

FFM MARKETPLACE TRAINING

PLAN YEAR 2022

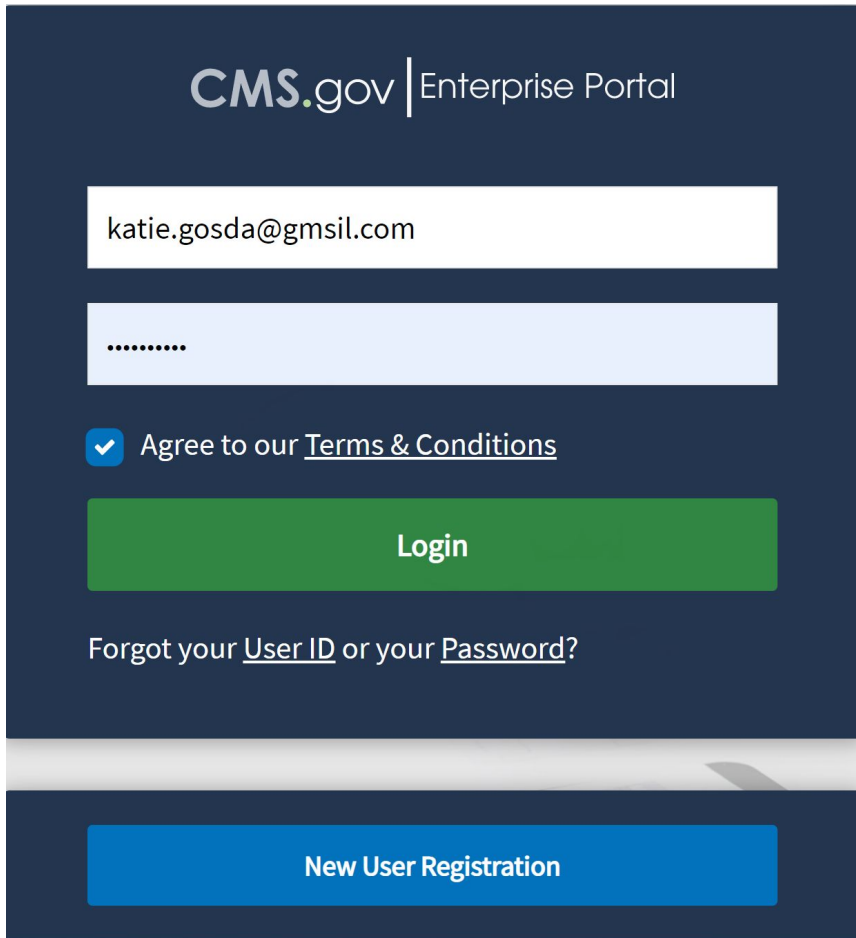


What is Marketplace Training?

Marketplace training allows licensed agents and brokers to assist consumers in applying for insurance affordability programs, including the premium tax credit and cost-sharing reductions, and enrolling in Qualified Health Plans (QHPs) through the Marketplace.

Agents and brokers are responsible for educating potential clients about the Health Insurance Marketplace not only during Annual Open Enrollment (AOE) period, but also throughout the plan year.

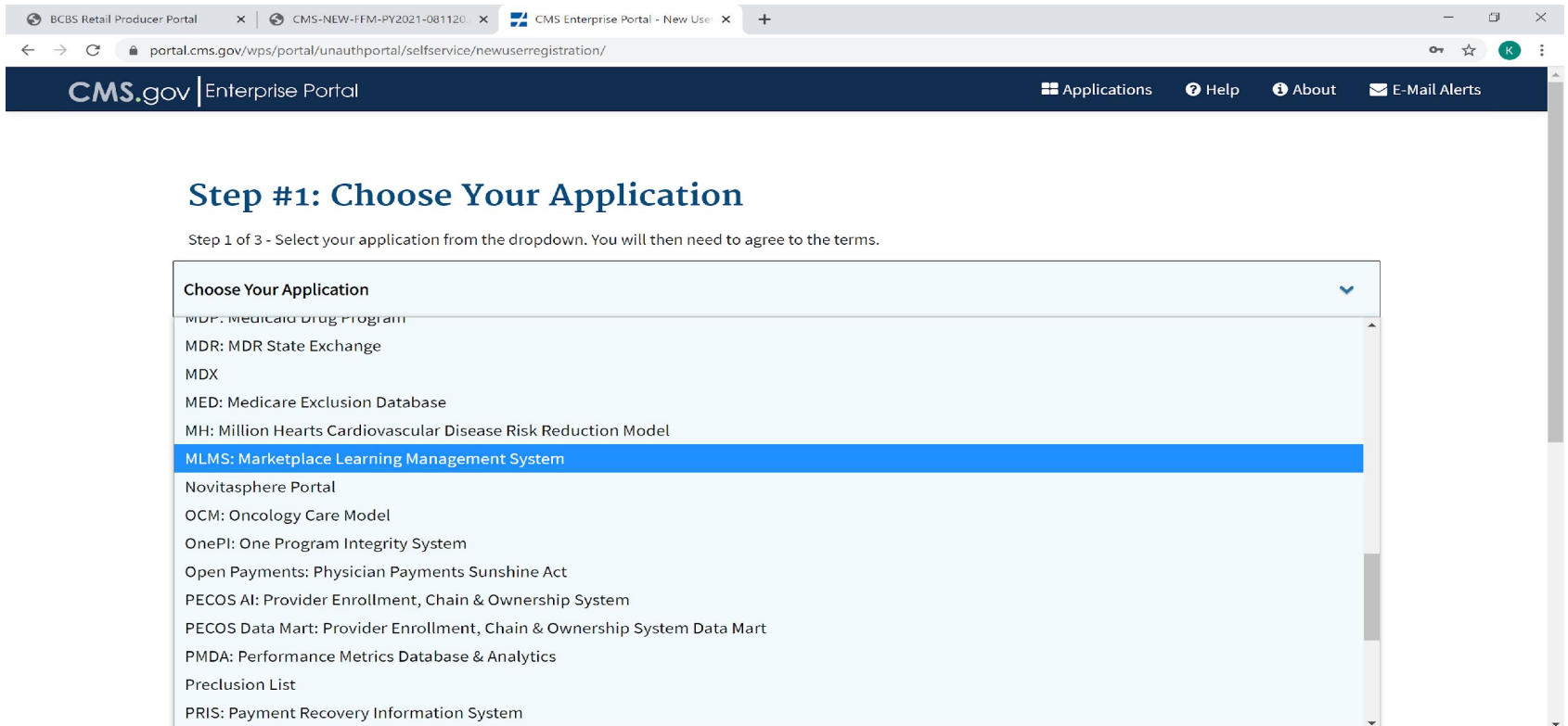
How to create account



The screenshot shows the CMS.gov Enterprise Portal login interface. At the top, it says "CMS.gov | Enterprise Portal". Below this is a white input field containing the email address "katie.gosda@gmsil.com". Underneath the email field is a light blue password field with a series of dots. A checkbox with a blue checkmark is next to the text "Agree to our [Terms & Conditions](#)". Below the checkbox is a green button labeled "Login". At the bottom of the login section, there is a link that says "Forgot your [User ID](#) or your [Password](#)?". Below the login section is a separate dark blue box containing a blue button labeled "New User Registration".

- Go to portal.cms.gov
 - Click on “New User Registration”

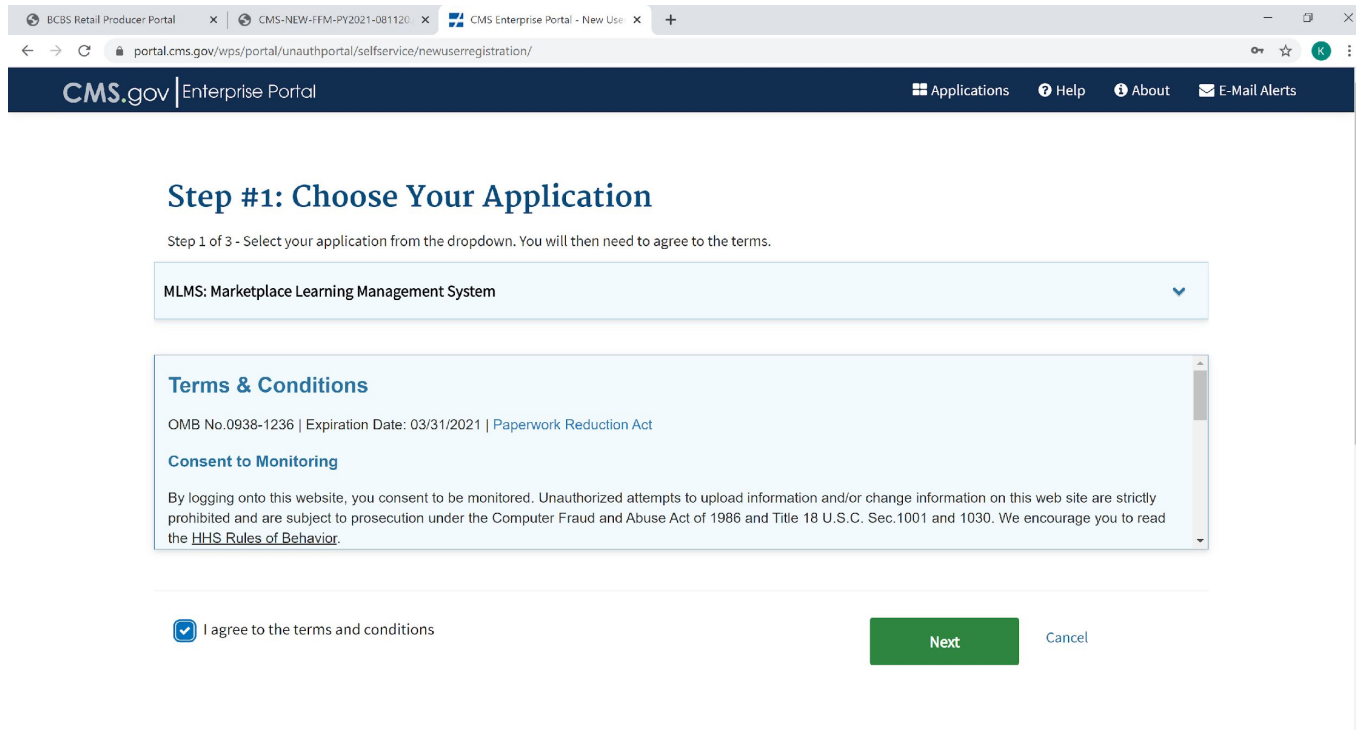
- Click the drop-down box under “Choose Your Application” and select **MLMS: Marketplace Learning Management System**



The screenshot shows a web browser window with the URL `portal.cms.gov/wps/portal/unauthportal/selfservice/newuserregistration/`. The page header includes the CMS.gov logo and navigation links for Applications, Help, About, and E-Mail Alerts. The main content area is titled "Step #1: Choose Your Application" and includes the instruction: "Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms." Below this is a dropdown menu with the following options:

- Choose Your Application
- MDP: Medicaid Drug Program
- MDR: MDR State Exchange
- MDX
- MED: Medicare Exclusion Database
- MH: Million Hearts Cardiovascular Disease Risk Reduction Model
- MLMS: Marketplace Learning Management System**
- Novitasphere Portal
- OCM: Oncology Care Model
- OnePI: One Program Integrity System
- Open Payments: Physician Payments Sunshine Act
- PECOS AI: Provider Enrollment, Chain & Ownership System
- PECOS Data Mart: Provider Enrollment, Chain & Ownership System Data Mart
- PMDA: Performance Metrics Database & Analytics
- Preclusion List
- PRIS: Payment Recovery Information System

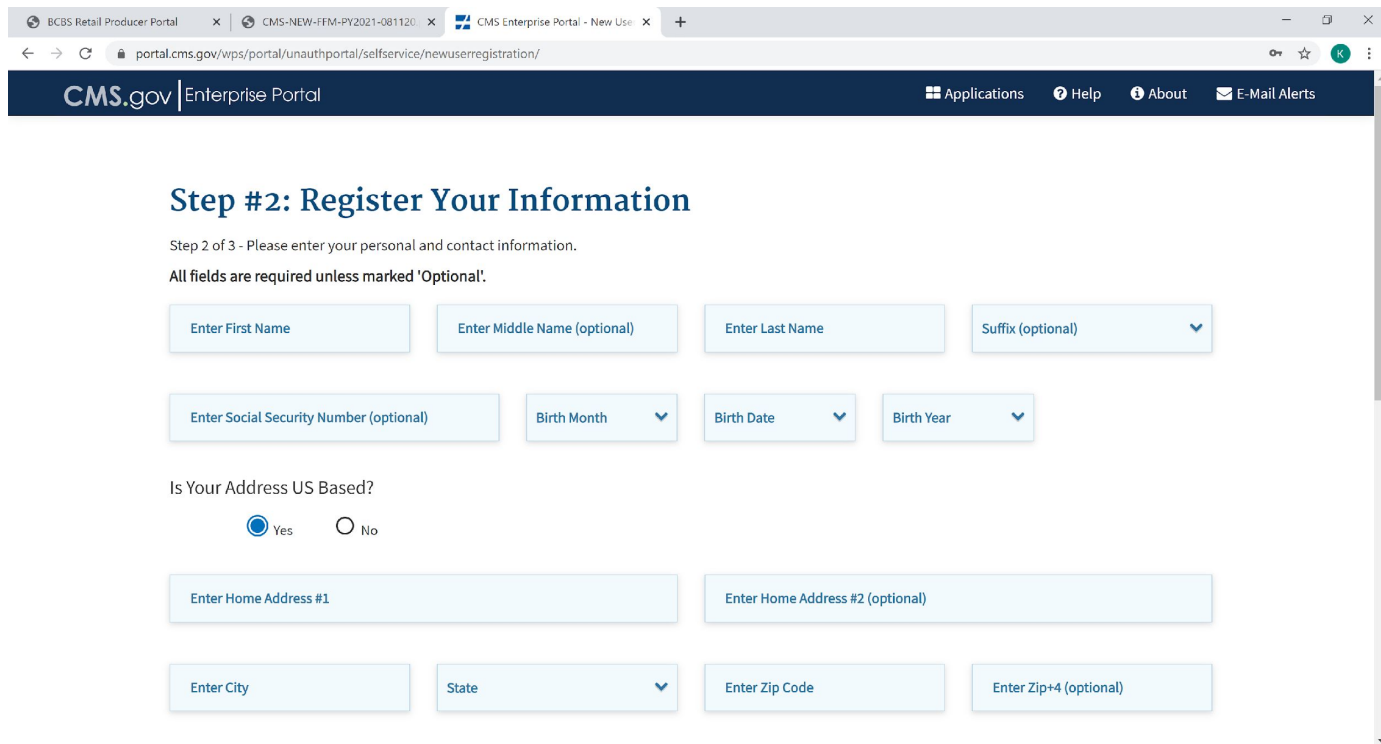
- Once you've chose MLMS, read the Terms & Conditions and click the "I agree to the terms and conditions" and hit Next



The screenshot shows a web browser window with the URL `portal.cms.gov/wps/portal/unauthportal/selfservice/newuserregistration/`. The page header includes the CMS.gov logo and navigation links for Applications, Help, About, and E-Mail Alerts. The main content area is titled "Step #1: Choose Your Application" and contains the following elements:

- Instruction: "Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms."
- A dropdown menu with the selected option: "MLMS: Marketplace Learning Management System".
- A "Terms & Conditions" section with a scrollable area containing:
 - Text: "OMB No.0938-1236 | Expiration Date: 03/31/2021 | [Paperwork Reduction Act](#)"
 - Section: "Consent to Monitoring"
 - Text: "By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#)."
- A checkbox labeled "I agree to the terms and conditions" which is checked.
- Two buttons: a green "Next" button and a grey "Cancel" button.

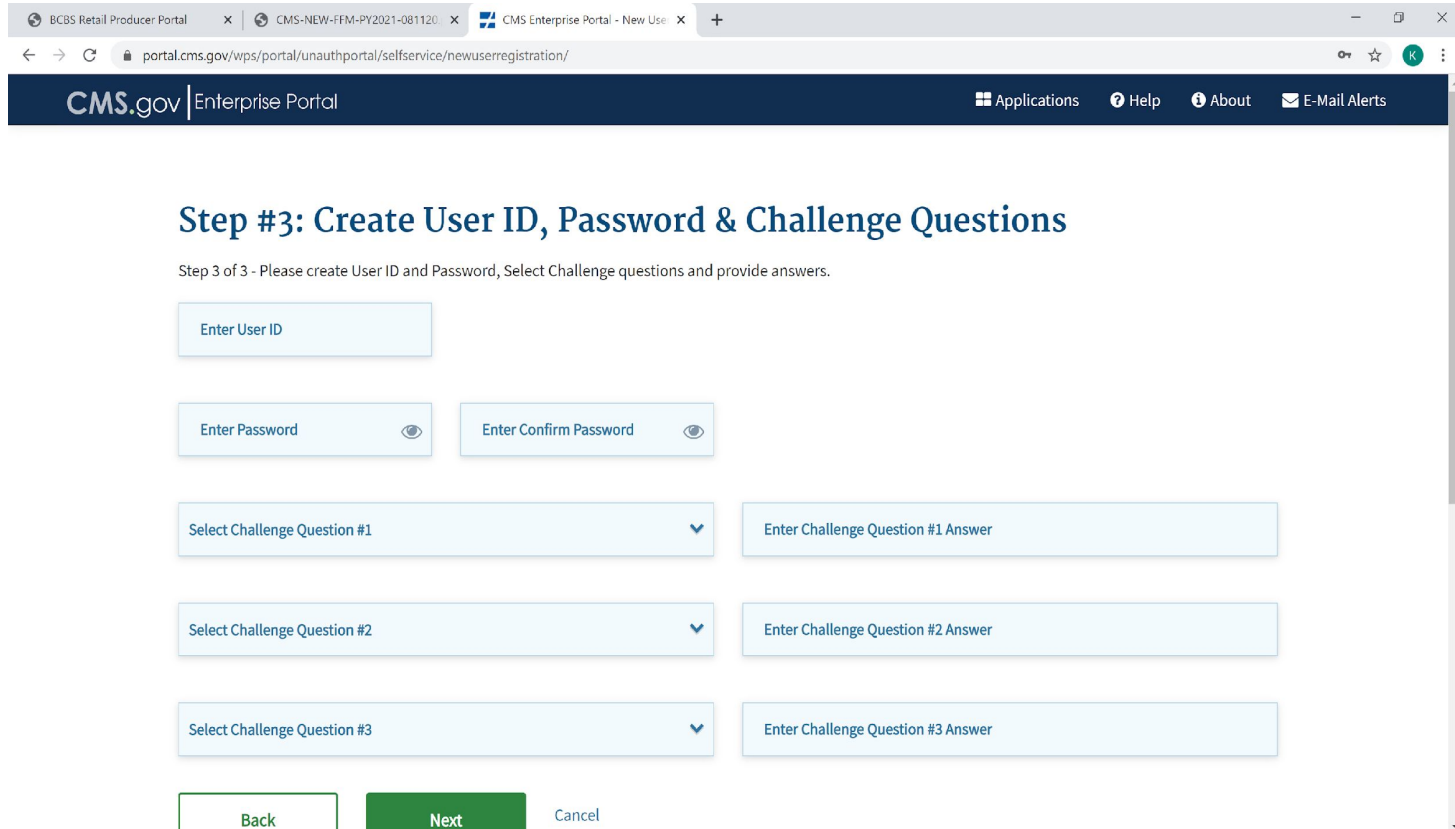
Fill in all required information and click Next at the bottom of the screen.



The screenshot shows a web browser window with the URL `portal.cms.gov/wps/portal/unauthportal/selfservice/newuserregistration/`. The page title is "CMS.gov | Enterprise Portal". The main heading is "Step #2: Register Your Information". Below the heading, it says "Step 2 of 3 - Please enter your personal and contact information." and "All fields are required unless marked 'Optional!'". The form contains the following fields:

- Enter First Name
- Enter Middle Name (optional)
- Enter Last Name
- Suffix (optional) (dropdown menu)
- Enter Social Security Number (optional)
- Birth Month (dropdown menu)
- Birth Date (dropdown menu)
- Birth Year (dropdown menu)
- Is Your Address US Based? (radio buttons for Yes and No, with Yes selected)
- Enter Home Address #1
- Enter Home Address #2 (optional)
- Enter City
- State (dropdown menu)
- Enter Zip Code
- Enter Zip+4 (optional)

Follow steps to set up your User ID, Password, and Challenge Questions..

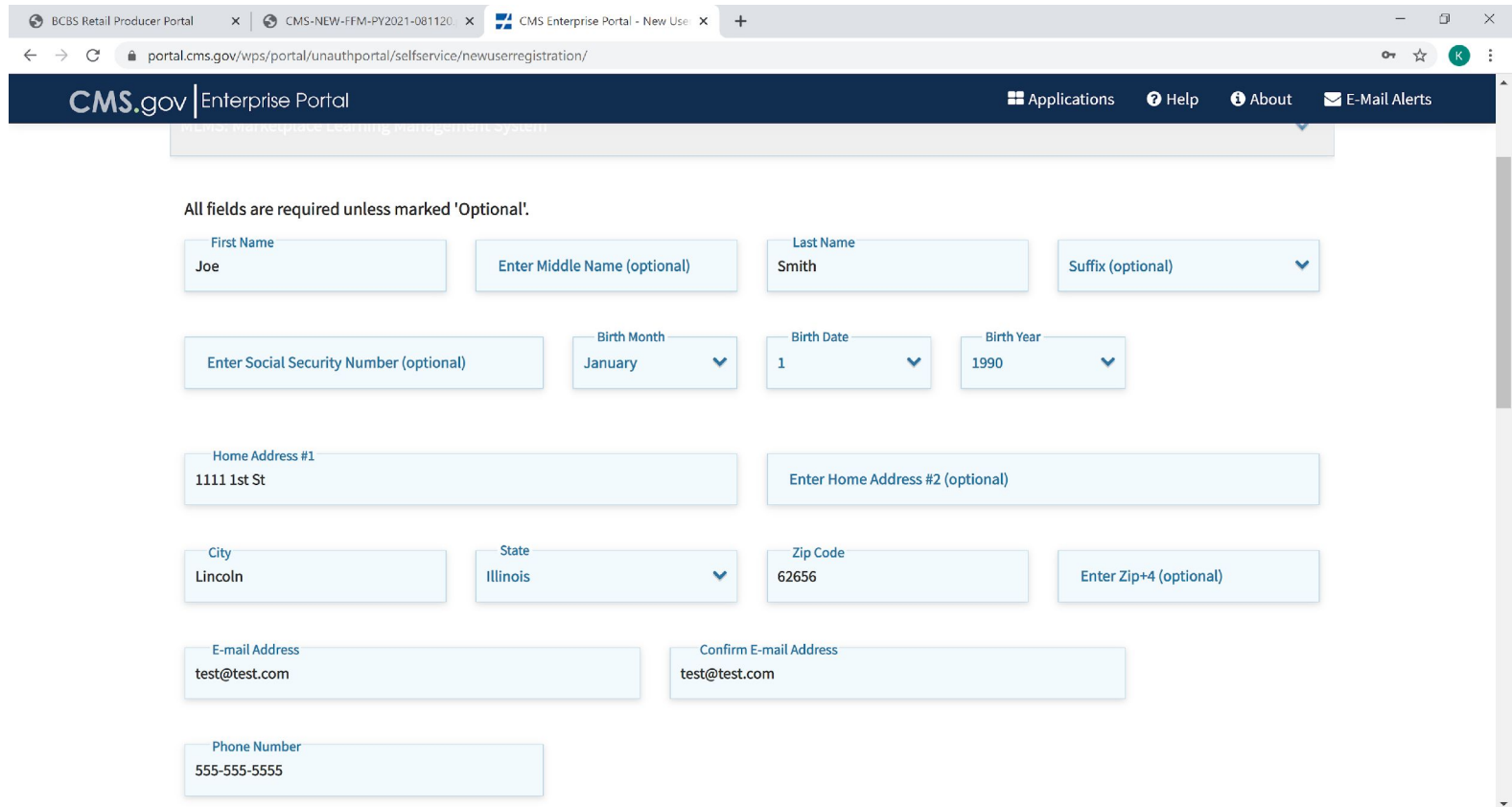


The screenshot shows a web browser window with the URL `portal.cms.gov/wps/portal/unauthportal/selfservice/newuserregistration/`. The page header includes the CMS.gov logo and navigation links for Applications, Help, About, and E-Mail Alerts. The main content area is titled "Step #3: Create User ID, Password & Challenge Questions" and includes the instruction: "Step 3 of 3 - Please create User ID and Password, Select Challenge questions and provide answers." The form contains the following fields:

- Enter User ID
- Enter Password (with a toggle for visibility)
- Enter Confirm Password (with a toggle for visibility)
- Select Challenge Question #1 (dropdown menu)
- Enter Challenge Question #1 Answer
- Select Challenge Question #2 (dropdown menu)
- Enter Challenge Question #2 Answer
- Select Challenge Question #3 (dropdown menu)
- Enter Challenge Question #3 Answer

At the bottom of the form are three buttons: "Back", "Next", and "Cancel".

Review your information and click “Submit User”



BCBS Retail Producer Portal x CMS-NEW-FFM-PY2021-081120 x CMS Enterprise Portal - New Use x +

portal.cms.gov/wps/portal/unauthportal/selfservice/newuserregistration/

CMS.gov Enterprise Portal Applications Help About E-Mail Alerts

All fields are required unless marked 'Optional'.

First Name: Joe
Enter Middle Name (optional)
Last Name: Smith
Suffix (optional) ▼

Enter Social Security Number (optional)
Birth Month: January ▼
Birth Date: 1 ▼
Birth Year: 1990 ▼

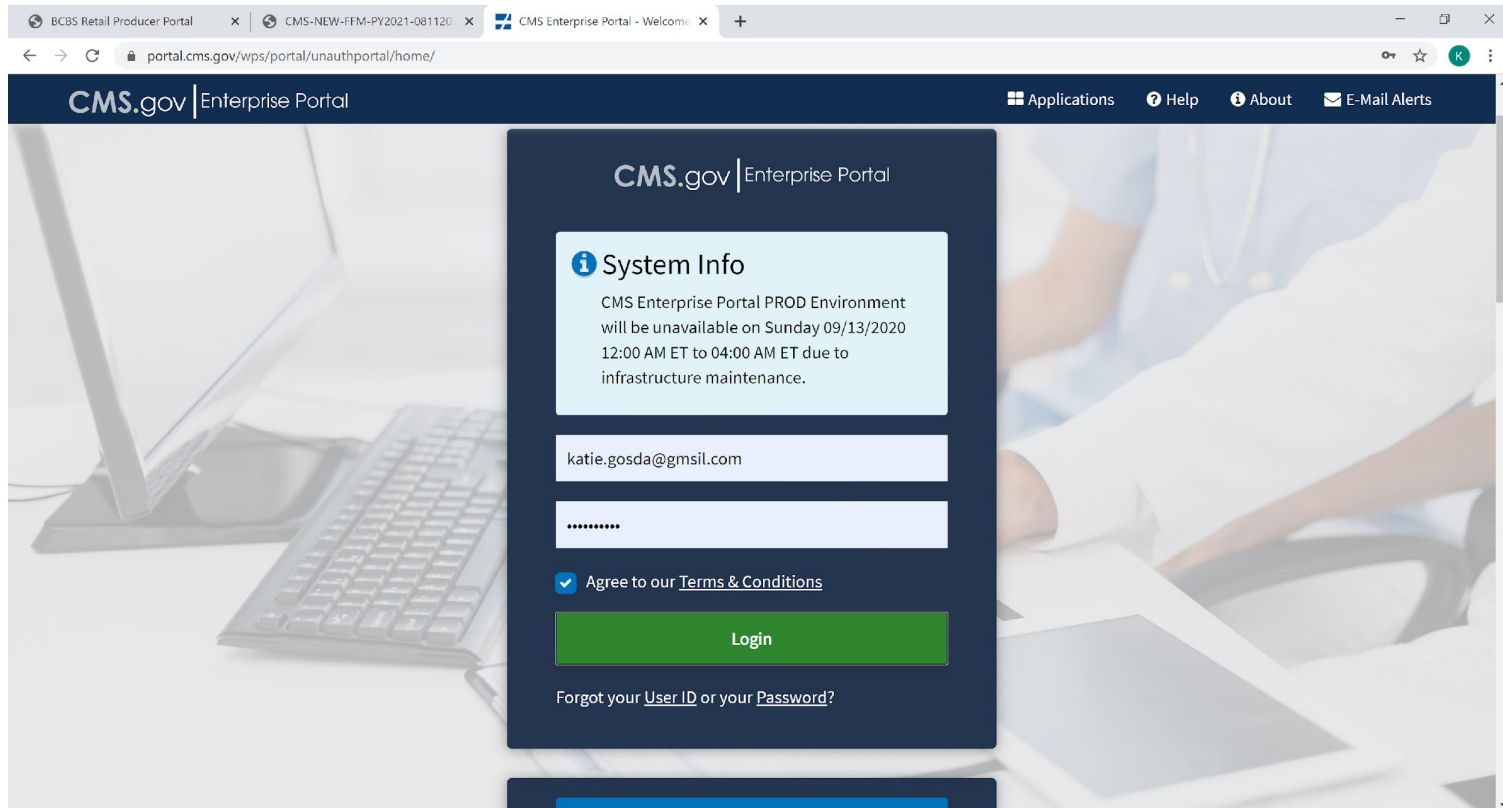
Home Address #1: 1111 1st St
Enter Home Address #2 (optional)

City: Lincoln
State: Illinois ▼
Zip Code: 62656
Enter Zip+4 (optional)

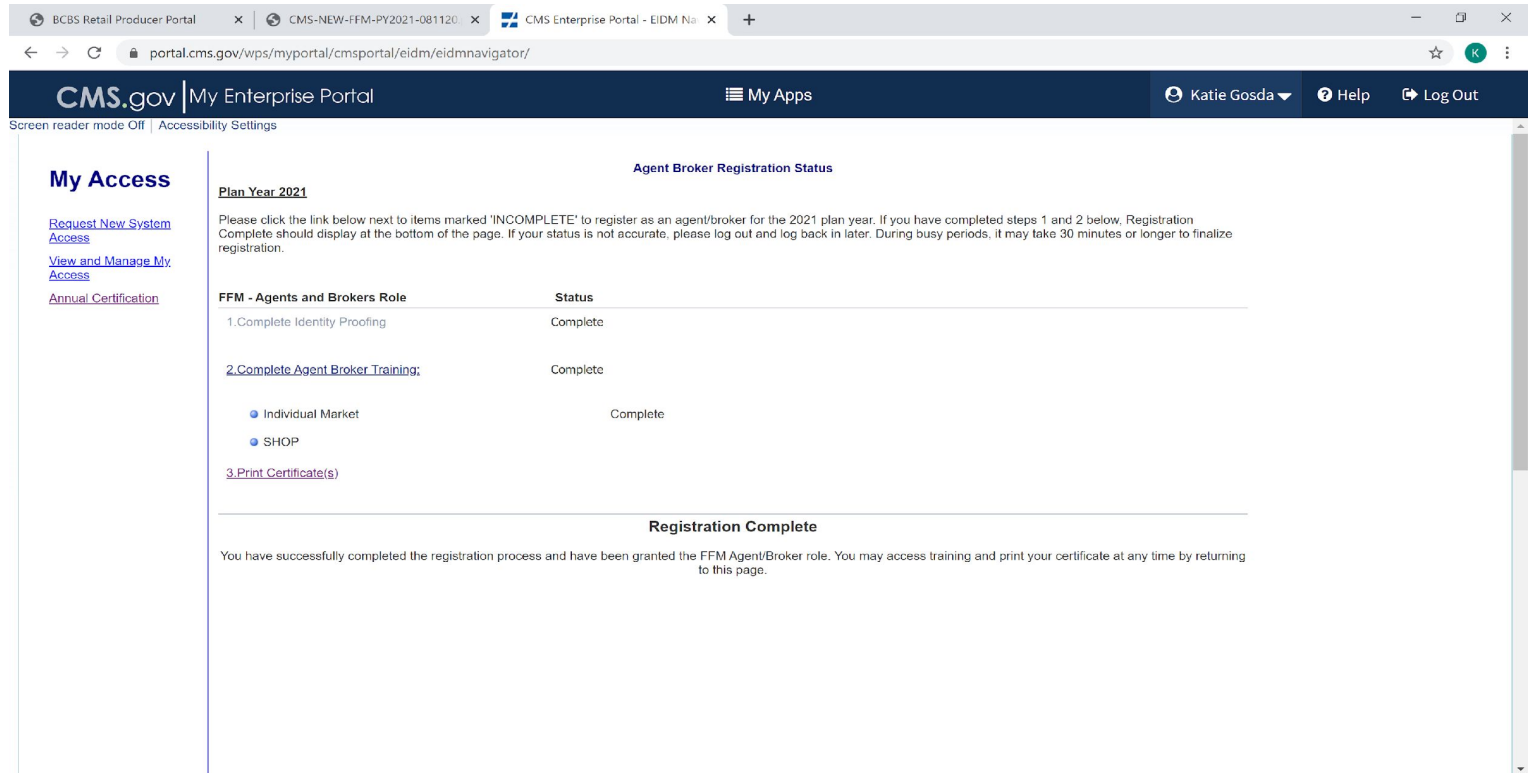
E-mail Address: test@test.com
Confirm E-mail Address: test@test.com

Phone Number: 555-555-5555

Once your registration is complete, you will be able to login to the CMS Enterprise Portal.



After you are logged in, your 2021 Curriculum for the Agent Broker Training Individual and Shop Market will be available.



The screenshot shows a web browser window with the URL `portal.cms.gov/wps/myportal/cmsportal/eidm/eidmnavigator/`. The page header includes the CMS.gov logo, 'My Enterprise Portal', and user information for 'Katie Gosda'. The main content area is titled 'Agent Broker Registration Status' and shows the following information:

Plan Year 2021

Please click the link below next to items marked 'INCOMPLETE' to register as an agent/broker for the 2021 plan year. If you have completed steps 1 and 2 below, Registration Complete should display at the bottom of the page. If your status is not accurate, please log out and log back in later. During busy periods, it may take 30 minutes or longer to finalize registration.

| FFM - Agents and Brokers Role | Status |
|------------------------------------|----------|
| 1. Complete Identity Proofing | Complete |
| 2. Complete Agent Broker Training: | Complete |
| • Individual Market | Complete |
| • SHOP | |
| 3. Print Certificate(s) | |

Registration Complete

You have successfully completed the registration process and have been granted the FFM Agent/Broker role. You may access training and print your certificate at any time by returning to this page.