

2026 Prominence Certification Instructions

Important Date:

Monday, July 7, 2025 – Agents will receive an email invitation to begin 2026 credentialing from **Prominence@MyAgentWorld.com**.

Key Tips & Reminders

-  **Agency Credentialing Code:** Stays the same. Contact us if you need it.
-  **New Agents:** Completing 2026 credentialing grants *Ready to Sell* status for **2025** and **2026**.
-  **Invitation Emails:** Sent to all contracted agents with a book of business on **July 7**.
-  **Deadline:** Credentialing must be completed within **30 days** of receiving the invitation.
-  **Product Training:** After credentialing, sign up for **2026 Product Training** (details from your Sales Leadership Team).
-  **Accepted Certifications:** 2026 AHIP or 2026 NABIP (NABIP training link in guide).
-  **Agency Leaders:** Can invite new agents & track onboarding in MyAgentWorld.
-  **Growth Plan:** Coordinate with your Prominence Sales Leader Team.

 **Attachments:** Credentialing Guide & Agency Guide to MyAgentWorld

Certification Link

 [Click here to start credentialing](#)

Prominence[®]
Health Plan

-  Profile
-  Background Questionnaire
-  Background Consent
-  Certificate Uploads
-  Training Materials
-  Test
-  Contract
-  Commissions Assignments
-  W9
-  Review Information

Step-by-Step Credentialing Process

1 Selling State Designation

Select the states where you are licensed to sell.

2 Profile & Contact Information

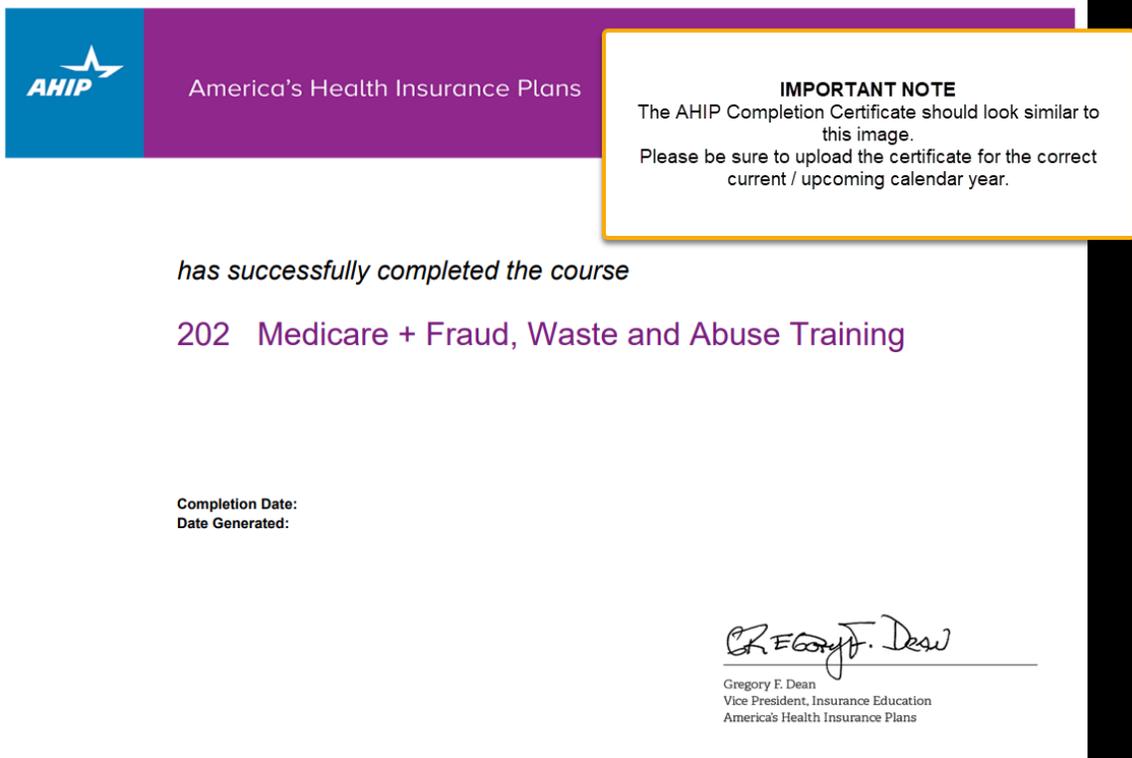
Review or update your details. (See *Credentialing Guide for help*)

3 Agent Questionnaire (New Agents Only)

Complete the background check questionnaire.

4 Upload AHIP or NABIP Certificate

-  Upload **2026 AHIP** or **2026 NABIP** Certificate (PDF preferred for faster processing).
-  Review captured data → **Confirm** if correct or select **Manual Review** if not.



The image shows a sample AHIP Completion Certificate. It features the AHIP logo (a blue square with a white star and the text 'AHIP') and the text 'America's Health Insurance Plans'. A yellow-bordered box contains an 'IMPORTANT NOTE' stating: 'The AHIP Completion Certificate should look similar to this image. Please be sure to upload the certificate for the correct current / upcoming calendar year.' Below the header, the text reads: 'has successfully completed the course' followed by '202 Medicare + Fraud, Waste and Abuse Training'. At the bottom, there are fields for 'Completion Date:' and 'Date Generated:'. A signature of Gregory F. Dean is shown, with his name and title: 'Gregory F. Dean, Vice President, Insurance Education, America's Health Insurance Plans' printed below it.

5 Training & Prominence MA Test

-  Use arrows to navigate training topics.
-  Complete the test (Yes/No, True/False, multiple choice).
-  Passing parameters shown on-screen.

6 Agent Contract

Review and sign. (See *Credentialing Guide for help*)

7 Commissions Assignment

Confirm post-credentialing commission assignments (if applicable).

8 Final Review & Submission

Review all details before submitting.

After You Complete Credentialing

-  You'll receive an **Appointed & Ready to Sell** confirmation email.
-  Full portal access to manage onboarding info and track your book of business.
-  Contact **PHPCommissions@uhsinc.com** for commission-related questions.