

DEVOTED CONTRACTING INSTRUCTIONS

- Sunshine will submit a contract request to Devoted
- Sunshine will send the agent the following link to complete with personal agent information.
- Once the agent completes the on line required form, a notification email will be sent to the email the agent has provided with a method for authorizing their signature.
- Once the agent verifies their email address through the link, they will complete.
- Once email address has been verified, the agency will be notified and will receive email to complete the FMO sections of the contract with signature.
- Once agency completes on line contract, agency will also be asked to verify email.
- Once these steps are completed the agent will be pre-enrolled into the Devoted onboarding system.

- **Agent will receive email from Devoted with instructions on how to complete onboarding. Agent will need the following:**
 - ● Code of Conduct
 - ● W-9
 - ● Direct Deposit Form
 - ● Background Check
 - ● E&O Policy Information Form
 - ● E&O Policy Upload
 - ● FWA Information Form
 - ● Medicare Core Training or AHIP upload
 - ● CMS Fraud, Waste & Abuse Training or equivalency upload
 - ● CMS Compliance Training or equivalency upload
 - ● Plan Specific Training - You are required to pass the plan specific training exam with a minimum score of 85%
 - ● License Check
 - ● Appointment process -
 - ● **“Ready to Sell” (RTS) Email.** -Until you receive that email, you are not appointed to sell Devoted Health and have not yet finished the appointment process.

Onboarding Instructions:

1. Devoted has pre-enroll you as of today based upon the roster your FMO has prepared..
2. You will receive an email from our onboarding system that looks like this:

From: <noreply@gomanhealthgroup.com>
Date: Thu, Aug 9, 2018 at 2:40 PM
Subject: Message from Sentinel Elite
To:

You have been enrolled in the Devoted 2019 Certification Program - Partners program for Devoted Health in Sentinel Elite. To get started, visit www.sentinelelite.com and click START next to the program name on your dashboard that's referenced here.

*****If you do not receive an email like the one above, it means you already have an account with Sentinel Elite. Therefore, if you need assistance logging into your account, please contact Sentinel Elite's Help Desk: 877-494-2912*****

3. Please clear browsing data and enable pop-ups in your Internet browser (see attached instructions).

Welcome to Sentinel Elite

Sentinel Elite™ is a flexible, module-based software solution designed to assist government managed care organizations onboard agents, provide training, manage ongoing oversight activities, and pay commissions effectively and compliantly. Because every organization is unique, Sentinel Elite™ can be licensed as a complete solution or tailored to address specific needs. Log in below or click [here](#) to learn more.

Need help? Visit the [help](#) page.

Log In

Username
ndavidson

Password

Remember me? [Forgot your password?](#)

Log In

Register as an Agent

5. Edit Profile information - Click your name on the top right corner and Select Profile - *it is critical that this information is accurate*

Need Help? Neela Davidson Agent

Profile

Switch Roles

Log out

Plan	Contract Name	Contract #	State	Benefit Year	Effective
No results					

View All

GROUPS

6. Click Start to begin certification.