

Broker Portal

Group Guide



HEALTH PLAN OF NEVADA
A UnitedHealthcare Company



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Welcome



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The online broker portal is your one-stop shop to:

- Obtain product information
- Get a quote for two to 50 employees
- Review monthly renewals
- Submit a new group
- Get small group marketing materials

Let's get started.

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Access to the broker portal

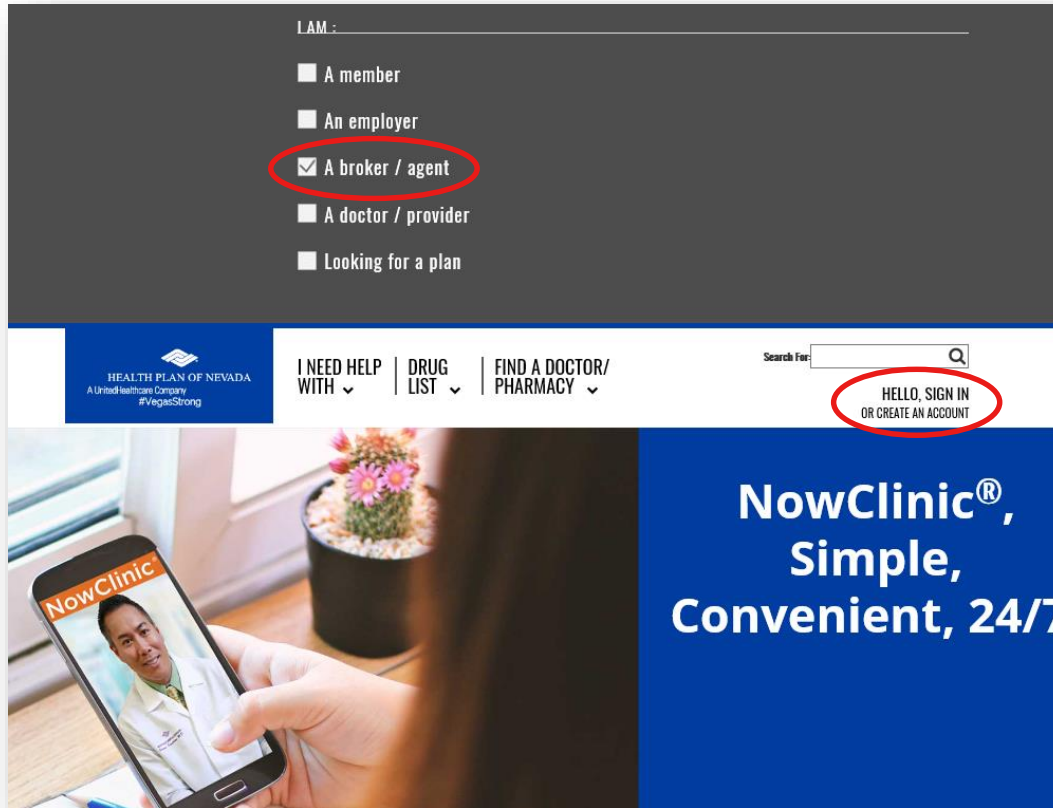


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Visit HealthPlanofNevada.com, select I am **A BROKER** and sign in.



To request access, email Rhea Wilcox at Rhea.Wilcox@uhc.com.

Access to the broker portal

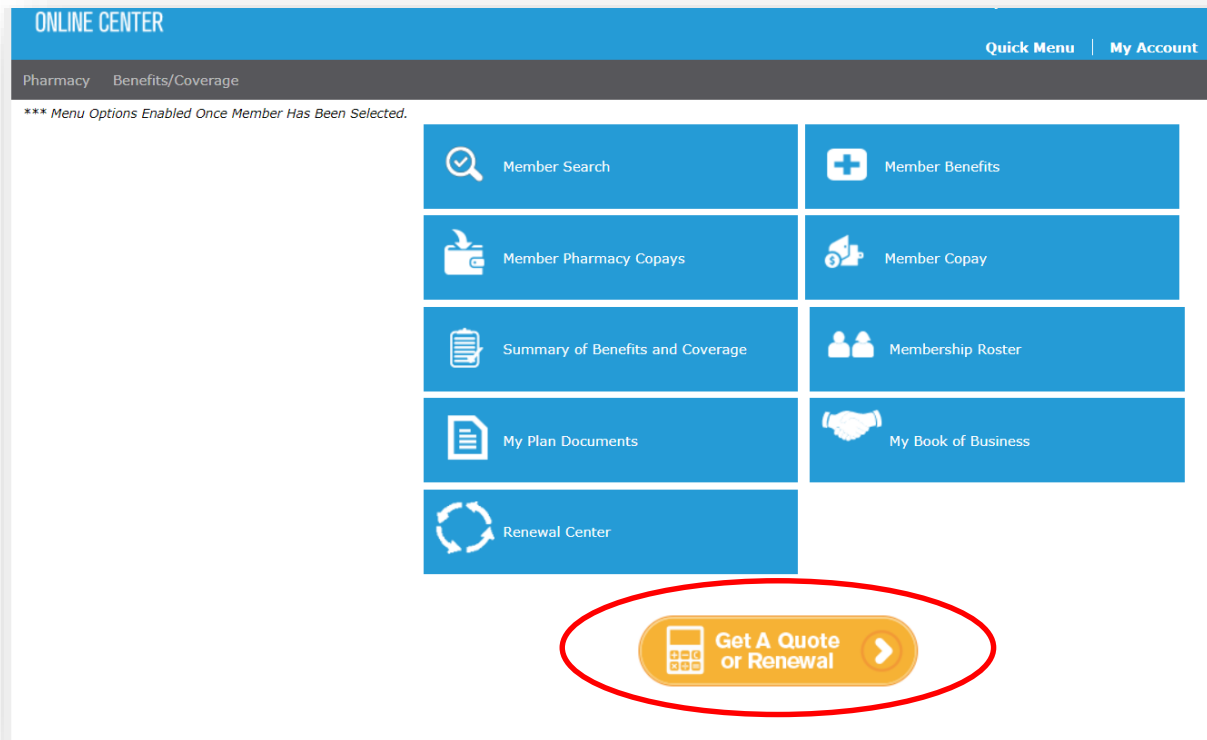


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Once you sign in, select **Get A Quote or Renewal**.



Navigate the broker portal



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After you sign in, you'll see a list of **Quick Links**.

The screenshot displays the HPN/SHL Broker Portal interface. At the top, the header includes the logos for Health Plan of Nevada and Sierra Health and Life, both identified as UnitedHealthcare Company. A navigation bar contains tabs for Partner Home Page, Individual & Family, Small Group, My Templates, Renewals, and Associations. The main content area is divided into an Information Center on the left and a central message on the right. The Information Center lists Quick Links (Get Individual Quote, Individual Marketing Materials, Get Sole Prop Quote, Group Marketing Materials), External Links (Nahu.org, Clark County Association of Health Underwriters, Northern NV Association of Health Underwriters, Healthcare.gov, Hhs.gov, Irs.gov, Optum Health Bank), HPN/SHL Links (@YourService, Health Plan of Nevada, Sierra Health and Life, HPN Provider Directory, SHL Provider Directory, 4-Tier Preferred Drug List, Southwest Medical Assoc), and Renewals (Group Renewals, Individual Renewals). The central message features a photo of four smiling professionals and a notice regarding language assistance and a browser warning.

HPN/SHL BROKER PORTAL

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Logout

Partner Home Page Individual & Family Small Group My Templates Renewals Associations

Home

Information Center

Quick Links

- Get Individual Quote
- Individual Marketing Materials
- Get Sole Prop Quote
- Group Marketing Materials

EXTERNAL LINKS

- Nahu.org
- Clark County Association of Health Underwriters
- Northern NV Association of Health Underwriters
- Healthcare.gov
- Hhs.gov
- Irs.gov
- Optum Health Bank

HPN/SHL LINKS

- @YourService
- Health Plan of Nevada
- Sierra Health and Life
- HPN Provider Directory
- SHL Provider Directory
- 4-Tier Preferred Drug List
- Southwest Medical Assoc

RENEWALS

- Group Renewals
- Individual Renewals

Click Here to View
Language Assistance/Non-Discrimination Notice
Asistencia de Idiomas/Aviso de no Discriminacion
Abiso sa Tulong sa Wika/Hindi Pandidiskrimina

NOTE
Please refrain from using the browser
backward and forward arrows while
completing the application.
Thank you.

EFFECTIVE 5/6/2019
Association update:
We are no longer accepting quotes/applications
for Clark County Health Plan Association.

Navigate the broker portal



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Click **Small Group**. In the toolbox, you can process a new quote, view marketing materials, or add a new group (New Applications).

The screenshot shows the broker portal interface. At the top, there are navigation tabs: Partner Home Page, Individual & Family, **Small Group** (highlighted with a red circle), My Templates, Renewals, and Associations. Below these are sub-tabs: Quotes, New Applications, and Marketing Materials. A 'Tools' section contains links for New Quote, My Product Templates, Marketing Materials, and New Applications. The main content area is divided into two sections: 'Finished Quotes' and 'Unsubmitted Quotes'. Each section contains a table of quotes with columns for Quote #, Group Name, Requested Effect, Broker, Created Dt, # of Employees, # Quoted Memb:, and Action. The 'Finished Quotes' table has one row with Quote # 1-18W8Y0E, Group Name TESTING 456, Requested Effect 3/15/2019, Broker KLEE BSA, Created Dt 3/7/2019 08:12:2, # of Employees 2, # Quoted Memb: 2, and Action Continue. The 'Unsubmitted Quotes' table has two rows with Quote # 1-18TV96E and 1-18TV936, Group Name TEST EFF DATE2 KLEE BSA and TEST EFF DATE KLEE BSA, Requested Effect 12/27/2018 11:00:00 and 12/27/2018 10:00:00, Broker KLEE BSA, Created Dt 12/27/2018 11:00:00 and 12/27/2018 10:00:00, # of Employees 2, # Quoted Memb: 2, and Action Continue.

Quote #	Group Name	Requested Effect	Broker	Created Dt	# of Employees	# Quoted Memb:	Action
1-18W8Y0E	TESTING 456	3/15/2019	KLEE BSA	3/7/2019 08:12:2	2	2	Continue

Quote #	Group Name	Requested Effect	Broker	Created Dt	# of Employees	# Quoted Memb:	Action
1-18TV96E	TEST EFF DATE2 KLEE BSA	12/27/2018 11:00:00	KLEE BSA	12/27/2018 11:00:00	2	2	Continue
1-18TV936	TEST EFF DATE KLEE BSA	12/27/2018 10:00:00	KLEE BSA	12/27/2018 10:00:00	2	2	Continue

Get a small group quote



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From the **Small Group** homepage, select **New Quote**.

The screenshot shows the 'Small Group' homepage with a navigation bar at the top. The 'New Quote' button is circled in red. Below the navigation bar, there are sections for 'Finished Quotes' and 'Unsubmitted Quotes', each containing a table of quote data.

Finished Quotes

Quote #	Group Name	Requested Effect	Broker	Created Dt	# of Employees	# Quoted Memb:	Action	Continue
1-18W8Y0E	TESTING 456	3/15/2019	KLEE BSA	3/7/2019 08:12...	2	2		Continue

Unsubmitted Quotes

Quote #	Group Name	Broker	Created Dt	# of Employees	# Quoted Memb:	Continue
1-18TV96E	TEST EFF DATE2	KLEE BSA	12/27/2018 11:...	2	2	Continue
1-18TV936	TEST EFF DATE	KLEE BSA	12/27/2018 10:...	2	2	Continue

Get a small group quote



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Fill in the required fields on the **Group Information** page and select **Save & Continue**.

The screenshot shows a web application interface for obtaining a quote. At the top, there are navigation tabs: Partner Home Page, Individual & Family, **Small Group** (selected), My Templates, Renewals, and Associations. Below these are sub-tabs: Quotes, New Applications, and Marketing Materials. The main content area is titled "Group Information" and contains several input fields:

- Group Name:** A text input field labeled "Group Name".
- Street Address:** A text input field labeled "Street Address".
- Phone:** A text input field labeled "Phone".
- Zip:** A text input field labeled "Zip".
- Total # of Employees Applying:** A text input field labeled "Total # of Employees App".
- Requested Effective Date:** A dropdown menu labeled "Requested Effective" with a downward arrow.
- Incumbent Carrier:** A dropdown menu labeled "Incumbent Carrier" with a downward arrow.
- SIC:** A text input field labeled "SIC" with a small icon to its right.

On the left side of the form, there is a "Quote Information" section with text explaining the quoting portal's purpose and criteria. Below this text is a small image of a smiling woman wearing a straw hat. At the bottom right of the form, a green button labeled "Save & Continue" with a right-pointing arrow is circled in red.

Get a small group quote

Enter the required information for the group. Click **Continue**.

Partner Home Page | Individual & Family | **Small Group** | My Templates | Renewals | Associations


Quotes | New Applications | Marketing Materials

Group Census

If the group has an out of area employee, please contact our sales department.

Import Instructions

Your file must match the example. Please follow the instructions for importing.



Quote Info

* -required

- * Group Name: TESTING12345
- * Quote Id: 1-198R5HA
- * Eligible EE: 2

Group Census

Instructions | **Import** | Example

#	Name/Initials	Gender	Zip	DOB	Age	Spouse DOB
1	C0		89128			
2	C1		89128			

Continue ▶ | Add Employee

Get a small group quote



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Use the **Standard Medical Templates**. Select **View Products** to review and select the products. Scroll down the page to view **Available Medical Products**.

The screenshot displays a web interface for creating a small group quote. At the top, there are navigation tabs: Partner Home Page, Individual & Family, **Small Group**, My Templates, Renewals, and Associations. Below these are sub-tabs: Quotes, New Applications, and Marketing Materials. The main content area is divided into several sections:

- Medical Plan Selection:** Contains three numbered steps: 1) Click **View Products** to view the products available to select. 2) Checking the products in the Add To Quote column will add them to the quote. 3) Click the **Add Selected & Continue** box under Available Medical Products to continue with the quote. A **NOTE** states: "Quotes with more than 15 products selected may take longer for the proposal to generate."
- Quote Info:** A form with three fields: **Group Name:** TESTING12345, **Quote Id:** 1-198R5HA, and **Eligible EE:** 2. A red asterisk and "=required" are shown to the right.
- My Medical Templates:** A table with columns "Name" and "View Products". It lists "My Templates" and "testing", each with a "View Products" link.
- Standard Medical Templates:** A table with columns "Name" and "View Products". It lists "2019 Eff Dates Southern" with a "View Products" link. This section is circled in red. Below the table is a scroll bar and navigation icons.

Get a small group quote



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Click the **Select** hyperlink to add products to your quote. The products will move to the Selected Medical Products.

Available Medical Products					
Select	Product Description	Rx Benefit	Metallic Level	Product Line	PCP OV
Select	HPN Solutions HMO Bronze 25/60...	\$25/50/75/350	Bronze	HMO	\$25
Select	HPN Solutions HMO Gold 10_100...	\$15/40/70/300	Gold	HMO	\$10
Select	HPN Solutions HMO Gold 15/100...	\$15/40/70/300	Gold	HMO	\$15
Select	HPN Solutions HMO Gold 15/200...	\$15/40/70/300	Gold	HMO	\$15
Select	HPN Solutions HMO Gold 20/100...	\$15/40/70/300	Gold	HMO	\$20

Get a small group quote



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Click **Add Selected & Continue** in the **Selected Medical Products**.

Product Description	Product Line	Remove
HPN Solutions HMO Bronze 25/6...	HMO	Remove
HPN Solutions HMO Gold 25_10...	HMO	Remove
SHL Solutions EPO Silver 30/200...	EPO	Remove
SHL Solutions HSA PPO Gold 30...	HSA	Remove
SHL Solutions PPO Silver 35/350...	PPO	Remove

Navigation:

Add Selected & Continue

Get a small group quote



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You'll see a list of **Estimated Monthly Premiums** for each product selected. Click **Continue**.

The screenshot shows a table titled "Metallic Rates" with the following data:

Plan	Rx Co-Pay	Estimated Month	Office Visit	Deductible
HPN Solutions HMO Platinum 15/0/10%	\$10/30/60/250	\$864.44	\$15	\$0
HPN Solutions HMO Gold 10_1000(IP)	\$15/40/70/300	\$785.39	\$10	N/A
HPN Solutions HMO Gold 15/1000/20%	\$15/40/70/300	\$751.10	\$15	\$1,000

Below the table is a green "Continue" button with a right-pointing arrow, which is circled in red in the original image.

Get a small group quote



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Ancillary products will automatically appear on the quote. Select **Save & Continue**.

Dental and Vision List								
Product Category	Plan	Annual Max Bene	Deductible (Dental)	Estimated Monthl	Preventive (Denta	Minor Restore (D€	Major (Dental)-	Ortho (Dental)-Bf
Dental	SHL PPO Plan 27 Adult	1500	\$50	26.64	0%	20%/40%	50%/50%	N/A
Dental	SHL PPO Plan 28 Adult	1000	\$50	23.98	0%	20%/40%	50%/50%	N/A
Dental	SHL PPO Plan 29 Adult	2000	\$50	29.31	0%	20%/40%	50%/50%	N/A
Vision	SHL EyeMed Adult Option 1...\$10		\$10	12.56	12 mos	12 mos	24 mos	6.28
Vision	SHL EyeMed Adult Option 1...\$10		\$10	10.82	12 mos	12 mos	24 mos	5.41
Vision	SHL EyeMed Adult Option 1...\$0		\$0	17.18	12 mos	12 mos	12 mos	8.59

Navigation: < > << >> <<< >>>

Buttons: << Back | Save & Continue >>

Get a small group quote

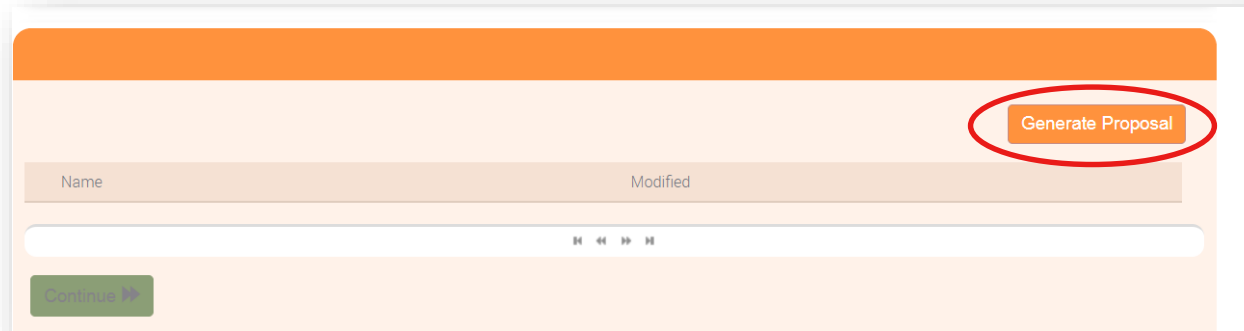


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Select **Generate Proposal**.



Get a small group quote

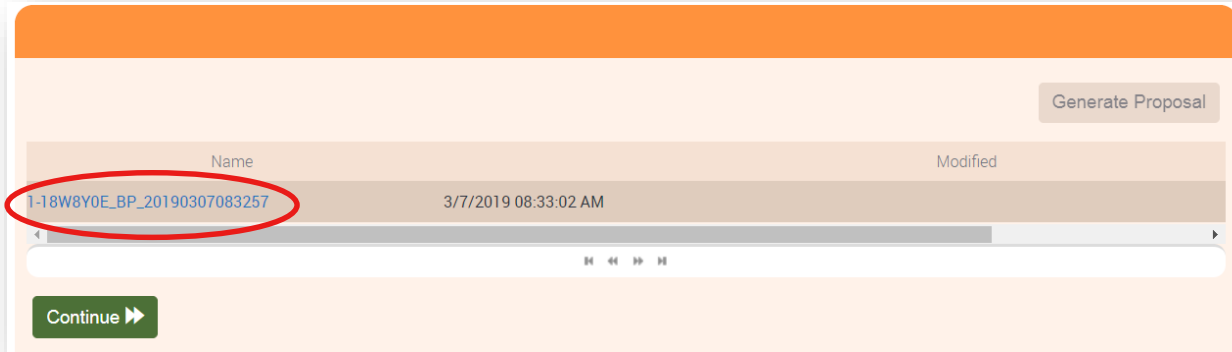


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Click the link under name to view and print the proposal. Select **Continue** to return to your small group homepage.



Get a small group quote

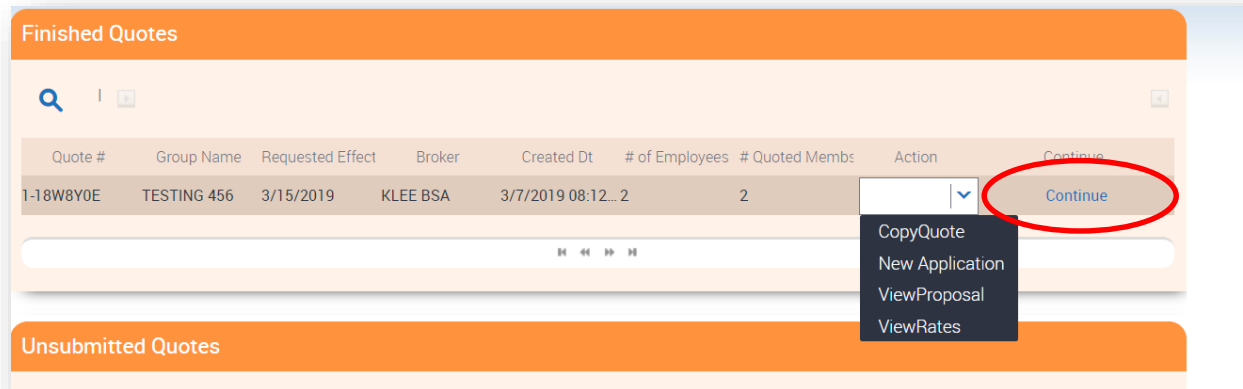


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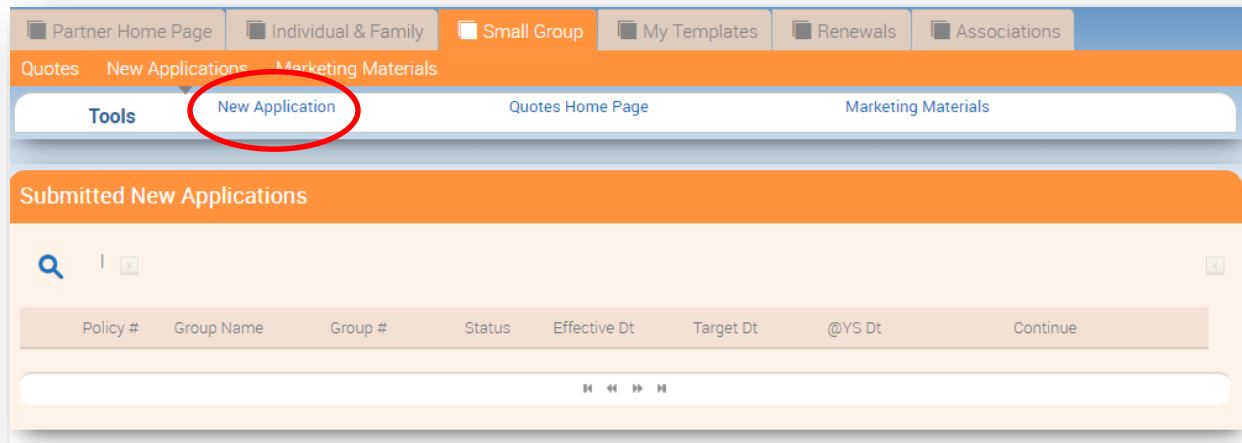
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Finished Quotes and **Unsubmitted Quotes** will remain visible for 90 days. To view a quote, go to **Action** and select **Copy Quote**, **New Application**, **View Proposal** or **View Rates**. Then select **Continue**. Quotes that are not submitted can be completed at a later time.



Submit a new group application

Click **Small Group**. Select **New Applications**, then **New Application**.



Submit a new group application



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Fill in the required fields on the **Group Information** page and select **Save & Continue**.

Partner Home Page Individual & Family **Small Group** My Templates Renewals Associations

Quotes New Applications Marketing Materials

1. Group Info 2. Product Selection 3. Upload Documents 4. Disclaimer 5. Confirmation

If you have a quote generated for this group, do you want to get the group info from quote? [Click Here](#) * =required

Federal Tax ID	<input type="text"/>	Find Group
* Group Legal Name	<input type="text" value="Group Legal Name"/>	
* Zip	<input type="text" value="Zip"/>	
* Requested Effective Date	<input type="text" value="Requested Effective Date"/> ▾	
* Total Eligible Employees	<input type="text" value="Total Eligible Employees"/>	

Save & Continue ▶

Submit a new group application

Click **Add** in the Available Medical Products to select your plans. Click **Continue**.

The screenshot displays a web application interface for submitting a new group application. At the top, there are navigation tabs for 'Partner Home Page', 'Individual & Family', 'Small Group', 'My Templates', 'Renewals', and 'Associations'. Below these are sub-tabs for 'Quotes', 'New Applications', and 'Marketing Materials'. A progress bar shows seven steps: 1. Group Info, 2. Census, 3. Proposal, 4. Product Selection, 5. Upload Documents, 6. Disclaimer, and 7. Confirmation. The 'Census' step is currently active.

Group information is displayed as follows:

Group Name:	Current Census:	Effective Date:	Policy Number:
TESTING1212	2	7/1/2019	1-198R5LC

The 'Selected Medical Products' section contains a table with the following columns: Product Description, Rx Benefit, Metallic Level, Product Line, PCP OV, Deductible, and Remove. Below this table are navigation arrows and two buttons: 'Continue' (circled in red) and 'Back'.

The 'Available Medical Products' section contains a table with the following columns: Product Description, Rx Benefit, Metallic Level, Product Line, PCP OV, Deductible, and Add. The 'Add' buttons for the two rows are circled in red.

Product Description	Rx Benefit	Metallic Level	Product Line	PCP OV	Deductible	Add
SHL Solutions EPO Gold 20/1000...	\$15/40/70/300	Gold	EPO	\$20	\$1,000	Add ↑
SHL Solutions EPO Gold 20/1500...	\$15/40/70/300	Gold	EPO	\$20	\$1,500	Add ↑

Submit a new group application

Click **Add** in the Dental and Vision Available Products to select an ancillary plan. Click **Continue**.

The screenshot shows the 'Product Selection' step of a group application process. At the top, there are navigation tabs for 'Partner Home Page', 'Individual & Family', 'Small Group', 'My Templates', 'Renewals', and 'Associations'. Below these are 'Quotes', 'New Applications', and 'Marketing Materials'. A progress bar indicates the current step is '4. Product Selection', with other steps being '1. Group Info', '2. Census', '3. Proposal', '5. Upload Documents', '6. Disclaimer', and '7. Confirmation'. The application details are as follows:

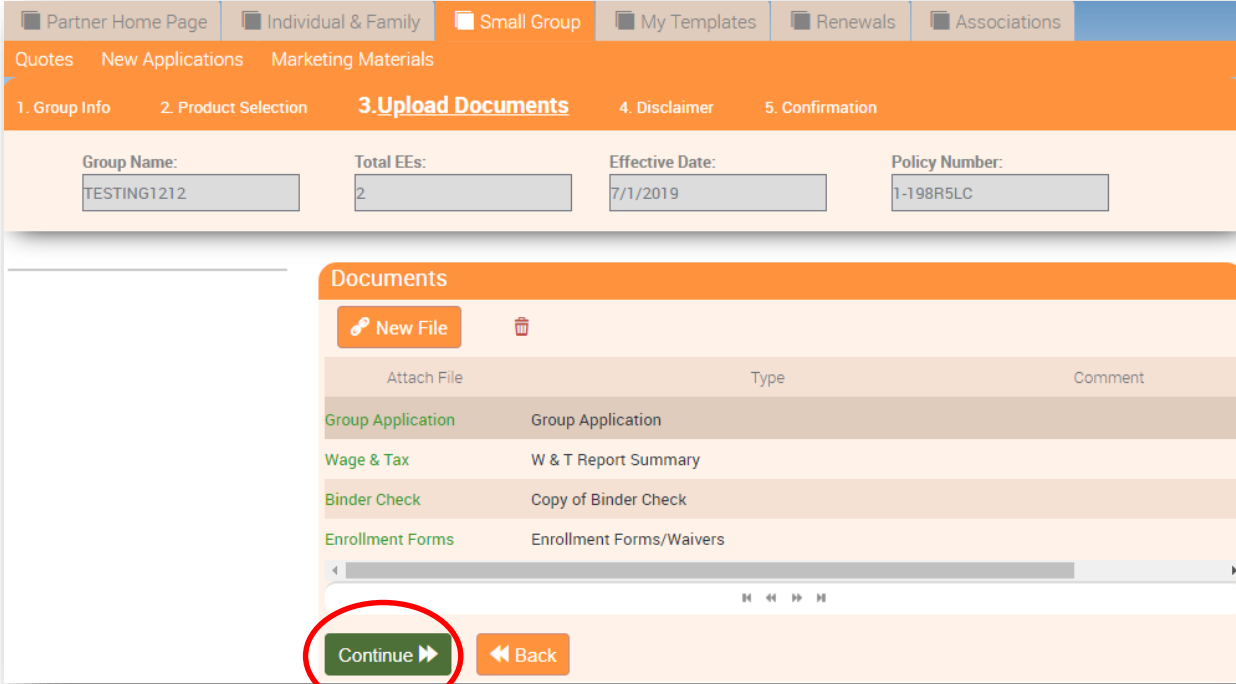
Group Name:	Current Census:	Effective Date:	Policy Number:
TESTING1212	2	7/1/2019	1-198R5LC

Below this is a section for 'Dental and Vision Selected Products' with a table that is currently empty. Below that is a navigation bar with a 'Continue' button (circled in red) and a 'Back' button. At the bottom is a section for 'Dental and Vision Available Products' with a search icon and a table of available products:

Category	Product Description	Product Line	Add
Dental	PPO 27 w/o Ortho Adult - So. NV	PPO	Add ↑
Dental	SHL Dental PPO Plan 28 - SB Adult	PPO	Add ↑
Dental	SHL Dental PPO Plan 29 - SB Adult	PPO	Add ↑
Vision	SHL PPO EyeMed 13: 12/12/24/1...	PPO	Add ↑

Submit a new group application

Upload required documents. Click **Continue**.




Partner Home Page | Individual & Family | **Small Group** | My Templates | Renewals | Associations

Quotes | New Applications | Marketing Materials



1. Group Info | 2. Product Selection | **3. Upload Documents** | 4. Disclaimer | 5. Confirmation

Group Name: TESTING1212 | Total EEs: 2 | Effective Date: 7/1/2019 | Policy Number: 1-198R5LC

Documents

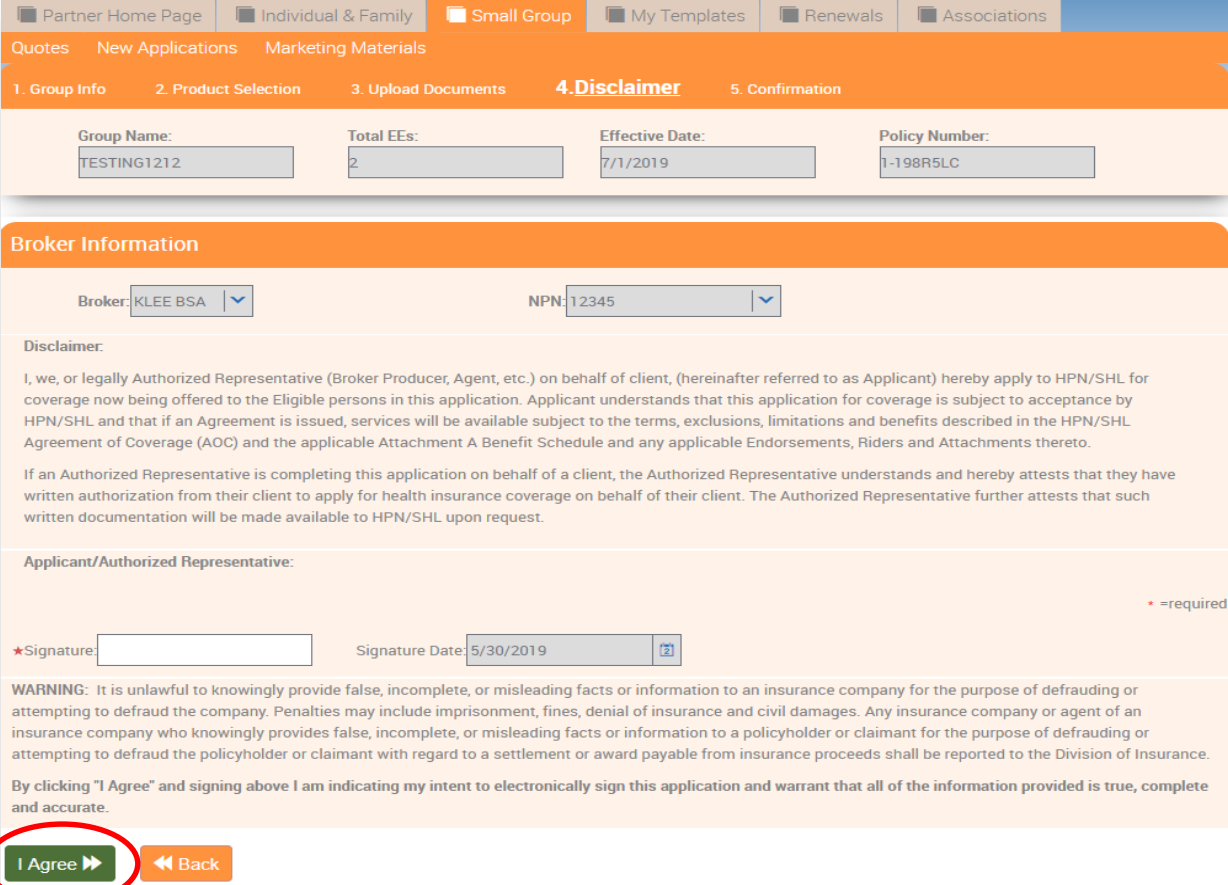
[New File](#) 

Attach File	Type	Comment
Group Application	Group Application	
Wage & Tax	W & T Report Summary	
Binder Check	Copy of Binder Check	
Enrollment Forms	Enrollment Forms/Waivers	

Continue  | **Back** 

Submit a new group application

Sign the Disclaimer page. Click **I Agree**.



Partner Home Page | Individual & Family | **Small Group** | My Templates | Renewals | Associations

Quotes | New Applications | Marketing Materials

1. Group Info | 2. Product Selection | 3. Upload Documents | **4. Disclaimer** | 5. Confirmation

Group Name: TESTING1212 | Total EEs: 2 | Effective Date: 7/1/2019 | Policy Number: 1-198R5LC

Broker Information

Broker: KLEE BSA | NPN: 12345

Disclaimer:

I, we, or legally Authorized Representative (Broker Producer, Agent, etc.) on behalf of client, (hereinafter referred to as Applicant) hereby apply to HPN/SHL for coverage now being offered to the Eligible persons in this application. Applicant understands that this application for coverage is subject to acceptance by HPN/SHL and that if an Agreement is issued, services will be available subject to the terms, exclusions, limitations and benefits described in the HPN/SHL Agreement of Coverage (AOC) and the applicable Attachment A Benefit Schedule and any applicable Endorsements, Riders and Attachments thereto.

If an Authorized Representative is completing this application on behalf of a client, the Authorized Representative understands and hereby attests that they have written authorization from their client to apply for health insurance coverage on behalf of their client. The Authorized Representative further attests that such written documentation will be made available to HPN/SHL upon request.

Applicant/Authorized Representative:

*Signature: | Signature Date: 5/30/2019

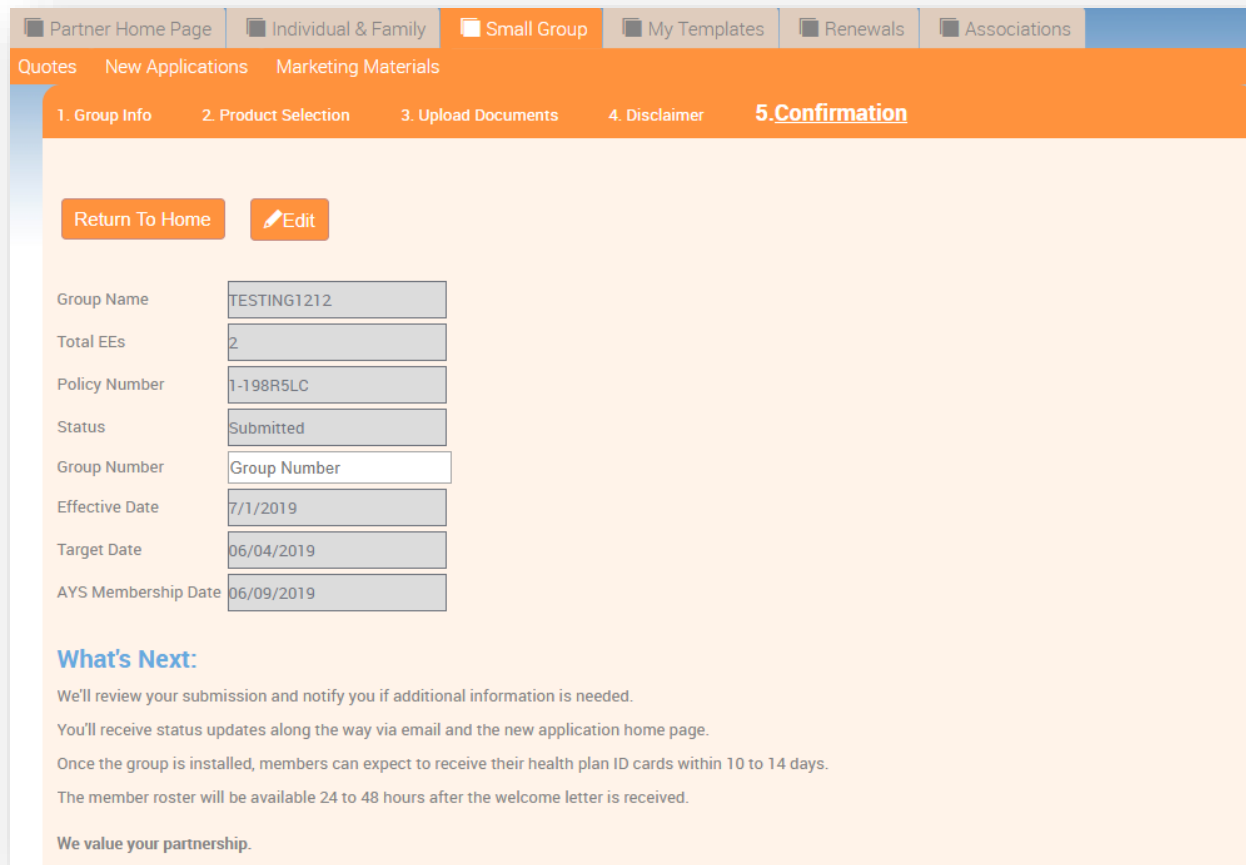
WARNING: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Division of Insurance.

By clicking "I Agree" and signing above I am indicating my intent to electronically sign this application and warrant that all of the information provided is true, complete and accurate.

I Agree | **Back**

Submit a new group application

Confirmation Page



The screenshot shows a web application interface for submitting a new group application. The navigation bar includes tabs for Partner Home Page, Individual & Family, Small Group (selected), My Templates, Renewals, and Associations. Below the navigation bar, there are links for Quotes, New Applications, and Marketing Materials. The main content area is titled "5. Confirmation" and contains a "Return To Home" button and an "Edit" button. A form displays the following information:

Group Name	TESTING1212
Total EEs	2
Policy Number	1-198R5LC
Status	Submitted
Group Number	Group Number
Effective Date	7/1/2019
Target Date	06/04/2019
AYS Membership Date	06/09/2019

What's Next:

- We'll review your submission and notify you if additional information is needed.
- You'll receive status updates along the way via email and the new application home page.
- Once the group is installed, members can expect to receive their health plan ID cards within 10 to 14 days.
- The member roster will be available 24 to 48 hours after the welcome letter is received.

We value your partnership.

Review monthly renewals



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Select the **Renewals** tab. You can view groups that are renewing within 30 days and 60 days. Click on the **Proposal** link to review the renewal proposal. Click on the **SBC** link to review the Summary of Benefits and Coverages.

Partner Home Page | Individual & Family | Small Group | My Templates | **Renewals** | Associations

Home | SG 30 Days | SG 60 Days | 51-100 30 Days | 51-100 60 Days | Ind Renewals | Completed Renewals

Renewals

- Groups to Renew within 30 Days
- Groups to Renew within 60 Days
- Individual Renewals
- Completed Individual Renewals
- Submit AHP Quote

Groups to Renew within 30 Days

Export

Group Name	Group Number	Renewal Date	Status	Proposal	SBC
HEALING HEAR...	60005276	6/1/2019	Proposal Pendi...	Proposal	SBC
LONE MOUNTAI...	60000663	6/1/2019	Proposal Pendi...	Proposal	SBC
NEVADA READY...	50501493	6/1/2019	Proposal Pendi...	Proposal	SBC
EIGHTCIG LLC	60006205	6/1/2019	Proposal Pendi...	Proposal	SBC

Small group marketing materials

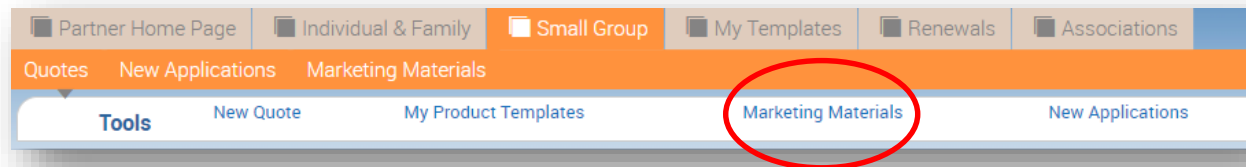


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Click **Small Group** and then select **Marketing Materials**.



Small group marketing materials

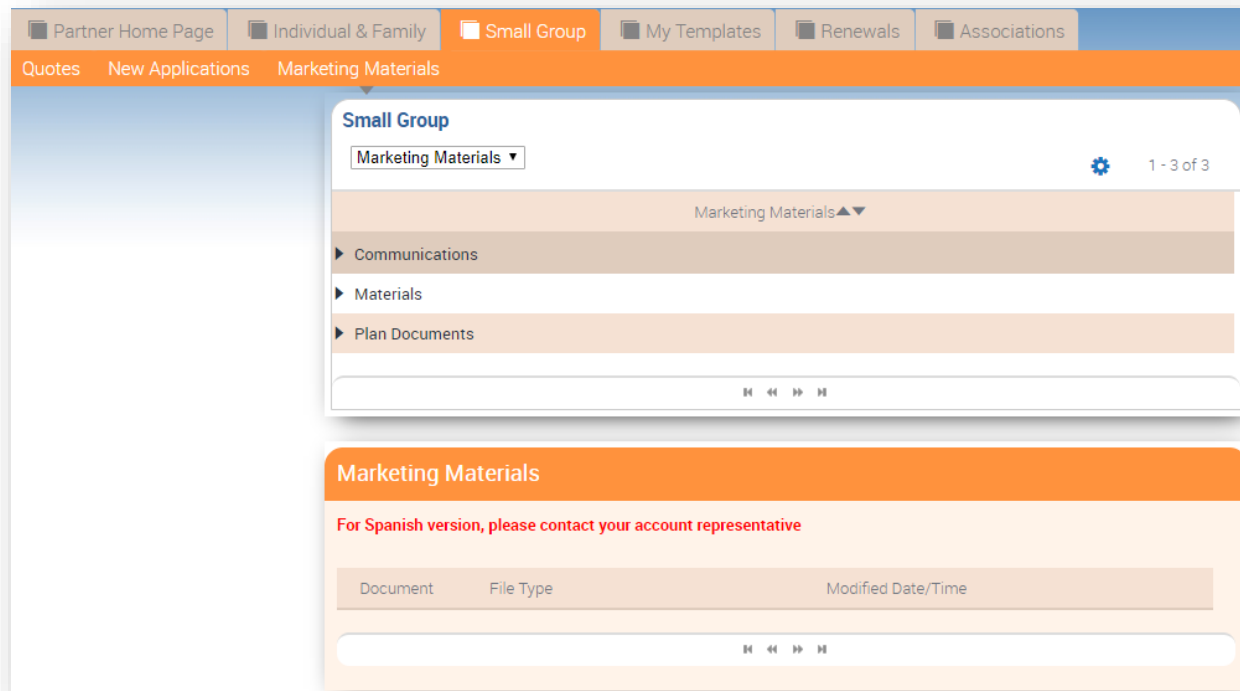


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Here you'll see a list of small group related marketing materials.



Additional resources

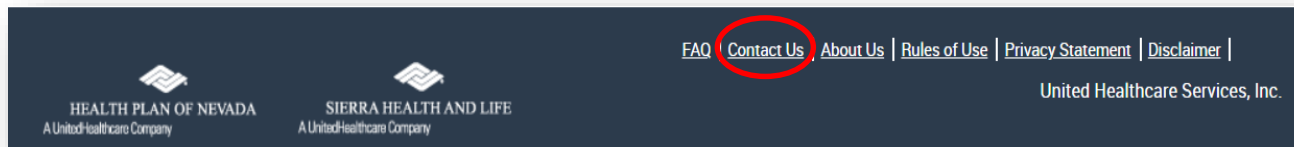


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Scroll down to the footer and select **FAQ, Contact Us, About Us, Rules of Use, Privacy Statement or Disclaimer.**



Contact us



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Scroll down to the footer of the page and select **Contact Us**. Complete the short form and we'll be in touch.

You can also call our sales office directly at:
(702)-821-2200
or toll-free at
(800)-873-0004

Enter your information below and a Sales representative will contact you.

If this is regarding an application, please include your application #.

★Indicates Required field

★Your Email address:

★Subject:

★Message:

Submit

Thank you for partnering with us!