Broker Portal

Individual Guide





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

- Obtain product information
- Submit an individual application
- Check the status of an individual application
- Process an individual renewal.

Let's get started.

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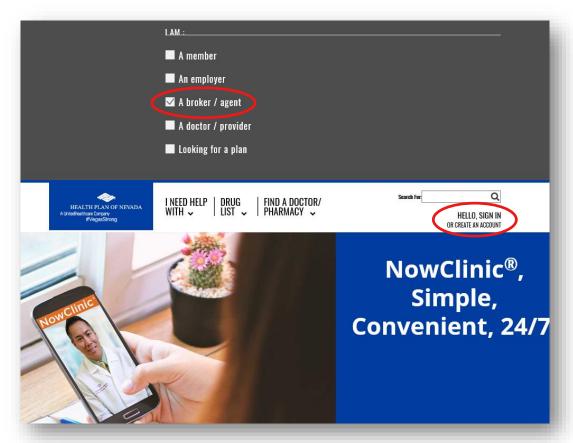


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Visit **HealthPlanofNevada.com**, select I am **A BROKER** and sign in.

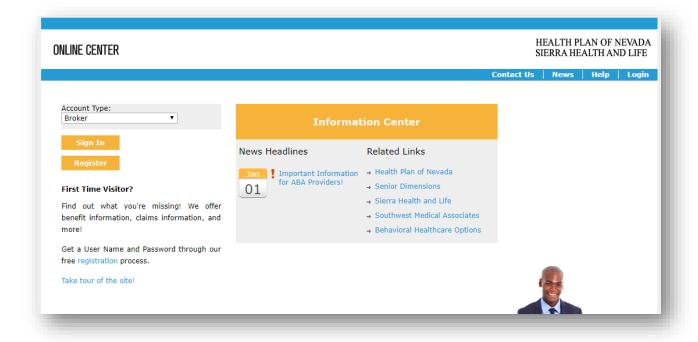


To request access, email Rhea Wilcox at Rhea.Wilcox@uhc.com.





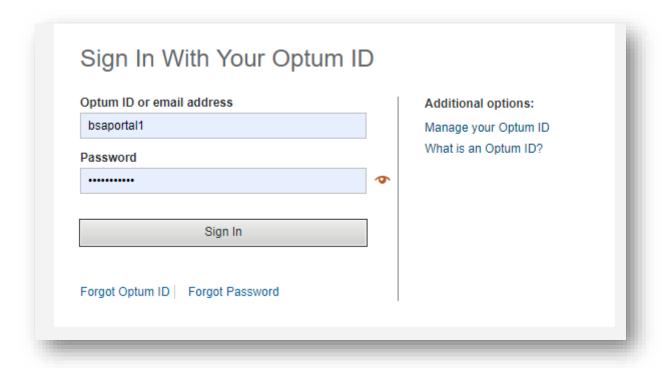
Sign in to the Online Center.







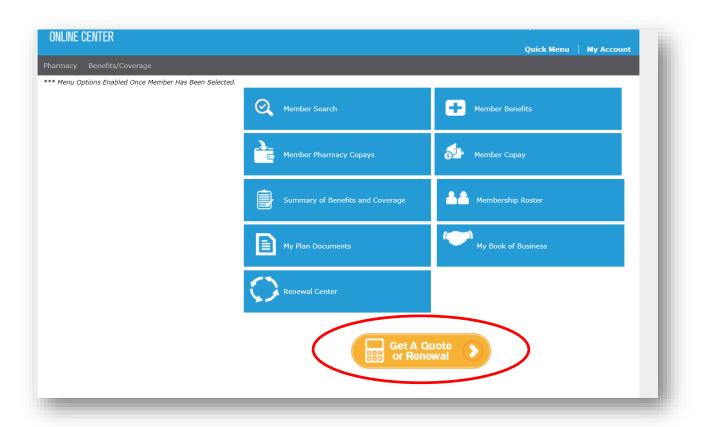
Sign in with your Optum ID.







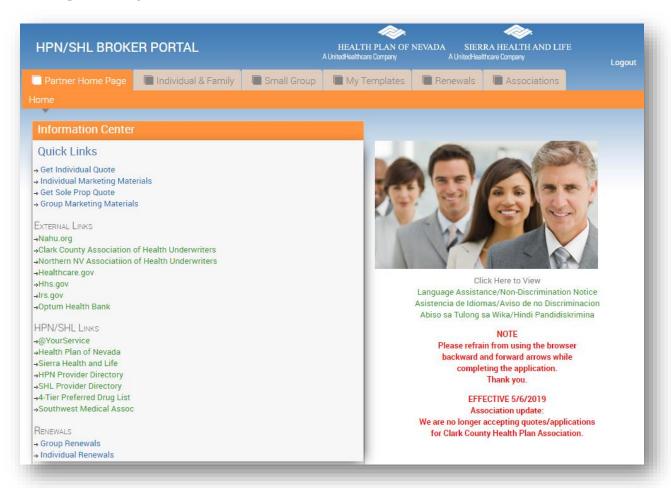
Once you sign in, select Get A Quote or Renewal.







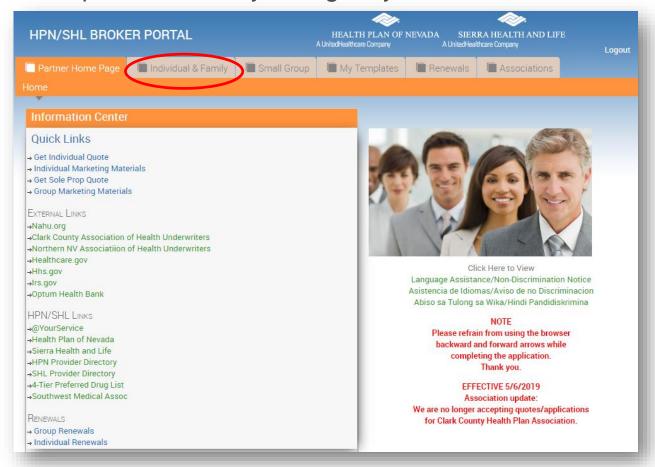
After you sign in, you'll see a list of Quick Links.







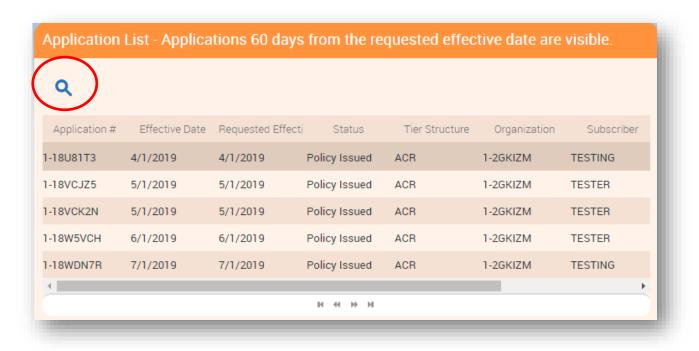
Click **Individual & Family Individual Home** to view a list of individual applications processed for your agency.







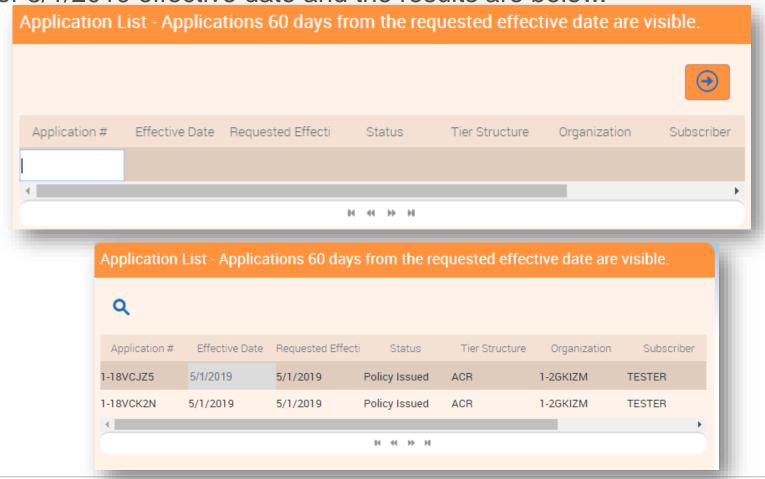
This chart will display the application number, effective date, requested effective date, status of the application, tier structure, subscriber and enrollment form (scroll to the right). This page also features a query button.







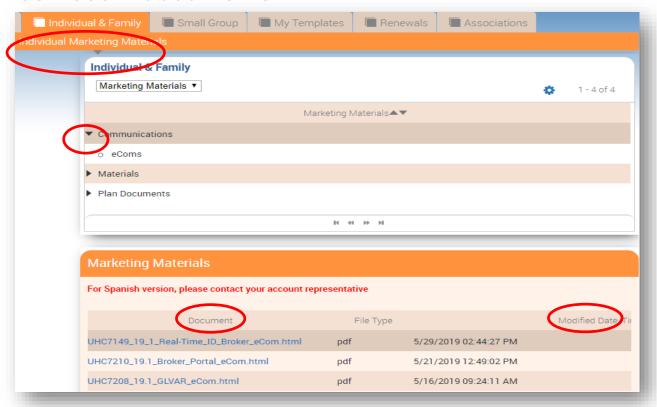
Select **Query** and enter the necessary information. For example, query for 5/1/2019 effective date and the results are below.







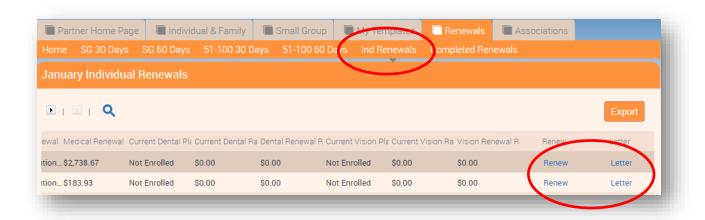
Click Individual & Family and then select Individual Marketing Materials. Click the arrow next to the folder for a list of the documents. Expand the **Document** column to view entire name (hover over the right side of the column and drag). Click on **Modified Date** and sort to see the most recent documents.







Click **Renewals** and then select **Ind Renewals**. Click on **Renew** to choose a plan. Click on **Letter** to review the Renewal Letter.







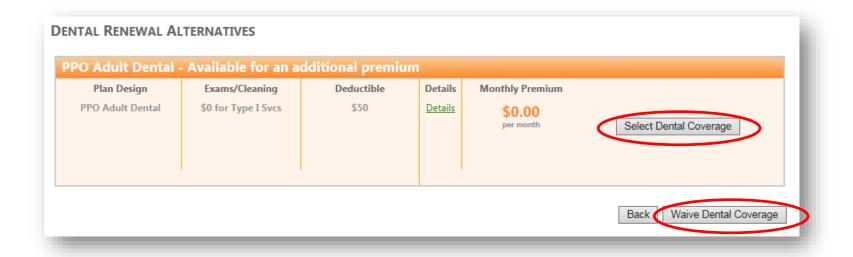
SELECT the product you wish to renew.







Choose Select Dental Coverage or Waive Dental Coverage.







Choose Select Vision Coverage or Waive Vision Coverage.







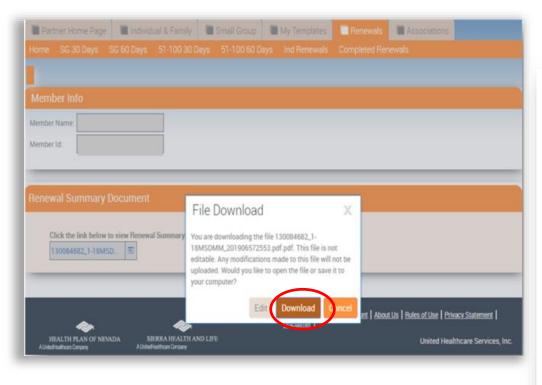
Confirm or Edit the selected coverage to complete the renewal.







The renewal summary will display on the screen. Click on the hyperlink and download then print a copy for your records.

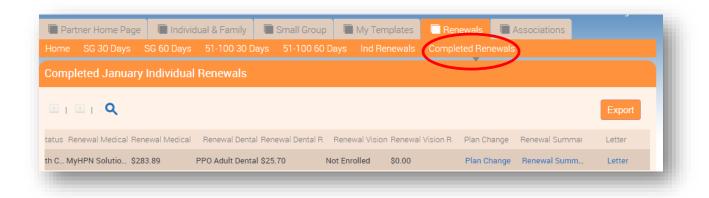








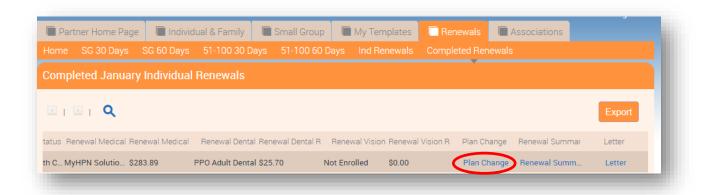
Click Renewals and then select Completed Renewals.







You have the option to make a plan change prior to the end of open enrollment. Select **Plan Change**.



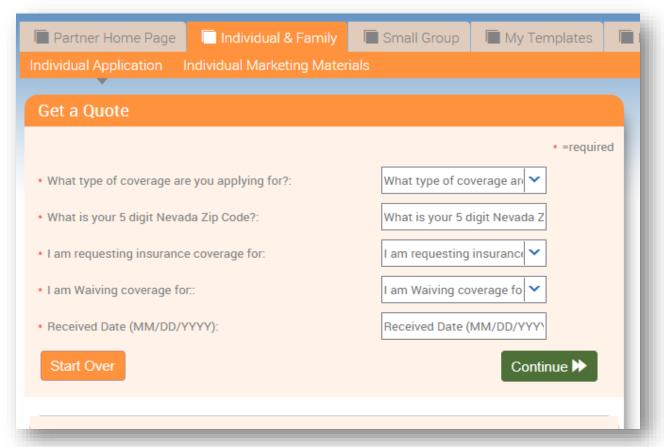
Click Individual & Family and then select Individual Application.







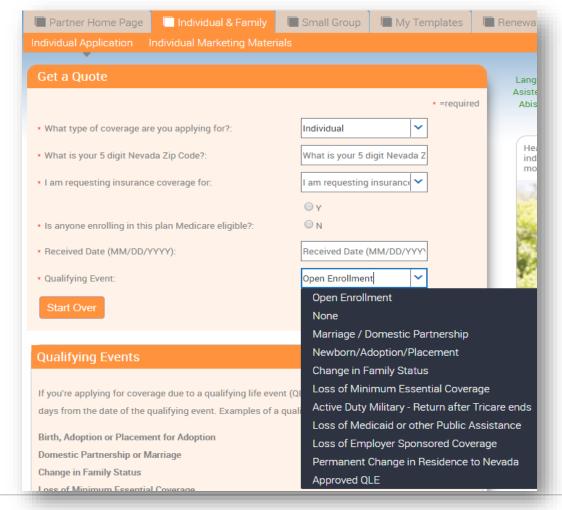
Enter the necessary information. The fields with red asterisks are required.







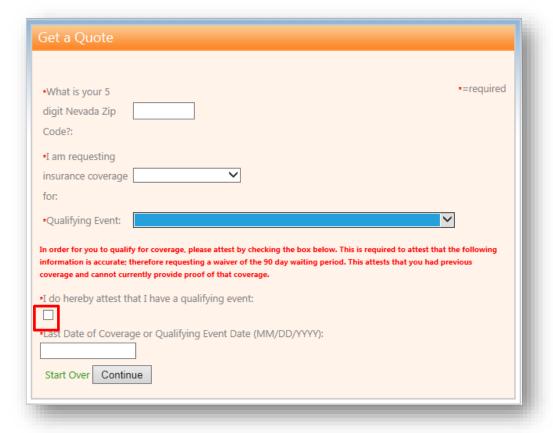
The **Qualifying Event** field is required. Select one from the dropdown.







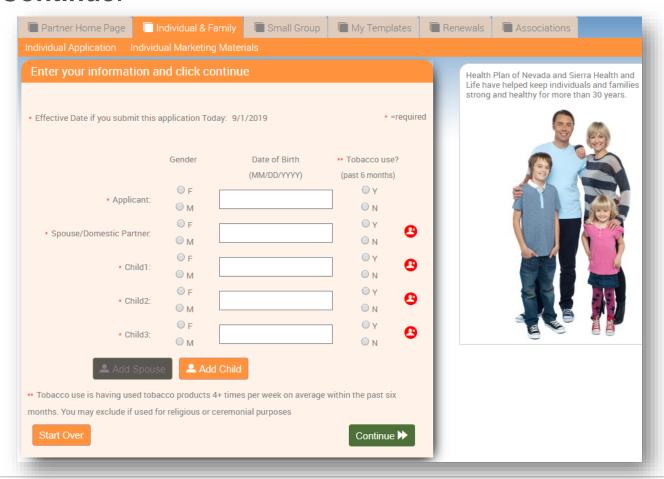
You may be asked to check the box to attest the information entered is accurate.







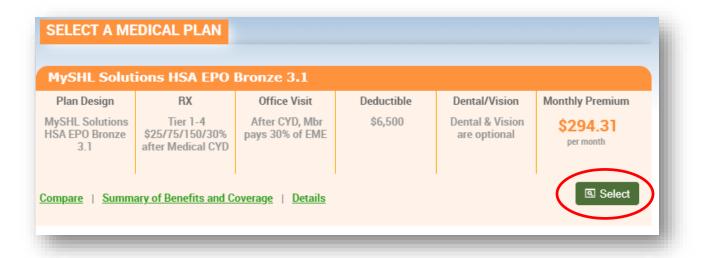
Enter the required information for the applicant and family members. Click **Continue**.







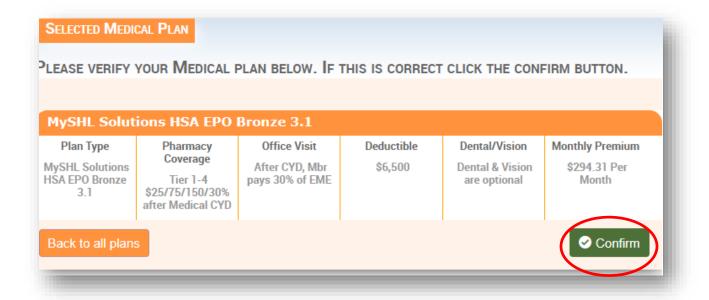
This will generate a list of health plans. Select a plan to begin the application process.







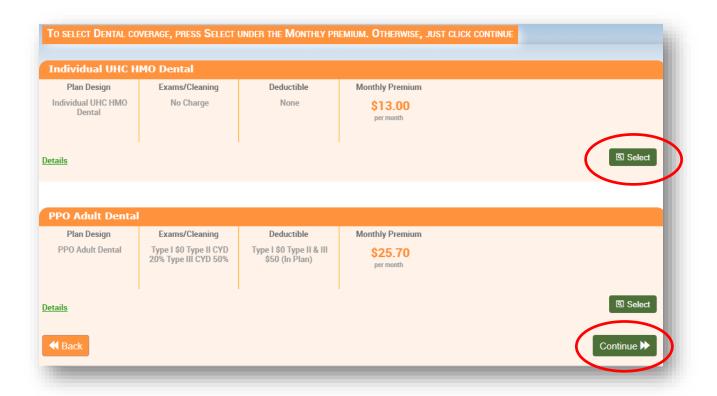
Confirm your selection or go Back to all plans.







To add dental coverage, **Select** the plan. If you don't want dental, click **Continue**.







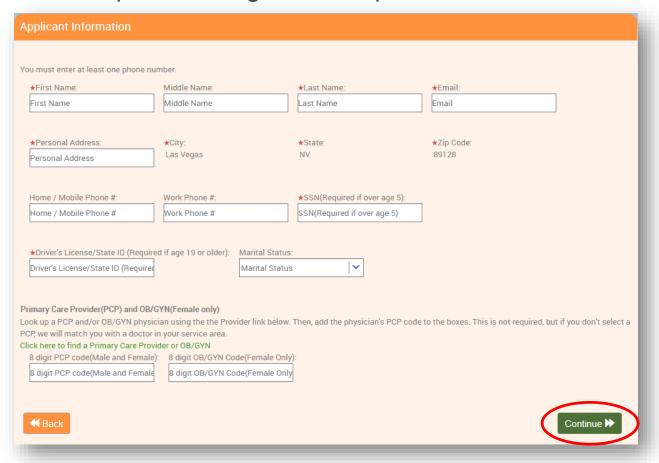
To add vision coverage, **Select** the plan. If you don't want vision, click **Continue**.







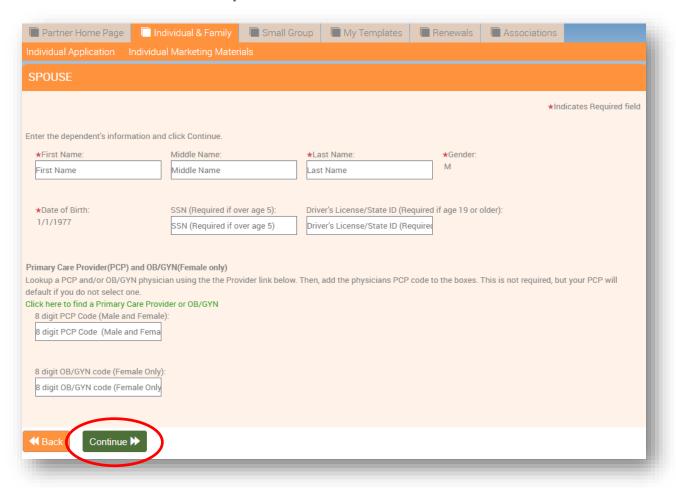
Enter your client's information and select **Continue**. The fields with red asterisks are required, along with one phone number.







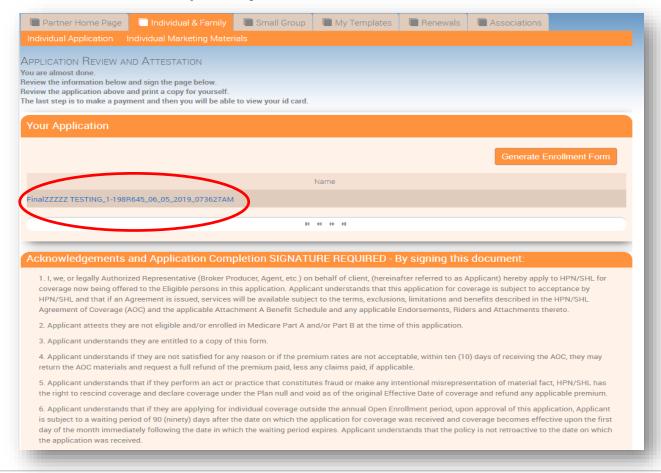
If applicable, enter the dependents' information and select **Continue**.







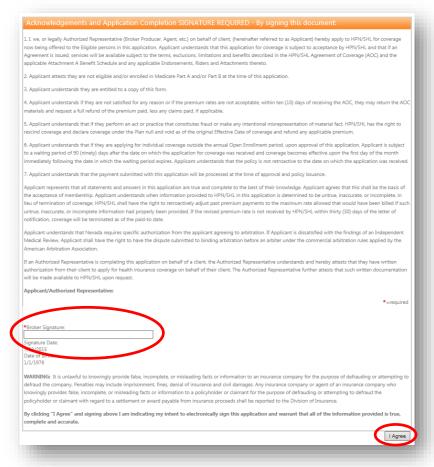
You'll be prompted to review and **sign** the terms and agreements. You may also review and print your client's **enrollment form**.



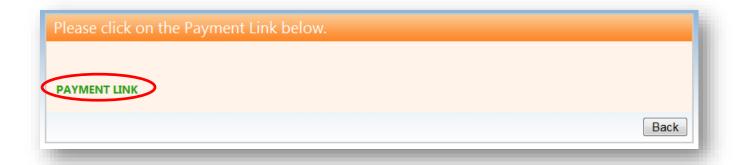




Once you've completed the **signature**, select **I Agree** to the terms and agreements.



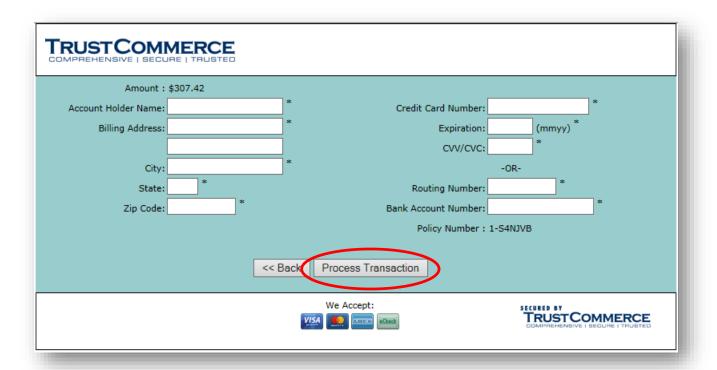
The last step is to make a payment. Select **PAYMENT LINK**.







Enter the necessary information and select **Process Transaction**.







You've successfully completed the application process and your client is now enrolled. Select the link to **View ID Card**.





SIERRA HEALTH AND LIFE

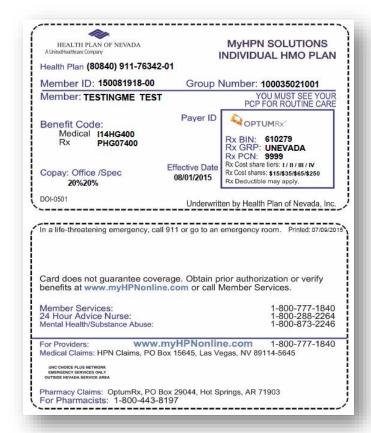
A UnitedHealthcare Company

A UnitedHealthcare Company

An electronic version of your client's health plan ID card will appear.

Print a copy and advise your client to keep it in his/her wallet.

Your client and his/her dependents should receive their health plan ID card in the mail within seven to 10 business days.



Online member center





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Your client will receive an email with a link to **activate** his/her online member center account.



Dear [First Name],



Your broker has enrolled you in a Health Plan of Nevada individual plan. Thank you for choosing us. We're glad you're here.

To help you get ready for your insurance coverage to start, we've created your digital health plan ID card. To view, email or print your health plan ID card, activate your online member center account with the User Name [XXXXXXXXX]. If you have problems with the activate link, you can copy the following address into your browser [INSERT LINK].

Here's what to expect next:

- Your plan documents will be available to view in the online member center within 24 to 48 hours.
- · You'll receive your health plan ID card in the mail within seven to 10 days.
- If you're new to our organization, we'll send you a LET'S GET STARTED guide shortly after your effective date. Use this guide to make your individual health plan benefits work for you.

We appreciate being your health insurance company and look forward to getting to know you.

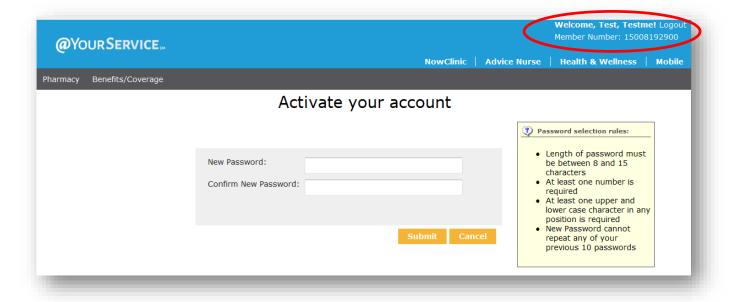
The Health Plan of Nevada Team

Online member center





Once he/she selects **activate**, he/she will be redirected to our online member center, where his/her name will appear in the upper right corner of the screen.



Online member center





Our online member center brings your client's health information together in one place. Members can visit the online member center to:

- View his/her plan documents
- Update his/her address or primary care provider
- Request a replacement health plan ID card
- View, print or email a temporary health plan ID card
- Verify his/her coverage for pharmacy, dental or vision services
- Check his/her copayment amounts for medical services
- Check the status of a claim or prior authorization
- Find out how much has been applied toward his/her deductible
- Take a health risk assessment (HRA)
- Download and print a member guide

Additional resources





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

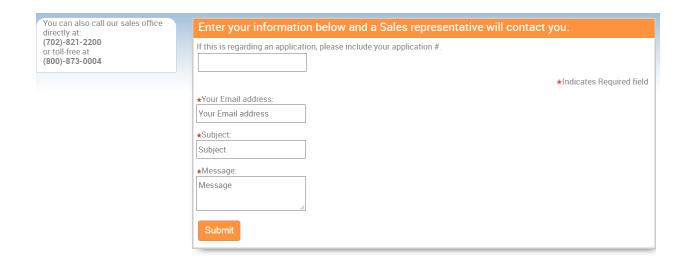


Contact us





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



Thank you for partnering with us!