
Instructions for Appointment

To be an appointed broker or selling agent for EmblemHealth's HIP-underwritten products, **please see the instructions below, which explain what is needed to complete this appointment with us.**

1. Complete and sign both pages of the **Selling Agent Appointment Application**.
(If you intend to also sell GHI-underwritten products and you already have a GHI Selling Agent Agreement on file with us, please check the "All" box at the top of the application.*)
2. Complete and sign the **Selling Agent Agreement for HIP-underwritten products**.
 - All agents who intend to sell HIP products, whether or not they have this agreement on file with us, must submit a completed agreement.
3. Complete and sign the **Business Associate Agreement (BAA)**.
4. Obtain the following documents:
 - a. **Individual Broker, Corporate Broker or Selling Agent license**
(If you are applying as a corporation, include both parts of the corporate license.)
 - b. **W-9 Form**
 - c. **Errors and Omissions Insurance Policy** (if applicable; front page only)
5. Scan the front page and the signature page of the BAA and Selling Agent Agreement, along with all other required documentation mentioned above.
6. Email all of the scanned documents to: **BrokerOps_Licensing@emblemhealth.com**

We need to receive the completed documentation by **June 30, 2014**. Failure to sign and submit your BAA and Selling Agent Agreement may result in the suspension of your broker portal privileges, as well as the suspension of your commission payments.

You will receive notification from us once your application is approved.

*Note: If you intend to also sell GHI-underwritten products and you DO NOT have a GHI Selling Agent Agreement on file with us, please visit the Producers' "Working With Us" web page at emblemhealth.com (www.emblemhealth.com/working-with-us) to download and complete a GHI Selling Agent Agreement. Make sure to check the "All" box at the top of your Selling Agent Appointment Application.
