

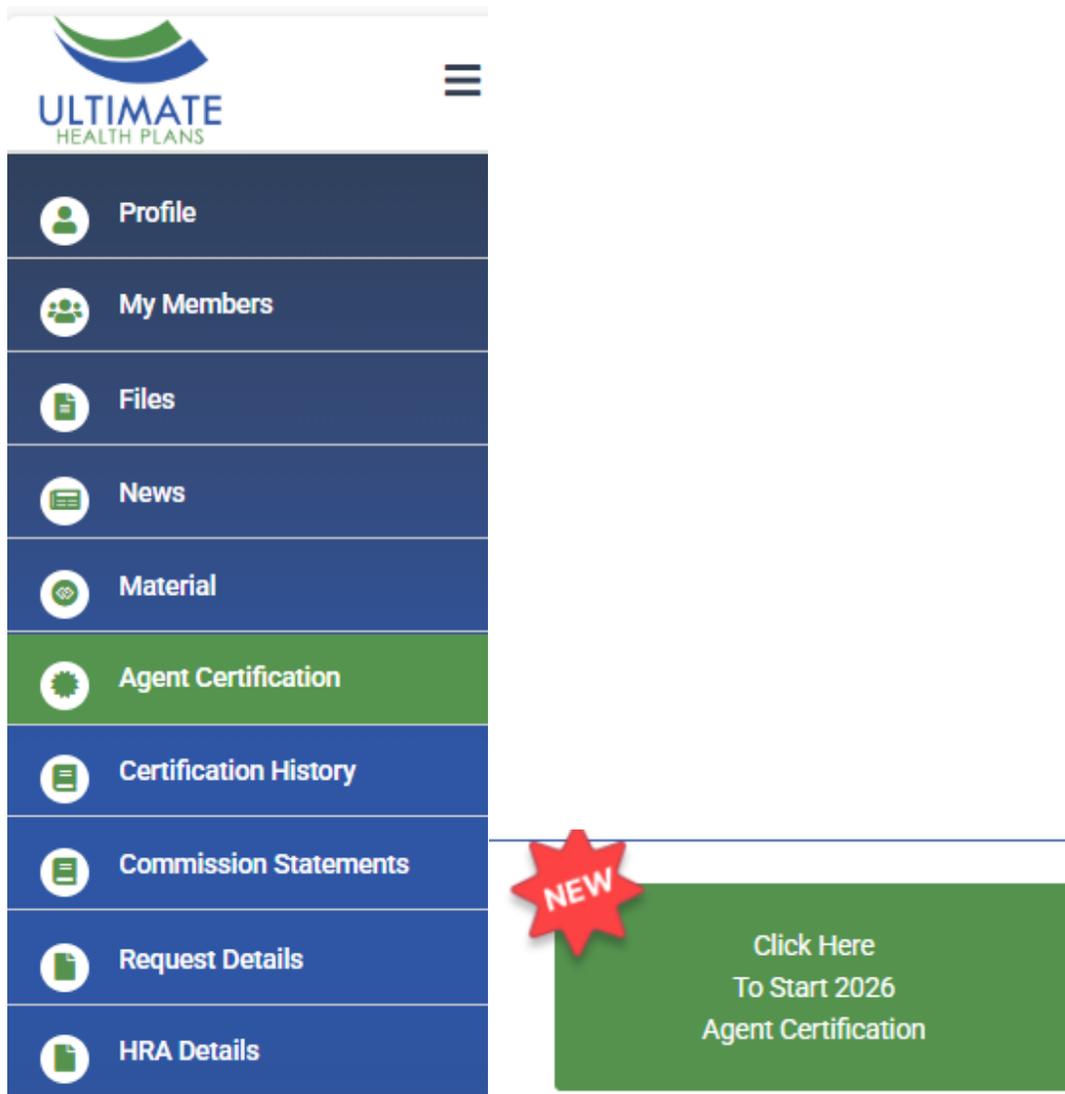
2026 Ultimate Certification Instructions

Follow the steps below to complete your **Agent Certification** with Ultimate Health Plans.

When all steps are successfully completed:

- ✓ Ultimate will appoint you (or renew your appointment) with the **State of Florida**
- ✓ You'll receive an **email confirmation**
- ✦ We may contact you for additional information—please respond promptly.

Click here to get started : <https://enroll.myultimatehp.com/agportal#/agent-certification>



The image shows a screenshot of the Ultimate Health Plans portal. At the top left is the logo for 'ULTIMATE HEALTH PLANS'. Below the logo is a vertical navigation menu with the following items: Profile, My Members, Files, News, Material, Agent Certification (highlighted in green), Certification History, Commission Statements, Request Details, and HRA Details. To the right of the menu, there is a green button with the text 'Click Here To Start 2026 Agent Certification'. A red starburst with the word 'NEW' is positioned over the top left corner of this button.

<p>STEP 1- AGENT APPLICATION</p> <p>Answer questions about yourself, electronically sign where appropriate, and upload necessary documents.</p> <p>IMPORTANT: If your device will not allow you to upload the necessary documents please email them to agentsupport@ulthp.com upon submitting your application.</p>	<p>STEP 2- AGENT CERTIFICATION TRAINING</p> <p>Once you have submitted your Agent Application, you will select the Training Presentation link below.</p> <p>During the training you will learn about Ultimate Health Plans Products for the sales campaign. Once the training is complete, you will attest to completing the training.</p>	<p>STEP 3- CERTIFICATION EXAM</p> <p>Once you have successfully completed Step 1 and Step 2, then you will select the Certification Exam link below. You must pass the exam with an 85% or higher score.</p>
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 **Step 1 – Agent Application**

- Complete all questions about yourself.
- **Electronically sign** where required.
- **Upload necessary documents.**
 - If your device cannot upload documents, **email them to:** agentsupport@ulthp.com **after** submitting your application.

STEP 1- AGENT APPLICATION

Answer questions about yourself, electronically sign where appropriate, and upload necessary documents.

IMPORTANT: If your device will not allow you to upload the necessary documents please email them to agentsupport@ulthp.com upon submitting your application.

Complete and Sign My Agent Application

 **Step 2 – Agent Certification Training**

- After submitting your application, select the **Training Presentation** link.
- Learn about **Ultimate Health Plans products** for the sales campaign.
- **Attest** that you have completed the training.

STEP 2- AGENT CERTIFICATION TRAINING

Once you have submitted your Agent Application, you will select the Training Presentation link below.

During the training you will learn about Ultimate Health Plans Products for the sales campaign. Once the training is complete, you will attest to completing the training.

Training Presentation

 **Step 3 – Certification Exam**

- Once Steps 1 and 2 are complete, select the **Certification Exam** link.
- **Pass with a score of 85% or higher** to proceed.

STEP 3- CERTIFICATION EXAM

Once you have successfully completed Step 1 and Step 2, then you will select the Certification Exam link below. You must pass the exam with an 85% or higher score.

Certification Exam

 **Progress Tracking:** After each step, a **green check mark** will confirm completion.

 **Steps 1** - Complete and Submit the Agent Application

Steps 2 - View the required Agent Certification Training Videos and provide attestation

Steps 3 - Review Plan Benefits and take the Certification Exam

 **Final Step – Appointment & Writing Number**

- Ultimate will review your certification and finalize your **appointment with the State of Florida**.
 - Once approved, you'll receive:
 - **UCAIN Writing Number**
 - **Sunfire platform access** for electronic enrollments
 - Check your **inbox** and **spam/junk folders** for this email.
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Important Reminders

- Always use your **full UCAIN writing number** for Ultimate enrollments.
- **CMS guidelines** prohibit accepting applications **before October 15** unless authorized.