

Molina Medicare Agent Onboarding Job Aid

In this job aid, we will walk through the steps to complete your agent contracting through Callidus (SAP) Workflow.

Agent Instructions

1. Once you receive emailed invitation to start contracting for Agent, please click on the Login link to access the site



Dear Agent Name

You have been invited to onboard with us! To accept this invitation, please use the information below to complete your application online.

Thanks,

Molina Healthcare Inc.

Site URL	Login	
UserID	Your email Address	
Password	Password Provided	

2. Enter your Login Name and Password provided



Login Name *

Password *

Domain

molinahealthcareinc [change]

Remember me

[Forgot your password?](#)

3. Change Password with requirements given.

- Please set a new password. Your password must be changed to protect the integrity of your account.
- Password must contain Lowercase letters, uppercase letters, numbers and special characters
- Password must have more than 8 characters.
- Password must have less than 20 characters.

New Password *

Confirm Password *

[Change Password](#) [Sign Out](#)

4. Enter your Social Security Number and click the authorization button. (Your Last Name will appear) Submit for processing.

Please enter your SSN to continue. Your NPN will be automatically populated from NIPR.

Last Name

SSN *

NPN

I authorize Molina Healthcare to request NIPR for a PDB Report.

[Submit](#)

5. Click on Onboarding Case Key.



Home

Find Cases

Open cases assigned to me

Case Key

Onboarding-OB-666 

One item found.

6. Verify information on the General Tab, select if you have a middle name, and preferred address.

Do you have a middle name? * Yes
 No

Preferred Address: * Legal
 Mailing
 Home

7. Please click the next button at the bottom of the screen or move through the tabs at the top.

Next 

General	Licenses	Appointments	Background Questionnaire	Background Agreement	E&O Insurance	eSignature
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8. The Licenses and Appointment Tabs are for your reference. These will show you the states you have licenses and appointments in the Molina Marketing States.

9. Please complete the Background Questionnaire and Background Agreement Tabs. The Background Questionnaire has buttons to mark yes or no. If yes is marked, a box will appear for additional information to be given. On the Background Agreement tab, you are required to sign your name exactly as it appears on the general tab for all three buttons. If you have a middle name, please sign with the middle name.

Yes
 No

Yes
 No

Yes
 No

Yes
 No

Please sign all forms below to authorize your background check.

FCRA Agreement

Disclosure Agreement

Authorization Agreement

10. E&O Insurance Tab: Enter the dates and upload the E&O certificate. (Minimum requirement of \$1,000,000 Coverage amount per claim.)

Please provide your E&O insurance information below.

Insurance Name *	<input type="text"/>	Effective Date *	<input type="text"/>
Coverage Amount *	<input type="text"/>	Expiration Date *	<input type="text"/>
		E&O Upload *	<input type="text"/> 

11. On the eSignature tab, you will be required to check which years contract you need to complete. If you are not currently active with Molina, you will need to complete both 2019 & 2020. If you have a current contract with Molina, you will only need to mark the 2020 Contract.

Select the year(s) you want to contract with Molina: *

2019 & 2020
 2020
[required]

If you choose both years, you will need to complete both DocuSign as shown below.

Access 2019 DocuSign
Refresh Link
<hr/>
Access 2020 DocuSign
Refresh Link
<hr/>
Submit

Once both DocuSign's are completed, please close that window and press submit on the eSignature tab to complete your contracting.

12. If your contract will not submit, review the tabs at the top of the screen to look for a red incomplete. This will advise you which tab you missed checking something.

Appointments	E&O Insurance Incomplete	Banking Information
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13. Molina Medicare Broker Support will review the contract and order new appointments needed. Once these steps have been completed your 2020 Contracting has been completed.