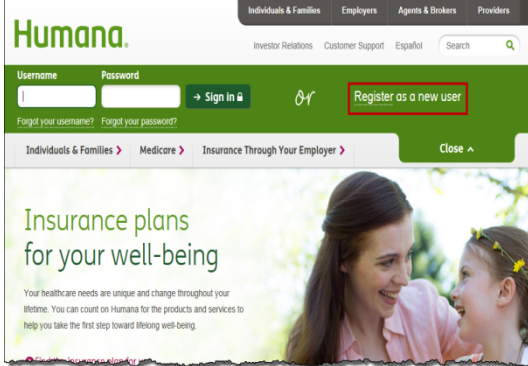
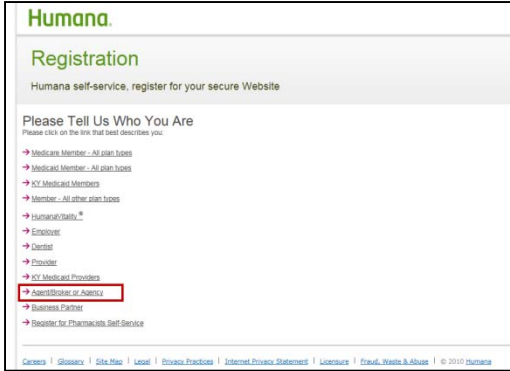
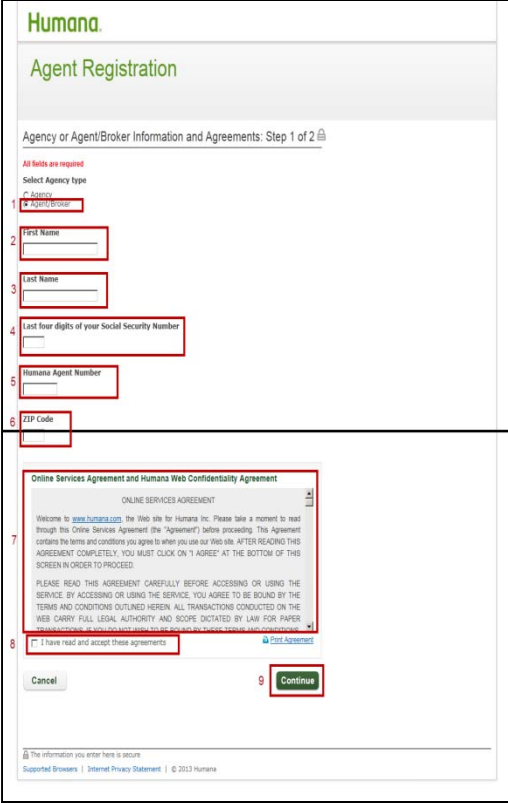
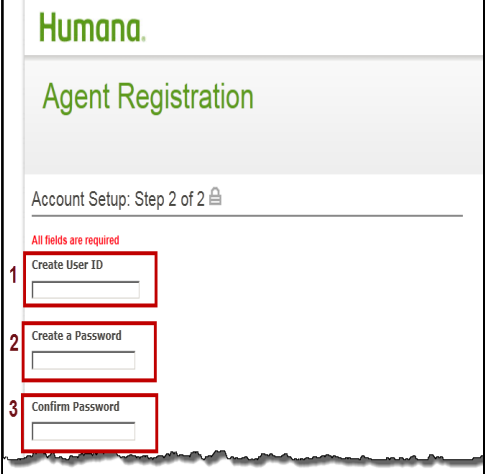


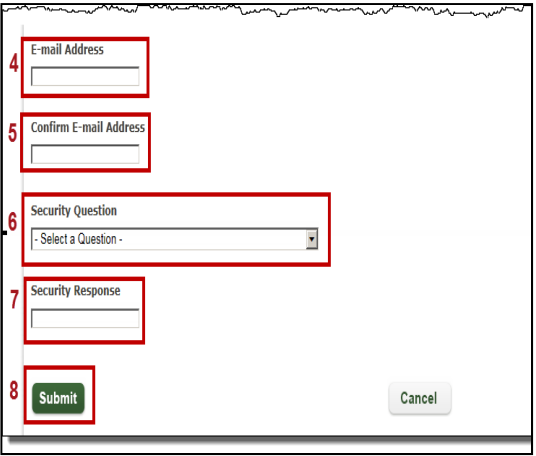
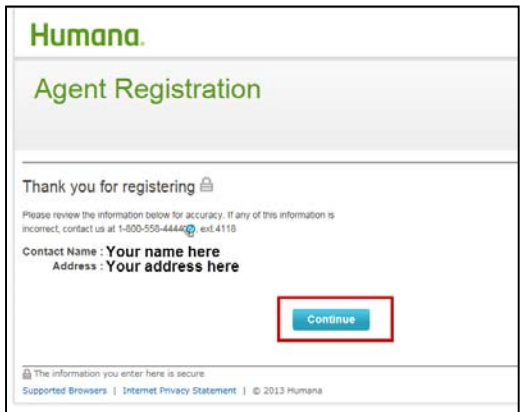
How to Register on the Humana Agent Portal

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>Before accessing any online course, you will need to register in the Agent Portal.</p> <p>From your computer, go to www.humana.com</p>	 <p>The screenshot shows the Humana website homepage. At the top, there is a navigation bar with links for 'Individuals & Families', 'Employers', 'Agents & Brokers', and 'Providers'. Below this is a search bar and a 'Sign in or Register' button, which is highlighted with a red box. The main content area features a large image of a woman and a child, with the text 'Insurance plans for your well-being' and a sub-headline 'Your healthcare needs are unique and change throughout your lifetime. You can count on Humana for the products and services to help you take the first step toward lifelong well-being.' There is also a link that says 'Find the insurance plan for you'.</p>
2	<p>Click the Register link</p>	 <p>The screenshot shows the Humana website login page. At the top, there is a navigation bar with links for 'Individuals & Families', 'Employers', 'Agents & Brokers', and 'Providers'. Below this is a search bar and a 'Sign in' button. To the right of the 'Sign in' button is a 'Register as a new user' link, which is highlighted with a red box. The main content area features a large image of a woman and a child, with the text 'Insurance plans for your well-being' and a sub-headline 'Your healthcare needs are unique and change throughout your lifetime. You can count on Humana for the products and services to help you take the first step toward lifelong well-being.' There is also a link that says 'Find the insurance plan for you'.</p>
3	<p>Click the Agent/Broker or Agency link</p>	 <p>The screenshot shows the Humana Registration page. At the top, there is a navigation bar with links for 'Individuals & Families', 'Employers', 'Agents & Brokers', and 'Providers'. Below this is a search bar and a 'Sign in' button. To the right of the 'Sign in' button is a 'Register as a new user' link. The main content area features a large image of a woman and a child, with the text 'Insurance plans for your well-being' and a sub-headline 'Your healthcare needs are unique and change throughout your lifetime. You can count on Humana for the products and services to help you take the first step toward lifelong well-being.' There is also a link that says 'Find the insurance plan for you'. The 'Registration' section is titled 'Humana self-service, register for your secure Website'. Below this is a section titled 'Please Tell Us Who You Are' with a sub-headline 'Please click on the link that best describes you:'. There are several links: 'Medicare Member - All plan types', 'Medicaid Member - All plan types', 'Medicaid Members', 'Member - All other plan types', 'Humana/United', 'Employer', 'Contractor', 'Provider', 'JCI Medicaid Provider', 'Agent/Broker or Agency' (highlighted with a red box), 'Business Partner', and 'Request for Pharmacist Self-Service'.</p>

Step	Action	What You Will See
4	<ol style="list-style-type: none"> 1. Click the Agent/Broker radio button. 2. Enter your first name 3. Enter your last name 4. Enter the last 4 digits of your Social Security Number 5. Enter your agent SAN number (this will be a 7-digit number that was issued to you by Humana) 6. Enter the ZIP code of your <u>business office</u> 7. Scroll down and read the <u>entire Online Services Agreement and Humana Web Confidentiality Agreement</u> 8. Click the I have read and accept these agreements box to place a check mark in the box. 9. Click the Continue button 	
5	<ol style="list-style-type: none"> 1. Create a User ID that contains letters and numbers only. It cannot contain spaces or special characters (\$, @, #, etc.). The User ID <u>must</u> be 6 to 15 characters. 2. Create a Password that is 8 to 15 characters. It <u>cannot</u> contain no spaces or punctuation. It <u>can</u> include special characters (\$, @, #, etc.). It <u>must</u> contain 1 number. It <u>must</u> contain one letter. 3. Retype the password you created to confirm it. 	

Step	Action	What You Will See
6	4. Enter your email address. 5. Confirm your email address. 6. Click the drop down menu and review all of the possible security questions. Click on the question you want to set as your security question. 7. Enter the answer to the security question. 8. Click the Submit button.	
7	You will then receive a conformation page thanking you for registering. Click the Continue button.	
8	You will then be placed in the Agent Portal. You can click the Log out button to exit the site, or you can click the Education link to begin your online course work.	