



Online Broker Center

User Guide

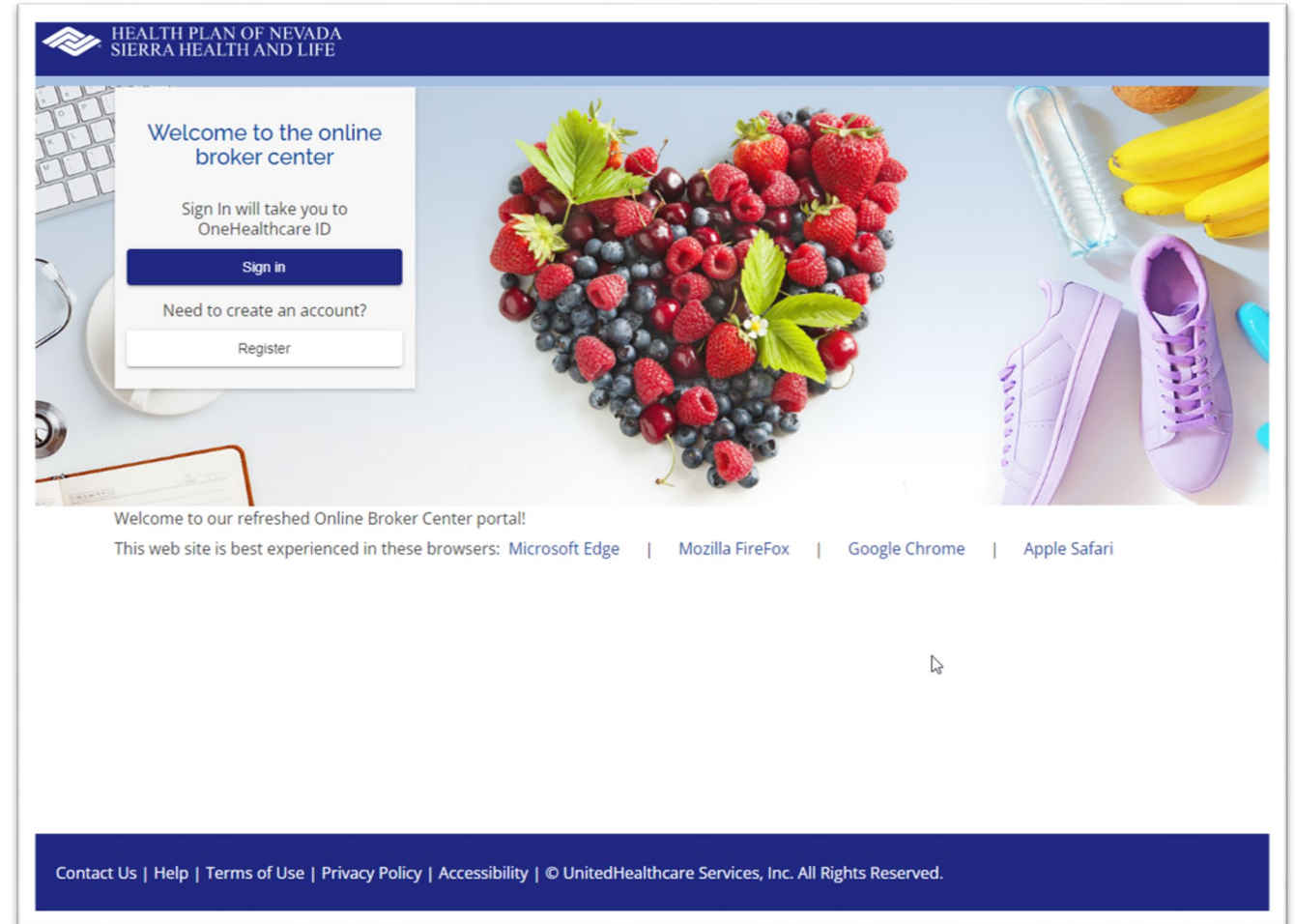
Online Broker Center (OBC)

Welcome to OBC!

Visit Broker.HealthPlanofNevada.com and sign in with your existing **OneHealthcare ID**. First time users will need to register for a **OneHealthcare ID** to create an OBC account.

For the best user experience, use **Microsoft Edge**, **Mozilla FireFox**, **Google Chrome** or **Apple Safari** as your browser.

We also recommend you bookmark Broker.HealthPlanofNevada.com for quick access.



User Roles



User roles determine the access level or permissions of an authorized person. As a broker, you're set up as an **administrator** or **non-administrator**.

- An **administrator** has access to all of the functions in the online broker center.
- A **non-administrator** has limited access in the online broker center and will not see invoices or commission statements.

To request administrative access, please contact your HPN/SHL sales representative.

Dashboard

After you sign in, you'll see the **Dashboard** on the left side of your screen. This will serve as your starting point, where you can access all of the resources available to you. Remember, non-administrators will not see the **View Invoices** or **Commission Statements**.

If we post a priority alert or action item, it will be displayed at the top of the page.

We added a **News** section for important communications.

The screenshot shows the dashboard for the Health Plan of Nevada Sierra Health and Life. The header includes the logo and name. A left navigation menu is highlighted with a red box, containing items like Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. A red arrow points from the text to the 'Dashboard' item. At the top right, a red box highlights an emergency notification area. Below this is a 'Recent Members' table with columns for Member Number, First Name, Last Name, Date of Birth, and As of Date. A 'News' section at the bottom left, also highlighted with a red box, contains a welcome message for the refreshed Online Broker Center and a 'Read More' button.

Member Number	First Name	Last Name	Date of Birth	As of Date
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Membership Roster

Access your clients individually or collectively.

To look up a specific member, enter the **Member ID**. Select the **Group Name** and **Subgroup**. Then click **Search**.

To download your complete **Membership Roster**, select the **Group Name** and **Subgroup**. Then click **Search**.

To save and print a copy of your membership roster, select **Download Spreadsheet**. If you selected a specific member, only that member's information will display. If you left the member ID field blank, all members within the selected subgroup will display.

The screenshot shows the 'Membership Roster' page in the Health Plan of Nevada Sierra Health and Life system. The left sidebar contains a navigation menu with the following items: Dashboard, Members, Membership Roster (highlighted with a red box), Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. The main content area is titled 'Membership Roster' and features a search form with the following fields: Last Name, First Name, Date of Birth (with a calendar icon), Member Effective Date (with a calendar icon), and Member Id. Below these fields is a 'Show Dependents' checkbox and two dropdown menus for 'Group Name' and 'Subgroup'. There are 'Search' and 'Reset' buttons. At the bottom right of the search area is a 'Download Spreadsheet' button. Below the search area is a table header with columns: Member Id (with an upward arrow), Name, Last 4 of SSN, DOB, Relation, Subgroup, Class, and Actions. A 'News' section at the bottom left contains a message: 'Welcome to the refreshed Online Broker Center! We have a new look and feel. Please let us know what you think!...' with a 'Read More' button.

Membership Roster

To search for a **Subscriber**, enter the **9-digit member ID plus the suffix 00**.

To search for a **Dependent**, enter the **9-digit member ID plus the suffix 01, 02, etc.**

To display the **Subscriber** and all of their **Dependents**, only enter the **9-digit member ID (without the suffix)** or check the **Show Dependents** box.

To view a specific member's plan information, click on their **Member ID**.

The screenshot shows the 'Membership Roster' page in the Health Plan of Nevada Sierra Health and Life portal. The left sidebar contains a navigation menu with the following items: Dashboard, Members, Membership Roster (highlighted with a red box), Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. The main content area is titled 'Membership Roster' and features search filters for Last Name, First Name, Date of Birth, and Member Effective Date. There is a 'Member Id' field and a 'Show Dependents' checkbox. Below these are 'Search' and 'Reset' buttons. A 'Download Spreadsheet' link is located at the bottom right. At the bottom, a table header is visible with columns: Member Id (with an upward arrow), Name, Last 4 of SSN, DOB, Relation, Subgroup, Class, and Actions. A red arrow points from the text 'click on their Member ID' to the 'Member Id' column header in the table.

Member Summary

After you do a **Member Search**, the following tabs will appear:

- Member Summary
- Eligibility Summary
- Deductible/Accumulators
- Cost Share
- ID Card
- Plan Documents

The **Member Summary** will display the member's information, coverage type and other insurance if applicable.

The screenshot shows the 'HEALTH PLAN OF NEVADA SIERRA HEALTH AND LIFE' interface. At the top, there is a header with the company logo and name, and a user profile icon. Below the header is a table with columns: Name, Member Number, As of Date, Gender, Date of Birth, and Group Name. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Members' section with a search bar and a list of tabs: Dashboard, Members (expanded), Member Search, Member Summary (highlighted with a red box), Eligibility Summary, Deductible/Accumulators, Cost Share, ID Card, and Plan Documents. Below this are sections for Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, and Summary of Benefits and Coverage. The main panel is titled 'Member Summary' and contains three sections: 'Member Information' (with fields for Name, Date of Birth, Gender, Member Number, Products, Effective Date, Line of Business, Product, and PCP), 'Contact Information' (with fields for Address Line 1, Address Line 2, Home Phone, Fax, City, State, Zip, and Email Address), and 'Member Other Insurance' (with a message: 'No other insurance found.').

Eligibility Summary

Search for a member under the **Membership Roster** tab. Once the member's information appears, select **Eligibility Summary**.

This will populate the member's eligibility summary at the time of service and accountable to the terms and conditions in their Evidence of Coverage. Limitations and maximums may apply.

The screenshot shows the 'Eligibility Summary' page for a member. The page is titled 'HEALTH PLAN OF NEVADA SIERRA HEALTH AND LIFE' and includes a search bar at the top right. The navigation menu on the left includes: Dashboard, Members (with sub-items: Member Search, Member Summary, Eligibility Summary, Deductible/Accumulators, Cost Share, ID Card, Plan Documents), Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, and Summary of Benefits and Coverage. The 'Eligibility Summary' item is highlighted with a red box. The main content area displays the following information:

Name	Member Number	As of Date	Gender	Date of Birth	Group Name
Eligibility Summary					
Member Information					
Name	Subgroup				
Date of Birth	Effective Date				
Gender	Line of Business				
Member Number	Product				
Products	PCP				
Dept. Code					
Group					
MEDICAL - S21PS300					
Member #	Benefit Group				
Benefit Code	Benefit Description				
Effective Date	Term Date				
Group #	Subgroup #				
PHARMACY - PS21PS01					
Member #	Benefit Group				
Benefit Code	Benefit Description				
Effective Date	Term Date				
Group #	Subgroup #				
DENTAL - DLVPP290					

Deductible/Accumulators

Search for a member under the **Membership Roster** tab. Once the member's information appears, select the **Deductible/Accumulators** tab. This will populate their calendar year deductible, manual manipulation maximum and out-of-pocket maximum.

The screenshot displays the member portal interface for Health Plan of Nevada Sierra Health and Life. The top navigation bar includes the company logo and name. Below it is a table header with columns: Name, Member Number, As of Date, Gender, Date of Birth, and Group Name. A left-hand navigation menu lists various options, with 'Deductible/Accumulators' highlighted in a red box. The main content area is titled 'Member Deductibles and Accumulators' and features a search bar, a 'Retrieve' button, and a date selector set to 3/9/2023. The data is presented in two columns: 'Deductibles' and 'Out-of-Pocket'. The 'Deductibles' section shows 'Calendar Year Deductible' for Member and Family, and 'Calendar Year Manual Manipulation Maximum' for Member. The 'Out-of-Pocket' section shows 'Calendar Year Out of Pocket Maximum' for Member and Family. Progress bars indicate usage against maximums.

Category	Member	Family
Calendar Year Deductible	You've used \$0.00 out of a max of \$5,000.00	You've used \$0.00 out of a max of \$10,000.00
Calendar Year Manual Manipulation Maximum	You've used 0 out of a max of 20 visits	
Calendar Year Out of Pocket Maximum	You've used \$25.87 out of a max of \$8,150.00	You've used \$25.87 out of a max of \$16,300.00

Cost Share

Search for a member under the **Membership Roster** tab. Once the member's information appears, select **Cost Share**. This will populate their **Medical, Dental and Pharmacy Copay** information.*

Under the **Pharmacy Copay** tab, depending on the date you enter, the member's copay for preferred generic, preferred brand, and non-preferred medications will display.

*This is a benefit overview and will not display all aspects of coverage.

The screenshot displays the member portal interface for Health Plan of Nevada Sierra Health and Life. The top navigation bar includes the company logo and name, and a user profile icon. Below the navigation bar is a table header with columns: Name, Member Number, As of Date, Gender, Date of Birth, and Group Name. The left sidebar contains a menu with the following items: Dashboard, Members (expanded), Member Search, Member Summary, Eligibility Summary, Deductible/Accumulators, **Cost Share** (highlighted with a red box), ID Card, Plan Documents, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, and Summary of Benefits and Coverage. The main content area is titled 'Member Copay Information' and features three tabs: Medical Copay (selected), Dental Copay, and Pharmacy Copay. Below the tabs are radio buttons for 'Display as a list' (selected) and 'Display by category'. An 'As of Date' field is set to 1/6/2023 with a calendar icon. A 'Search' button is present. Three informational messages are displayed: a general disclaimer about benefit overview, a disclaimer about eligibility and terms, and a definition of DED as Deductible.

ID Card

Search for a member under the **Membership Roster** tab. Once the member's information appears, select **ID Card** to view, print and/or a member's health plan ID card.

Enter the **Date** and click **Retrieve**. The member's health plan ID card will appear. Select **Print ID Card** to send to your printer or save as a PDF file.

The screenshot displays the 'HEALTH PLAN OF NEVADA SIERRA HEALTH AND LIFE' web portal. At the top, there is a navigation bar with a user profile icon. Below it is a table header with columns: Name, Member Number, As of Date, Gender, Date of Birth, and Group Name. A sidebar on the left contains a menu with items: Dashboard, Members (expanded), Member Search, Member Summary, Eligibility Summary, Deductible/Accumulators, Cost Share, ID Card (highlighted with a red box), Plan Documents, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, and Summary of Benefits and Coverage. The main content area is titled 'Member ID Card' and includes a search box, a date selector set to '1/6/2023', and buttons for 'Retrieve' and 'Print ID Card'. Below this, a preview of the ID card is shown for 'SHL SOLUTIONS GROUP PPO PLAN'. The card contains member details such as Member ID, Group Number, Payer ID, and various benefit codes. It also features a QR code and contact information for member services and providers. The card is underwritten by Sierra Health and Life Insurance Co., Inc.

Plan Documents

Search for a member or group under the **Membership Roster** tab. Once their information appears, select **Plan Documents**. Enter the **Date** of the document you are looking for and click **Submit**. Then save or print the document.

This will populate the member's eligibility at the time of service and accountable to the terms and conditions in their Evidence of Coverage. Limitations and maximums may apply. The effective date of coverage is determined by the specific plan.

The screenshot displays the Health Plan of Nevada Sierra Health and Life web portal. The top navigation bar includes the logo and the text "HEALTH PLAN OF NEVADA SIERRA HEALTH AND LIFE". Below the navigation bar is a table header with columns: Name, Member Number, As of Date, Gender, Date of Birth, and Group Name. The main content area is divided into a left sidebar and a main panel. The sidebar contains a "Dashboard" menu with the following items: Members (expanded), Member Search, Member Summary, Eligibility Summary, Deductible/Accumulators, Cost Share, ID Card, Plan Documents (highlighted with a red box), Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, and Summary of Benefits and Coverage. The main panel is titled "Plan Documents" and features a search input field. Below the search field is a "Member Information" section with a table of fields: Name, Date of Birth, Gender, Member Number, Products, Dept. Code, Group, Subgroup, Effective Date, Line of Business, Product, and PCP. At the bottom of the main panel, there is a "Member" dropdown menu, an "As Of Date" field with a calendar icon, and a "Submit" button next to a "Reset" button.

Billing & Payment Information

Access member or group billing information, payment history and unpaid invoices. Under the **Billing Information and Payment History** tab, select one of the following options:

- Select **Member Billing & Payment Information** and enter the date range. Then click **Search**.
- Select **Group Billing & Payment Information** and enter the date range. Then click **Search**.

HEALTH PLAN OF NEVADA
SIERRA HEALTH AND LIFE

Dashboard
Members
Membership Roster
Billing Information and Payment History
Member Billing & Payment Information
Group Billing & Payment Information
View Invoices
Contract Documents
Commission Statements
Summary of Benefits and Coverage
Book of Business
Renewal Center
Eligibility Maintenance
Quoting, Renewals & Marketing Materials

Member Billing & Payment Information

Billing Information | Payment Information | Unpaid Member Information

Member Information

Name	Dept. Code
Date of Birth	Effective Date
Gender	Group
Member Number	Subgroup

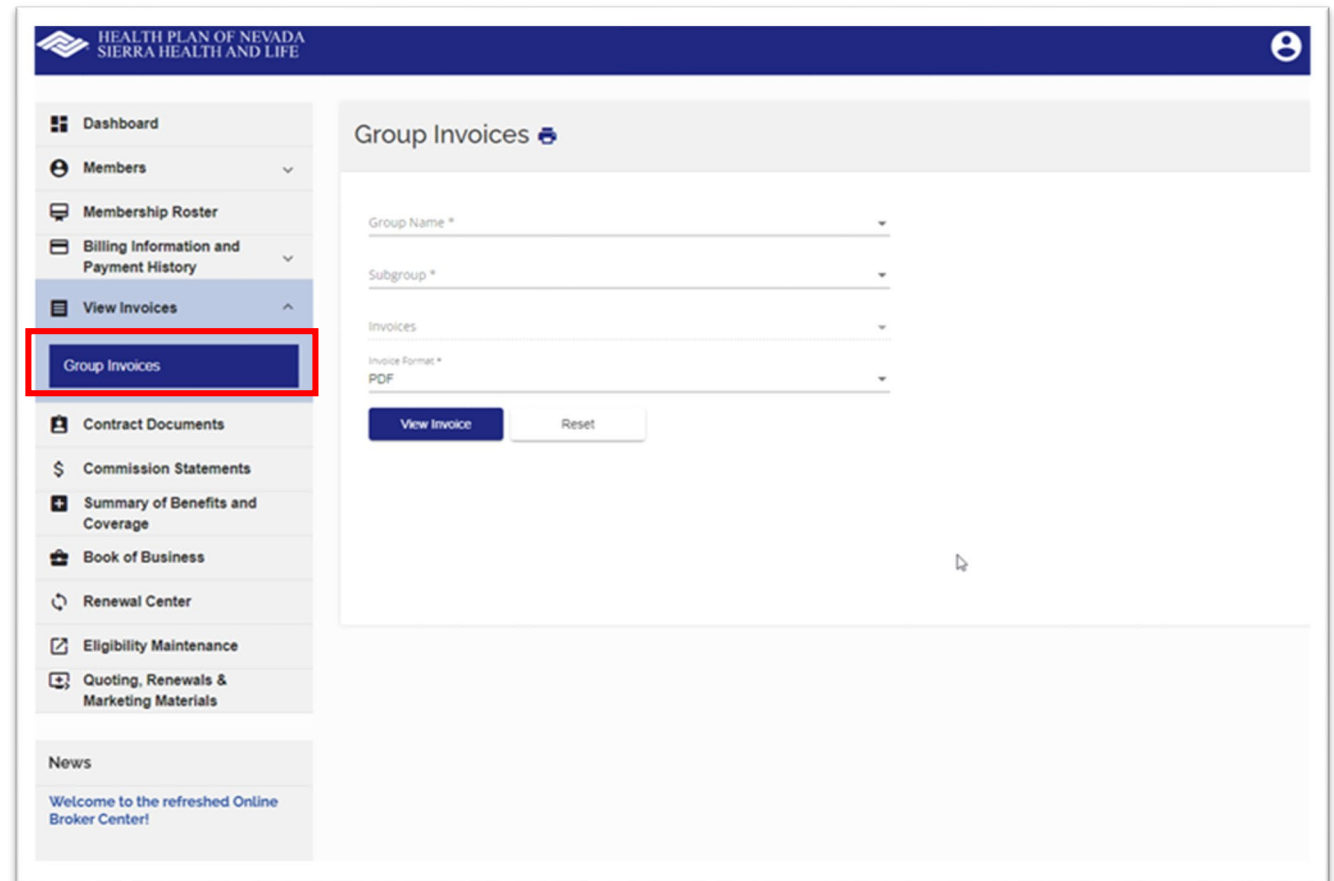
From Date * 1/1/2022 To Date * 1/6/2023 Search Reset

No billing information found. Please refine your search criteria.

View Invoices

View group invoices. Remember, only administrators have permission to view invoices.

Under the **View Invoices** tab, select **Group Invoices**. Then select the required information from the dropdown menus, including date of invoice and file format. Click **View Invoice**. You can save and print an invoice as a PDF or CSV (Excel) file.



The screenshot displays the user interface for the Health Plan of Nevada Sierra Health and Life. The top navigation bar includes the company logo and name, and a user profile icon. A left-hand sidebar menu lists various options: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices (expanded), Contract Documents, Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. The 'View Invoices' section is expanded, and the 'Group Invoices' option is highlighted with a red rectangular box. The main content area, titled 'Group Invoices', contains a form with the following fields: 'Group Name *' (dropdown), 'Subgroup *' (dropdown), 'Invoices' (dropdown), and 'Invoice Format *' (dropdown, currently set to 'PDF'). Below the form are two buttons: 'View Invoice' and 'Reset'. At the bottom of the sidebar, there is a 'News' section with the text 'Welcome to the refreshed Online Broker Center!'.

Contract Documents

Select the **Contract Documents** tab from the **Dashboard**. Select the **Group Name** and **Contract**. Then click **View Document** to display the PDF.

The screenshot displays the user interface for the Health Plan of Nevada Sierra Health and Life. The top navigation bar includes the company logo and name, and a user profile icon. A left-hand sidebar menu lists various options: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, **Contract Documents** (highlighted with a red box), Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. Below the sidebar is a 'News' section with a welcome message and a 'Read More' button. The main content area is titled 'View Contract Documents' and features two dropdown menus for 'Group Name' and 'Contract', followed by 'View Document' and 'Reset' buttons.

Commission Statements

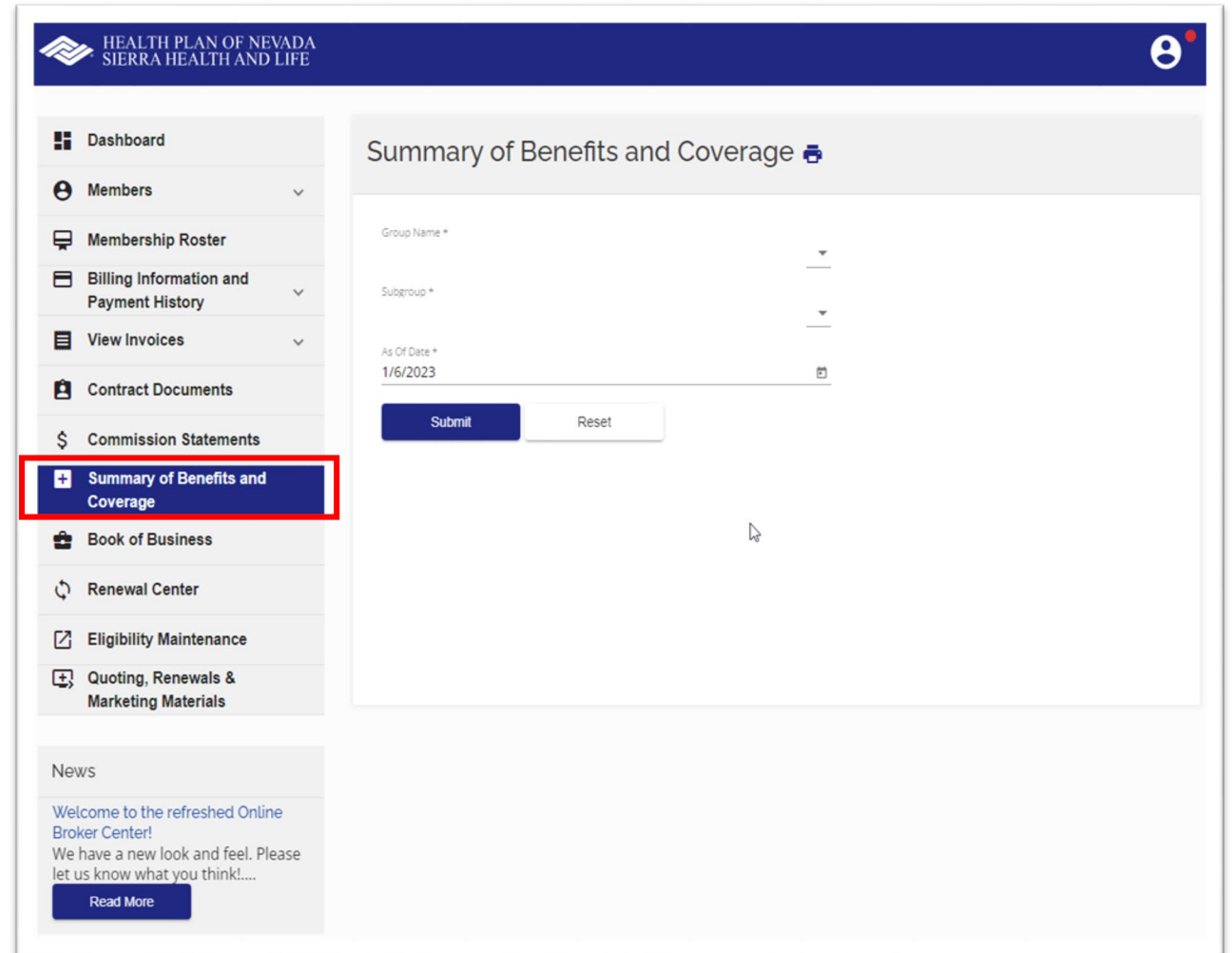
Select the **Commission Statements** tab from the **Dashboard**. Remember, this option is only available to administrators.

Select the date of the statement and file format. Then click **View Commission Statement** to display the statement. You can print and save a statement as a PDF or CSV (Excel) file.

The screenshot displays the online broker center interface for Health Plan of Nevada Sierra Health and Life. The navigation menu on the left includes the following items: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, **Commission Statements** (highlighted with a red box), Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. The main content area is titled "Commission Statements" and features two dropdown menus: "Commission Statement" with the value "9/2/2022" and "Commission Statement Format" with the value "PDF". Below these menus are two buttons: "View Commission Statement" and "Reset". A "News" section at the bottom left contains a welcome message and a "Read More" button.

Summary of Benefits & Coverage

Select **Summary of Benefits and Coverage** (commonly known as SBC) from the **Dashboard**. Enter the **Group Name** and **Subgroup**. Then enter the **Date** and click **Submit**.



The screenshot displays the Health Plan of Nevada Sierra Health and Life dashboard. The left sidebar contains a menu with the following items: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage (highlighted with a red box), Book of Business, Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. The main content area is titled "Summary of Benefits and Coverage" and contains a form with the following fields: Group Name *, Subgroup *, and As Of Date * (with a date picker set to 1/6/2023). Below the form are "Submit" and "Reset" buttons. At the bottom of the dashboard, there is a "News" section with a message: "Welcome to the refreshed Online Broker Center! We have a new look and feel. Please let us know what you think!..." and a "Read More" button.

Book of Business

Select **Book of Business** from the **Dashboard**. A grid displaying the groups you manage with their anniversary dates will appear. Click the **Group Number** to display the **Subgroup** information.

Click **Download** to print and save as a PDF or CSV (Excel) file.

To view a specific group, enter **Group Name** and **Date** range. Then click **Search**.

The screenshot shows the 'Book of Business' interface for Health Plan of Nevada Sierra Health and Life. On the left is a navigation menu with items: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage, **Book of Business** (highlighted with a red box), Renewal Center, Eligibility Maintenance, and Quoting, Renewals & Marketing Materials. Below the menu is a 'News' section with a welcome message and a 'Read More' button. The main content area is titled 'Book of Business' and contains a search form with fields for 'Group Name', 'From Date *' (set to 1/6/2023), and 'To Date *' (set to 1/6/2023). There are 'Search' and 'Reset' buttons. Below the search form is a table with columns: 'Group Number', 'Group Name', and 'Next Anniversary Date ↑'. A 'Link' is visible under the 'Group Number' column. A 'Download' button with a download icon is circled in red in the top right corner of the main content area. A red arrow points from the 'Book of Business' menu item to the 'Link' in the table.

Renewal Center

The **Renewal Center** is only for small groups 2-50, adjusted community rate (ACR) and association health plans (AHP).

You can renew plans **as is** or **make plan changes** on behalf of your clients.

- Click **Renew** to view current, proposed alternate plans and renew.
- Click **View Confirmation** to check renewal status.

HEALTH PLAN OF NEVADA
SIERRA HEALTH AND LIFE

Renewal Dashboard

30 Days Out		60 Days Out	
Total Complete	Outstanding	Total Complete	Outstanding

Group Name ↑	Renewal Date	Renewal Status	Action
Items per page: 10 0 of 0 < >			

News

Welcome to the refreshed Online Broker Center!
We have a new look and feel. Please let us know what you think!...

[Read More](#)

Eligibility Maintenance

If you select **Eligibility Maintenance** from the **Dashboard**, it will open a new window. The OEM portal hasn't changed yet. It's still the same experience. A rewrite is in progress, and a future update will align with the look and feel of the broker portal.

Eligibility Maintenance will only appear if a group has given you **online employee maintenance (OEM)** access. You can go between any groups you have access to and process new adds, terminations and demographic changes.

The screenshot displays the Health Plan of Nevada Sierra Health and Life dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Members, Membership Roster, Billing Information and Payment History, View Invoices, Contract Documents, Commission Statements, Summary of Benefits and Coverage, Book of Business, Renewal Center, Eligibility Maintenance (highlighted with a red box), and Quoting, Renewals & Marketing Materials. The main content area shows the 'Online Enrollment' page for employers, featuring a navigation menu with options: Add Subscriber/Family, Add Dependent, Term Member, Change, and Log Out (all highlighted with a red box). A red arrow points from the 'Eligibility Maintenance' menu item to the 'Log Out' option in the navigation menu. The page also includes a welcome message and a 'Read More' button.

Eligibility Maintenance

Add Subscriber/Family. Select the **Group** from the dropdown list and enter the required information. Make sure all the required fields marked with an asterisk (*) are filled out. When each page is complete, click **Next** to continue. On the final page, select **Submit Changes**.

HEALTH PLAN OF NEVADA
A UnitedHealthcare Company

SIERRA HEALTH AND LIFE
A UnitedHealthcare Company

Add Subscriber/Family
Add Dependent
Term Member
Change
Log Out

Add Subscriber/Family

Employee Information
Name: _____
Group: _____
Subgroup: _____
Class: _____

* Indicates Required Field
Please do not use the Browser 'Back' button to navigate within this application.

Employment | Employee Information | Eligible Family Members | Coverage Selection | Other

Employment Information
*Group: **Select One**
*Subgroup: 11111111 - My Group
*Class: 22222222 - My Group Example 2
33333333 - My Group Example 3
*Reason for Application: **Select One**

*Life Event refers to a Specific Enrollment Event. Lateral documentation must be submitted to your Group Services Representative.

Add Dependent. Select the **Group** from the dropdown list. Search for the employee you are adding the dependent to and enter the required information. When each page is complete, click **Next** to continue. On the final page, select **Submit Changes**.

HEALTH PLAN OF NEVADA
A UnitedHealthcare Company

SIERRA HEALTH AND LIFE
A UnitedHealthcare Company

Add Subscriber/Family
Add Dependent
Term Member
Change
Log Out

Add Dependent

Instructions: Enter search criteria for the Subscriber/Employee into any of the fields below, and then click "Search"

Last Name: _____
First Name: _____
Birth Date: _____
SSN: _____
Group: **Select One**...
Subgroup: **All** v
Subscriber ID: _____ **Search**

Eligibility Maintenance

Term Member. Select the **Group** from the dropdown list. Then complete a search to locate the member (dependent or subscriber). Enter the **Termination Date** and choose the **Termination Reason** from the dropdown menu. When each page is complete, click **Next** to continue. On the final page, select **Submit Changes**.

Change Information. Select the **Group** from the dropdown list. Then edit the **Subgroup**, **Class**, **Employee Demographic**, **Dependent Demographic** and/or **Coverage Selection** information as needed. When each page is complete, click **Next** to continue. On the final page, select **Submit Changes**. Class changes are only available during open enrollment.

The screenshot shows the 'Term Member' page of the Health Plan of Nevada. On the left is a navigation menu with options: 'Add Subscriber/Family', 'Add Dependent', 'Term Member' (highlighted), 'Change', and 'Log Out'. The main content area has the title 'Term Member' and instructions: 'Enter search criteria for the Subscriber/Employee into any of the fields below, and then click "Search"'. The form fields include: 'Last Name', 'First Name', 'Birth Date', 'SSN', 'Group' (a dropdown menu with 'Select One' selected), 'Subgroup' (a dropdown menu with 'All' selected), and 'Subscriber ID'. A 'Search' button is located to the right of the 'Subscriber ID' field.

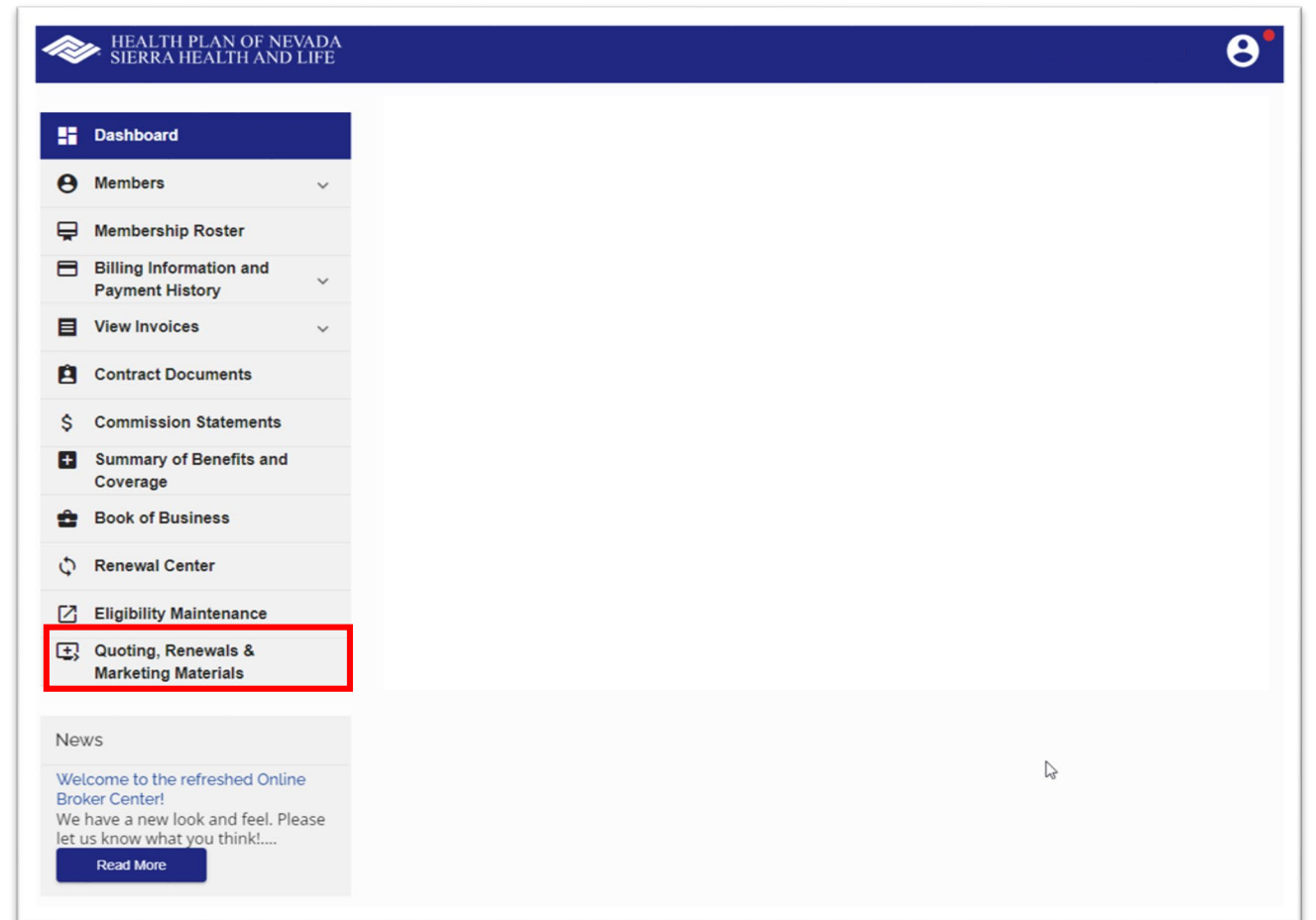
The screenshot shows the 'Change' page of the Health Plan of Nevada. On the left is a navigation menu with options: 'Add Subscriber/Family', 'Add Dependent', 'Term Member', 'Change' (highlighted), and 'Log Out'. The main content area has the title 'Change' and instructions: 'Enter search criteria for the Subscriber/Employee into any of the fields below, and then click "Search"'. The form fields include: 'Last Name', 'First Name', 'Birth Date', 'SSN', 'Group' (a dropdown menu with 'Select One...' selected), 'Subgroup' (a dropdown menu with 'All' selected), and 'Subscriber ID'. A 'Search' button is located to the right of the 'Subscriber ID' field.

Quoting, Renewals and Marketing Materials

You'll still access **Quoting, Renewals and Marketing Materials** in the broker portal. Click on this tab and it will open a new window.

In the broker portal, you can:

- Enroll new off exchange individual and family plans on behalf of your clients.
- Get a quote, download renewal proposals and enroll new small groups, adjusted community rate (ACR) and association health plans (AHP).
- You can also renew individual and family plans during open enrollment.
- Access most frequently requested HPN and SHL marketing materials.





Thank you!

If you have questions, please contact your
HPN/SHL sales representative.