
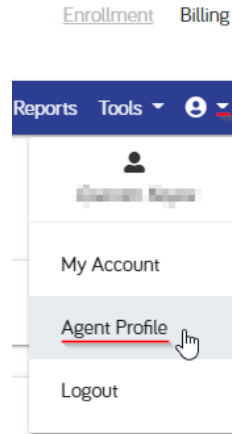


To access Marketplace services through the Individual Enrollment Portal, you will need to link your EDE account, using the attached instructions. For further assistance, please contact PHP Sales at 517.364.8484 or Sales@phpmm.org.

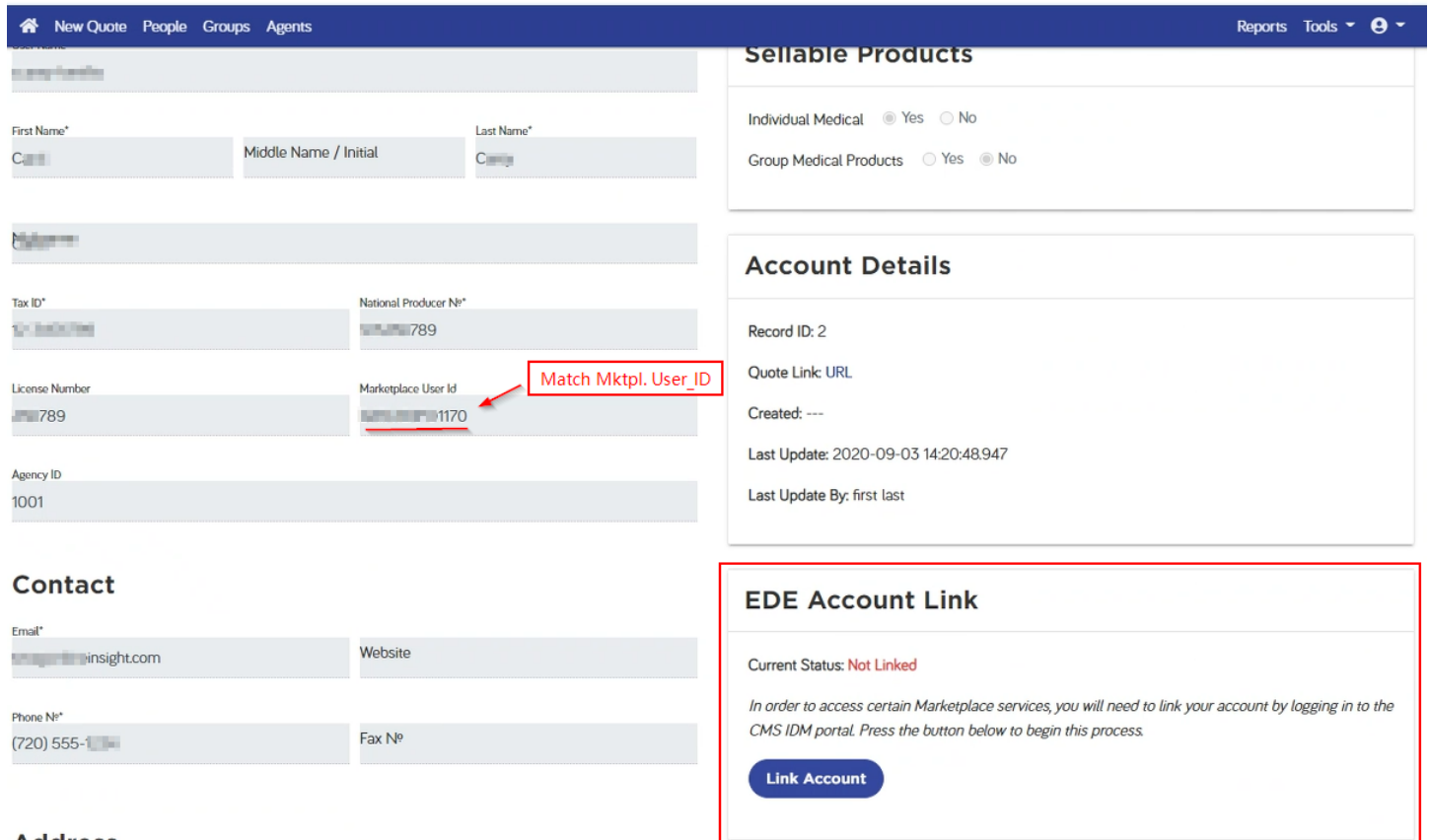
EDE Agent Verification Process

1. Navigate to your **Agent Profile** within the Agent Account to Link Account with the FFM:

1) User Account  Down Arrow



2) Agent Profile



Sellable Products

Individual Medical Yes No

Group Medical Products Yes No

Account Details

Record ID: 2

Quote Link: URL

Created: ---

Last Update: 2020-09-03 14:20:48.947

Last Update By: first last

EDE Account Link

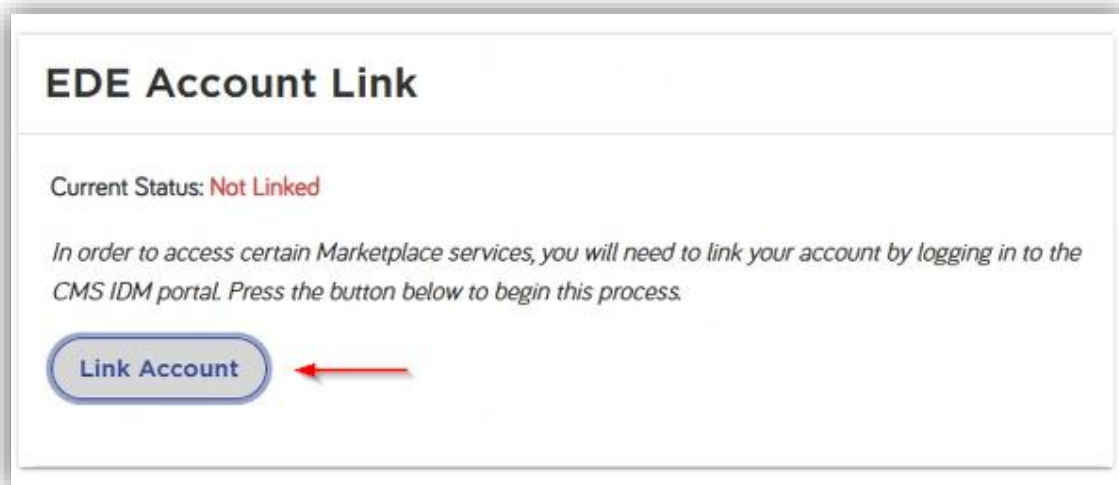
Current Status: **Not Linked**

In order to access certain Marketplace services, you will need to link your account by logging in to the CMS IDM portal. Press the button below to begin this process.

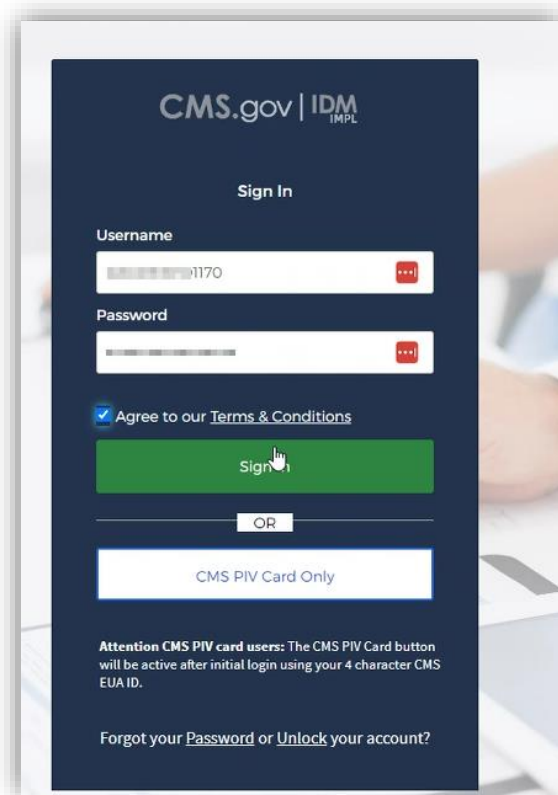
[Link Account](#)

Match Mktpl. User_ID

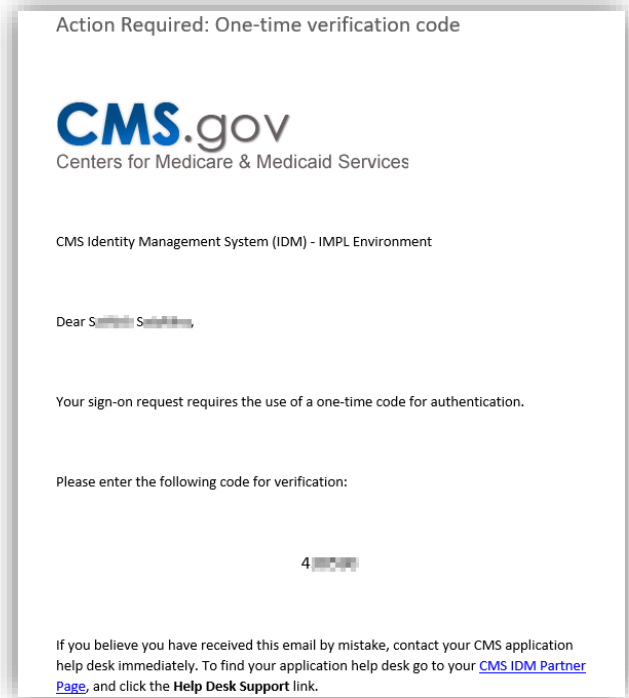
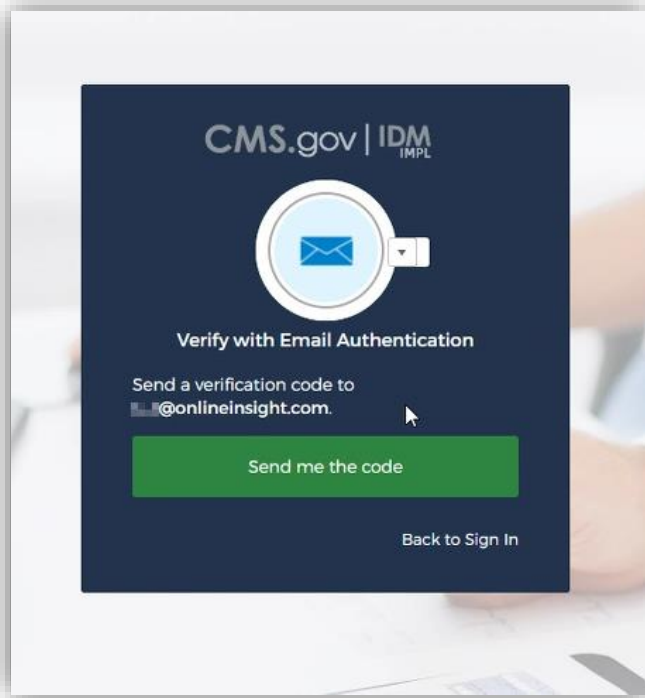
2. Select **Link Account** to navigate the process of associating the **EDE Account** with the FFM.



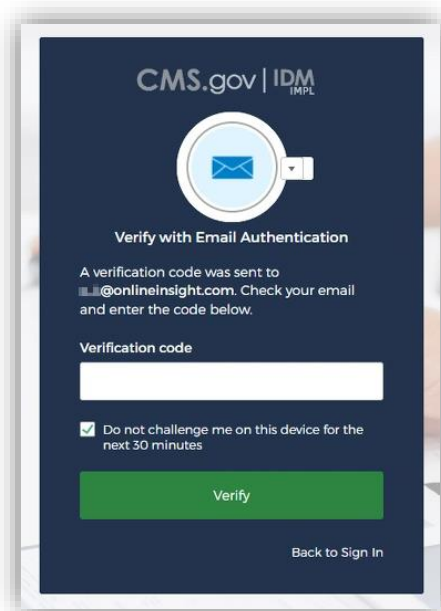
3. Upon initiating the EDE **Link Account** option, user will be redirected to OKTA IDM Sign-In.
 - 1) Match CMS IDM Username with **Marketplace User ID** from Agent Account
 - 2) Proceed with authentication



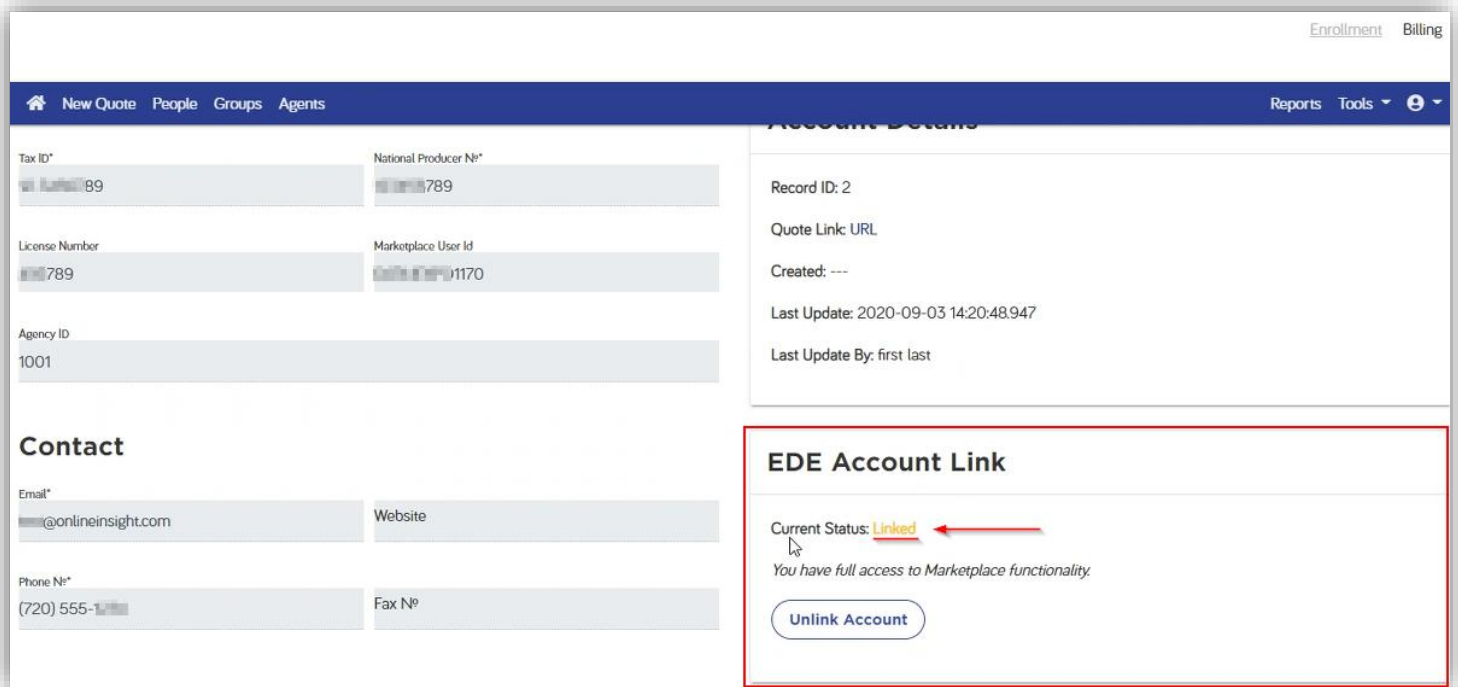
4. Complete the authentication process by entering the verification code forwarded to user email.
 - 1) User to receive email containing **verification code**
 - 2) Verification code to come from CMS containing the 6-Digit code for verification



5. User will be prompted to enter the 6-Digit verification Code to proceed. When making the call, they're sending those I.D. Tokens back to the exchange for authentication.



6. EDE Account Link **Current Status** will reflect **Linked** upon completion of the process, allowing full access to the Marketplace functionality.
 - 1) Current Status: Linked
 - 2) User will have the ability to Unlink Account



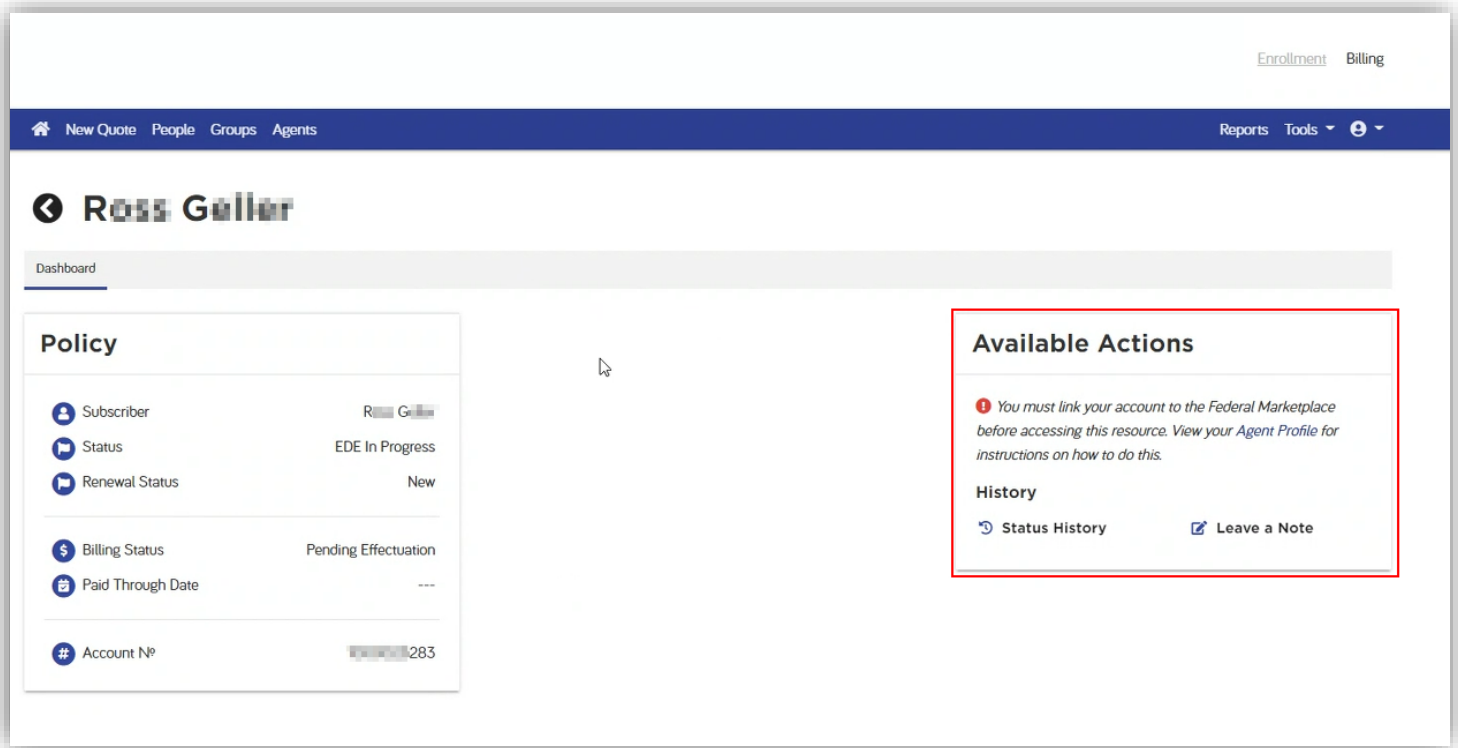
The screenshot shows a web application interface for 'Physicians Health Plan'. The top navigation bar includes 'New Quote', 'People', 'Groups', and 'Agents'. The main content area is divided into two columns. The left column contains fields for 'Tax ID*', 'National Producer N°*', 'License Number', 'Marketplace User Id', 'Agency ID', 'Contact' (Email*, Website), and 'Phone N°*', 'Fax N°*'. The right column is titled 'ACCOUNT DETAILS' and includes 'Record ID: 2', 'Quote Link: URL', 'Created: ---', 'Last Update: 2020-09-03 14:20:48,947', and 'Last Update By: first last'. A red-bordered box highlights the 'EDE Account Link' section, which displays 'Current Status: **Linked**' with a red arrow pointing to the word 'Linked', followed by the text 'You have full access to Marketplace functionality.' and an 'Unlink Account' button.

7. EDE Account Link, User will have the ability to **Unlink Account**.
 - 1) User will have the ability to Unlink Account given circumstances permitting such action.



This is a close-up view of the 'EDE Account Link' section. It shows the text 'Current Status: **Linked**' with a mouse cursor hovering over the word 'Linked'. Below this is the text 'You have full access to Marketplace functionality.' and a blue 'Unlink Account' button, which is highlighted with a red rectangular box.

8. Agents that have not completed the **EDE Account Link** Process will **NOT** have access to complete EDE Enrollment Applications for consumers on the FFM and obtain commissions for those beneficiaries.



Enrollment Billing

New Quote People Groups Agents Reports Tools

← Ross Geller

Dashboard

Policy

Subscriber	Ross Geller
Status	EDE In Progress
Renewal Status	New
Billing Status	Pending Effectuation
Paid Through Date	---
Account N°	██████████283

Available Actions

! You must link your account to the Federal Marketplace before accessing this resource. View your Agent Profile for instructions on how to do this.

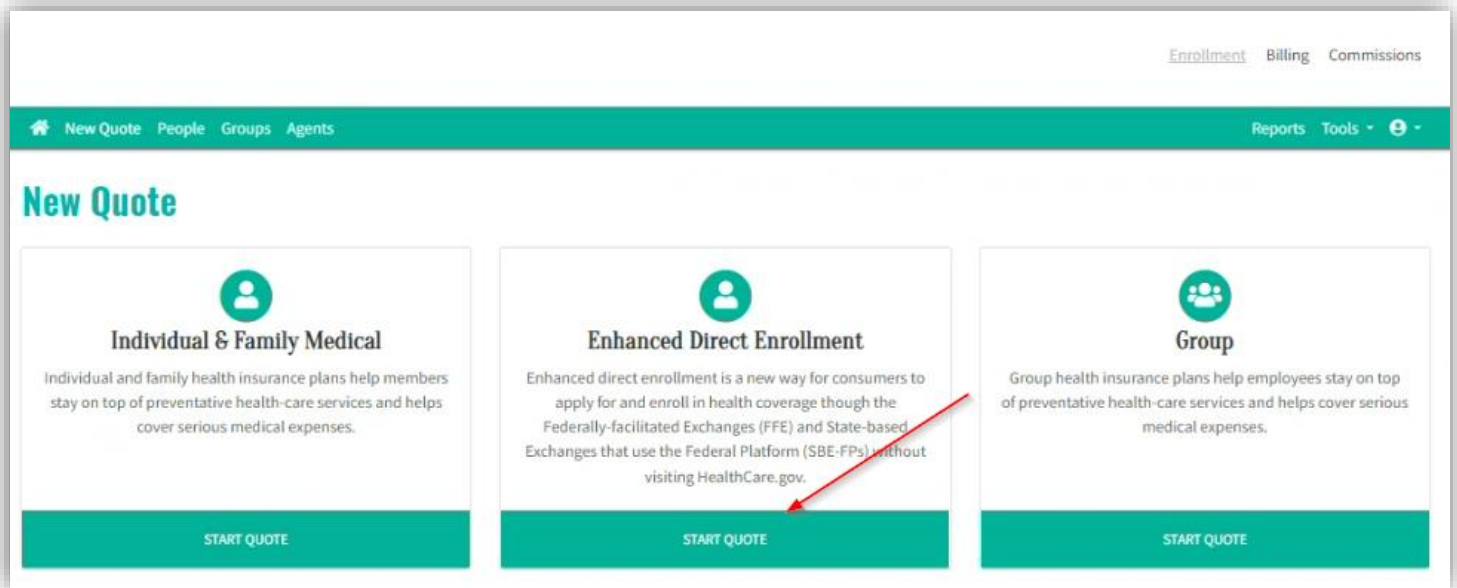
History

- Status History
- Leave a Note

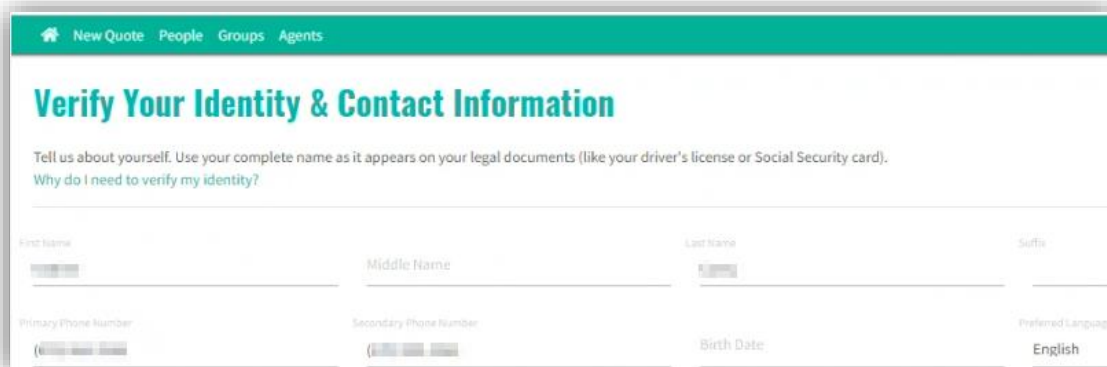
When you have finished these steps, you can proceed to completing the **Remote Access Identity Proofing** process.

Remote Access Identity Proofing

- 1.1 The Agent will be prompted to verify their account within the **Enhanced Direct Enrollment** module:
 - a. Select **'New Quote'** within tabs menu.
 - b. Within **Enhanced Direct Enrollment**, select **'Start Quote'** to begin RIDP process.
 - c. Verify your **Agent Identity** information.
 - i. Navigate to New Quote landing page in order to initiate RIDP process.

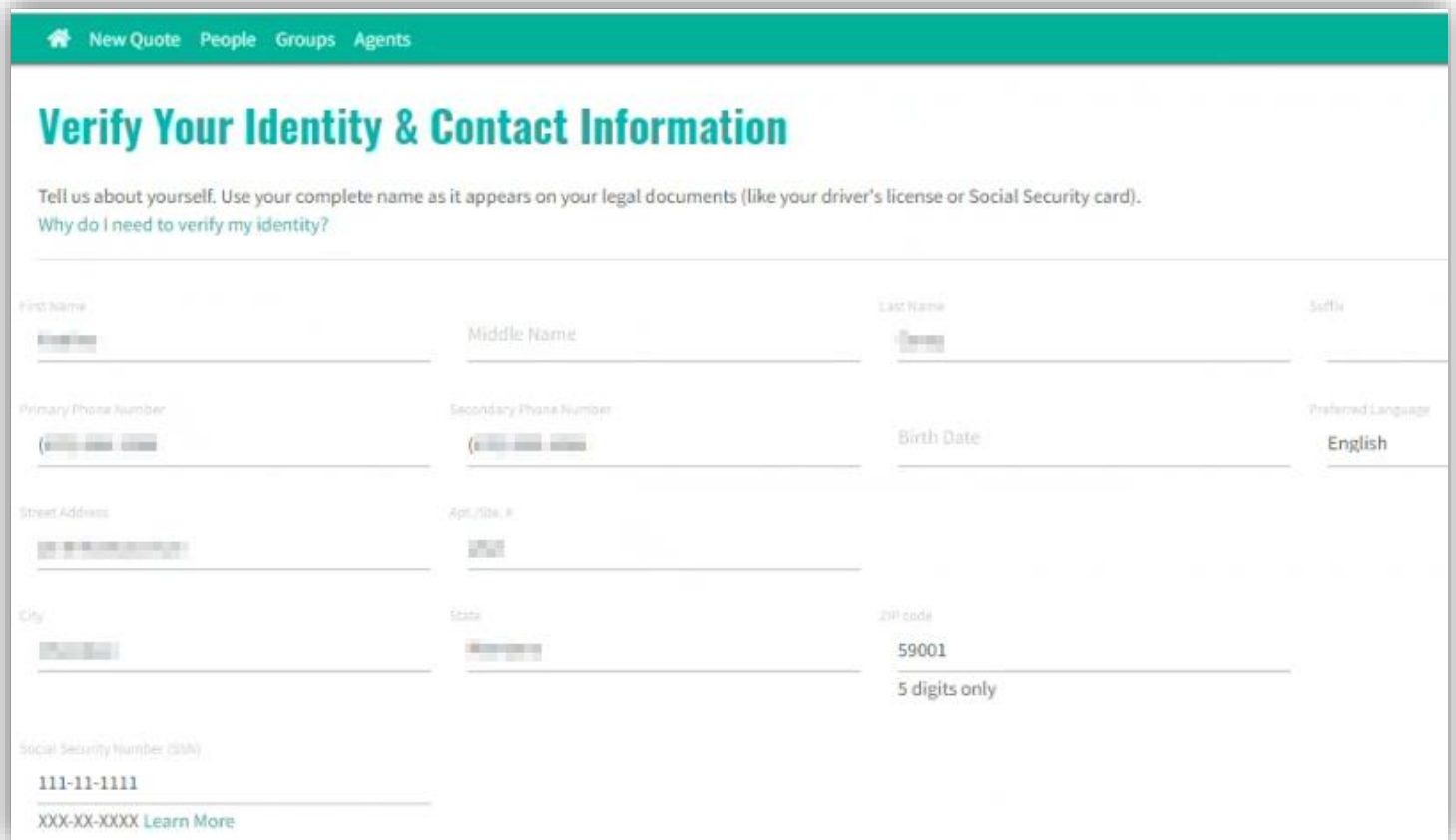


- ii. Verify your Agent Identity within the **RIDP Proofing** screen.



The screenshot shows the 'Verify Your Identity & Contact Information' form. The form contains the following fields: First Name, Middle Name, Last Name, Suffix, Primary Phone Number, Secondary Phone Number, Birth Date, and Preferred Language. The Preferred Language field is set to 'English'.

- iii. Data will be pre-populated as you are logged in with you Agent Credentials. Complete/Update data inputs and select **next**.



Verify Your Identity & Contact Information

Tell us about yourself. Use your complete name as it appears on your legal documents (like your driver's license or Social Security card).
Why do I need to verify my identity?

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted] Suffix: [Redacted]

Primary Phone Number: [Redacted] Secondary Phone Number: [Redacted] Birth Date: [Redacted] Preferred Language: English

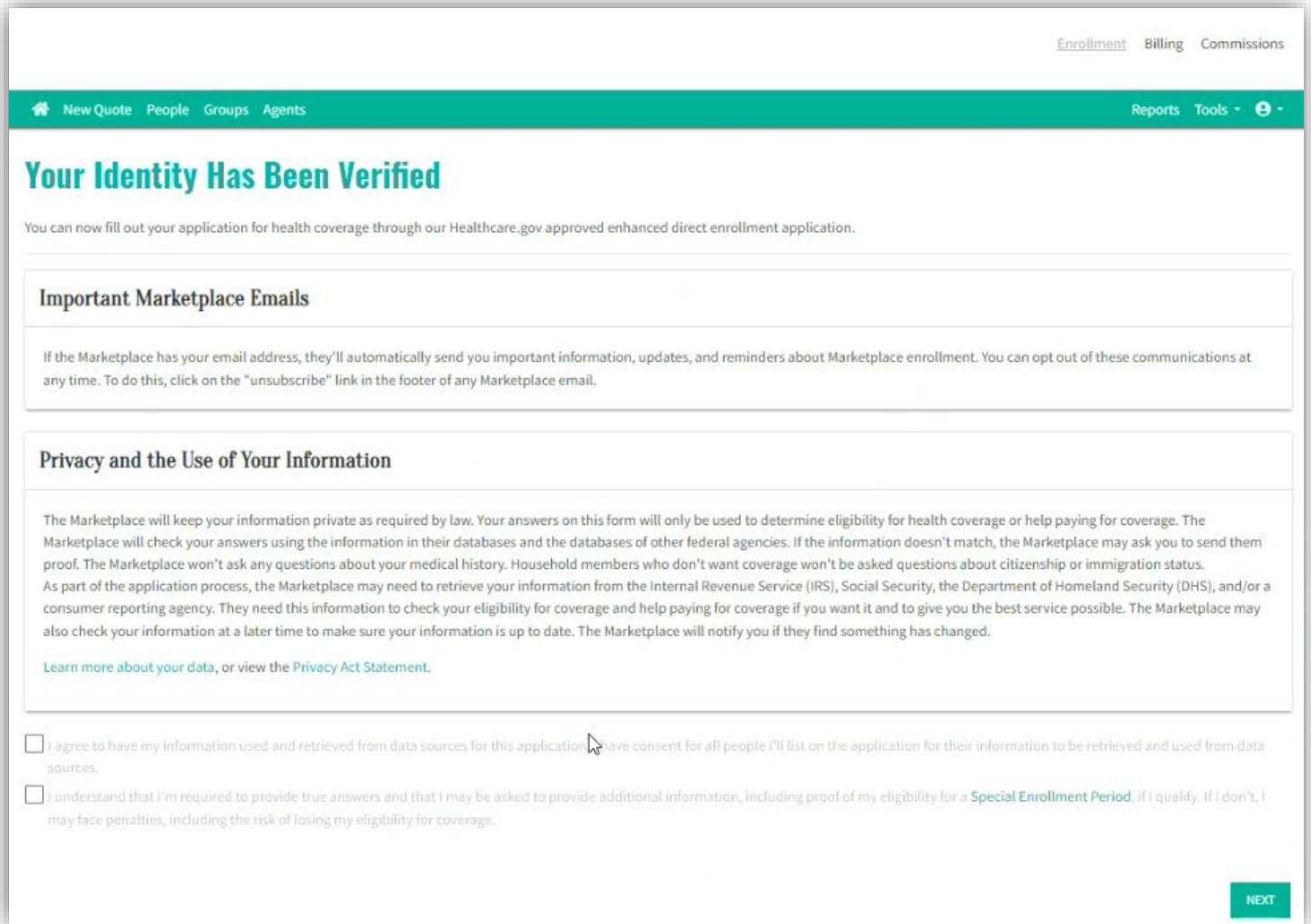
Street Address: [Redacted] Apt./Box #: [Redacted]

City: [Redacted] State: [Redacted] ZIP code: 59001 (5 digits only)

Social Security Number (SSN): 111-11-1111 (XXX-XX-XXXX [Learn More](#))

- iv. Upon navigating to the next screen, you will be prompted to answer specific questions to your profile that only you are privy to having knowledge. The responses that you select will be used to verify your Agent Account. **This is a requirement to utilize Enhanced Direct Enrollment.**

- v. When the RIDP validation is complete, after you have validated a series of personal questions, you will observe that your identity has been verified. Proceed to selecting the two attestation prompts below and select **'Next'**.



Enrollment Billing Commissions

New Quote People Groups Agents Reports Tools

Your Identity Has Been Verified

You can now fill out your application for health coverage through our Healthcare.gov approved enhanced direct enrollment application.

Important Marketplace Emails

If the Marketplace has your email address, they'll automatically send you important information, updates, and reminders about Marketplace enrollment. You can opt out of these communications at any time. To do this, click on the "unsubscribe" link in the footer of any Marketplace email.

Privacy and the Use of Your Information

The Marketplace will keep your information private as required by law. Your answers on this form will only be used to determine eligibility for health coverage or help paying for coverage. The Marketplace will check your answers using the information in their databases and the databases of other federal agencies. If the information doesn't match, the Marketplace may ask you to send them proof. The Marketplace won't ask any questions about your medical history. Household members who don't want coverage won't be asked questions about citizenship or immigration status. As part of the application process, the Marketplace may need to retrieve your information from the Internal Revenue Service (IRS), Social Security, the Department of Homeland Security (DHS), and/or a consumer reporting agency. They need this information to check your eligibility for coverage and help paying for coverage if you want it and to give you the best service possible. The Marketplace may also check your information at a later time to make sure your information is up to date. The Marketplace will notify you if they find something has changed.

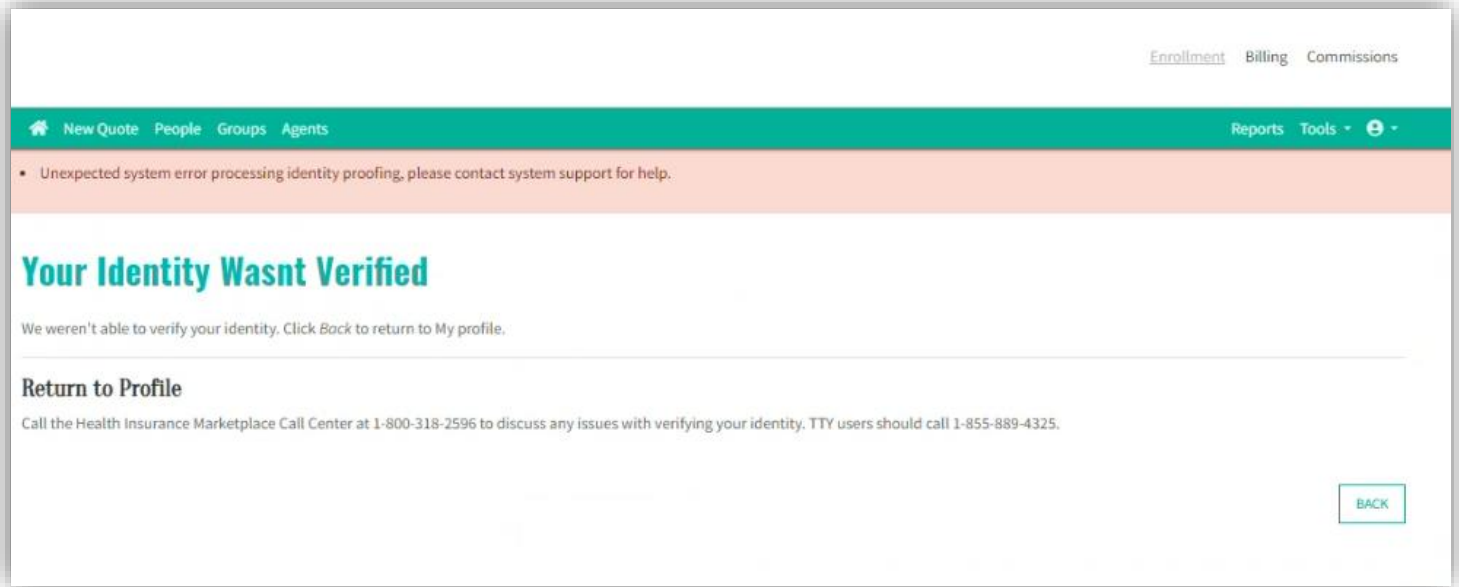
[Learn more about your data](#), or view the [Privacy Act Statement](#).

I agree to have my information used and retrieved from data sources for this application. I have consent for all people I'll list on the application for their information to be retrieved and used from data sources.

I understand that I'm required to provide true answers and that I may be asked to provide additional information, including proof of my eligibility for a **Special Enrollment Period**, if I qualify. If I don't, I may face penalties, including the risk of losing my eligibility for coverage.

NEXT

- vi. If your Identity was not verified, you will observe the below notification upon completion. You would then have to contact the **Health Insurance Marketplace** to resolve any issues with your Agent Profile Identity.



The screenshot shows a web application interface with a green header bar. The header contains navigation links: "New Quote", "People", "Groups", "Agents", "Reports", and "Tools". In the top right corner, there are links for "Enrollment", "Billing", and "Commissions". Below the header, a red error message reads: "Unexpected system error processing identity proofing, please contact system support for help." The main content area features a large heading "Your Identity Wasnt Verified" in blue. Below this heading, a message states: "We weren't able to verify your identity. Click [Back](#) to return to My profile." A section titled "Return to Profile" provides contact information: "Call the Health Insurance Marketplace Call Center at 1-800-318-2596 to discuss any issues with verifying your identity. TTY users should call 1-855-889-4325." A blue "BACK" button is located in the bottom right corner of the content area.