

Retail Event Verification and Lead Reporting Link


User Guide

Registration

First, click on the event verification link below or highlight the link and click Open Hyperlink:

<https://aetnamedicareourteam.secure.force.com/RESiteLoginPage>

Next step is to *Create a New Account*:

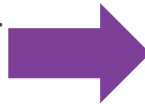


The image shows the Aetna login and registration interface. At the top is the Aetna logo, which consists of a purple heart icon followed by the word "aetna" in a lowercase, sans-serif font with a trademark symbol. Below the logo is the text "Please login with your credentials." in a small, grey font. Underneath this text are two input fields: "UserName" and "Password", each followed by a white rectangular box with a thin grey border. Below the input fields is a "Login" button with a purple border and text. Below the "Login" button is the word "or" in a small, grey font. At the bottom of the form are two buttons: "Create New Account" and "Forget Password". The "Create New Account" button is highlighted with a red rectangular border.

Registration

Next, **fill out the following fields below:**

Username: Suggestions are to use your NPN or something easy to remember so that you do not forget your username!



- Name
- Email
- Username
- Password
- Confirm Password
- NPN
- Timezone



Please register with your details.

Register

Logging In and Saving the Link

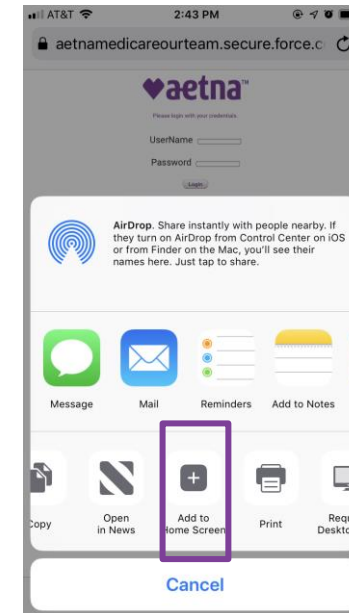
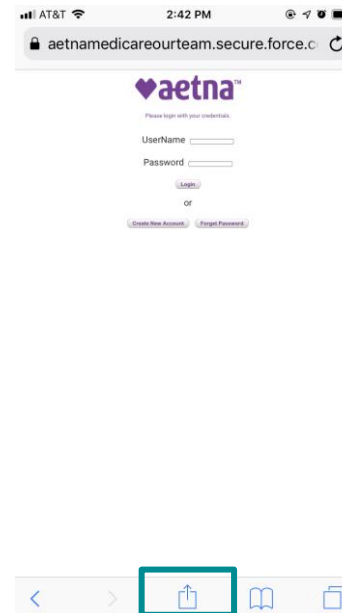
Once you have created an account you need to log-in.



The image shows the Aetna login page. At the top is the Aetna logo (a purple heart followed by the word 'aetna' in lowercase). Below the logo is the text 'Please login with your credentials.' Underneath this is a red-bordered box containing a 'UserName' input field, a 'Password' input field, and a 'Login' button. Below the red box is the word 'or'. At the bottom of the form are two buttons: 'Create New Account' and 'Forget Password'.





Bookmark this link or Create an Icon on your mobile device!!!

1. When on Login Page, click on the **Share Icon**.
2. Then click add bookmark OR **Add to Home Screen** to create an icon
3. Name the Icon



My Events

Once you log-in, you will be able to see your events including store number, date, time, and address. You will be able to see events 5 days prior to the event and 5 days after the event.

Retail Events									
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue City	Venue State	Venue Zip Code	CheckIn	LOA
CVS 1622580 12/01/2019	123457	10/4/2019	07:00 AM	201 S CLINTON ST	IOWACITY	IA	52240	<input type="checkbox"/>	
CVS 2782983 12/23/2019	123457	10/2/2019	07:00 AM	2402 GRAND AVE	BILLINGS	MT	59102	<input type="checkbox"/>	
CVS 1624560 12/16/2019	123457	9/29/2019	07:00 AM	2029 5TH AVE SOUTH	FORTDODGE	IA	50501	<input type="checkbox"/>	
CVS 2782969 12/21/2019	123457	10/1/2019	10:00 AM	1300 E PARK AVE	ANACONDA	MT	59711	<input type="checkbox"/>	





[Save](#)

Already Checked In Events					
LOA	CheckIn	No Leads	Leads	CheckOut	

[Update](#)

Checking-In to My Event





When you get to your event that day, you want to check-in to your event. All you need to do is check the *CheckIn* box and then click *Save*!

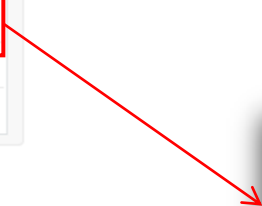
Retail Events									
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue City	Venue State	Venue Zip Code	CheckIn	LOA
CVS 1622580	123457	12/01/2019	07:00 AM	201 S CLINTON ST	IOWACITY	IA	52240	<input type="checkbox"/>	
CVS 2782983	123457	12/23/2019	07:00 AM	2402 GRAND AVE	BILLINGS	MT	59102	<input checked="" type="checkbox"/>	
CVS 1624560	123457	12/16/2019	07:00 AM	2029 5TH AVE SOUTH	FORTDODGE	IA	50501	<input type="checkbox"/>	
CVS 2782969	123457	12/21/2019	10:00 AM	1300 E PARK AVE	ANACONDA	MT	59711	<input type="checkbox"/>	


Already Checked In Events					
	LOA	CheckIn	No Leads	Leads	CheckOut

Letter of Authorization (LOA)

Additionally, you will have immediate access to you're your Letter of Authorization (you can show this to store personnel if they ask for it).

Venue Zip Code	CheckIn	LOA
52240	<input type="checkbox"/>	
59102	<input checked="" type="checkbox"/>	
50501	<input type="checkbox"/>	
59711	<input type="checkbox"/>	





1 CVS Drive
Woonsocket, RI 02895

TO: Store Manager, #8531, 110 S. ALPINE RD., ROCKFORD, IL, 61108
FROM: Pharmacy Marketing, (401) 643-1788
RE: Health Insurance Partner In-Store Information Events

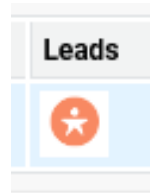
OVERVIEW: As part of our ongoing Health Insurance campaign, **Aetna**, is authorized to set up an informational health insurance event inside the front of your store on the following days and times:




12/13/19 9:30 AM - 1:30 PM -

The representative will be discussing health insurance options with customers who approach their table and providing additional health insurance information.



How to Log a Lead or Permission to Contact

The next screen allows you to add your lead by clicking this icon



Retail Events									
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue City	Venue State	Venue Zip Code	CheckIn	LOA
CVS 1622580	123457	10/4/2019	07:00 AM	201 S CLINTON ST	IOWACITY	IA	52240	<input type="checkbox"/>	
CVS 1624560	123457	9/29/2019	07:00 AM	2029 5TH AVE SOUTH	FORTDODGE	IA	50501	<input type="checkbox"/>	
CVS 2782969	123457	10/1/2019	10:00 AM	1300 E PARK AVE	ANACONDA	MT	59711	<input type="checkbox"/>	

Save

Already Checked In Events											
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue State	Venue Zip Code	LOA	CheckIn	No Leads	Leads	CheckOut
CVS 2782983	123457	10/2/2019	07:00 AM	2402 GRAND AVE	MT	59102		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Update

Logging Leads & Permission to Contact Form

FirstName	LastName	Email	Phone	Address	City	State	ZipCode	Permission To Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[New Lead](#) [Save](#)

Here you will log all the information you can on the lead/PTC that you were able to attain.

Once you add one, click **Save**.

If you need to add more, click **New Lead**.




A second set of boxes will appear.

Don't forget to **Save** after adding each lead.



FirstName	LastName	Email	Phone	Address	City	State	ZipCode	Permission To Contact
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>	<input type="text" value="4125551212"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="15216"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[New Lead](#) [Save](#)

Checking Out of Event

Retail Events									
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue City	Venue State	Venue Zip Code	CheckIn	LOA
CVS 1622580 12/01/2019	123457	10/4/2019	07:00 AM	201 S CLINTON ST	IOWACITY	IA	52240	<input type="checkbox"/>	
CVS 1624560 12/16/2019	123457	9/29/2019	07:00 AM	2029 5TH AVE SOUTH	FORTDODGE	IA	50501	<input type="checkbox"/>	
CVS 2782969 12/21/2019	123457	10/1/2019	10:00 AM	1300 E PARK AVE	ANACONDA	MT	59711	<input type="checkbox"/>	



Save

Already Checked In Events											
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue State	Venue Zip Code	LOA	CheckIn	No Leads	Leads	CheckOut
CVS 2782983 12/23/2019	123457	10/2/2019	07:00 AM	2402 GRAND AVE	MT	59102		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Update

Once your event ends, you will need to click *CheckOut*.

Next, click *Update*.

Already Checked In Events											
Retailer Name	Agent National Producers Number	Event Date	Event Time	Venue Address1	Venue State	Venue Zip Code	LOA	CheckIn	No Leads	Leads	CheckOut
CVS 2782983 12/23/2019	123457	10/2/2019	07:00 AM	2402 GRAND AVE	MT	59102		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Now you have successfully verified your event and reported on it without fiddling with paper docs and excel spreadsheets! Doing this on your mobile device for every event is the way to get your \$100 credit on MMS post AEP!