

Job Aid to Update Approved Producer Application

1. Login at <https://mhbe.force.com/training/CustomCommunityLogin>
 - Your username is your email address
 - If you need a password reset, select “Forgot Password?”

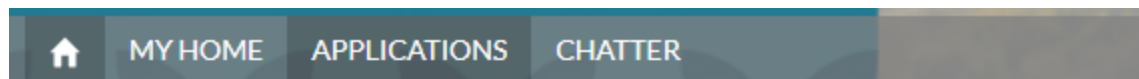
2. Select “Applications”



WELCOME!

MHBE Portal for CAW Registration and Application

3. Select the latest, approved application (the System ID with the highest number)



2 items • Sorted by System ID • Filtered by all applications • Updated a few seconds ago

	System ID ↑	Contact	Record Type
1	AN-004491	Lorie Langston	Producer
2	AN-004492	Lorie Langston	Producer

4. Review your application information to ensure accuracy
 - Company/Agency Name – this appears on the website
 - Company Agency Website – this appears on the website
 - Languages spoken other than English – this will appear on the website
 - What Connector Entity Region do you work? (What region do you primarily work with?) – this is used by Connector Entities to refer consumers to producers
 - Do you want your info to appear in search? – this is for the Find Assistance search
 - Assistance Offered Email – this will appear on the website
 - Assistance Offered in Person – this will appear on the website
 - Assistance Offered Phone – this will appear on the website

Producer Type Individual Only (Non-captive)	Application Type New Application
Company/Agency Name MHBE	System ID AN-005167
Company Agency Website	Application Status In Progress
Languages spoken other than English	Application Number PRO-00544
Do you want your info appear on search? <input checked="" type="checkbox"/>	Contact Mariah macias
Assistance Offered Email <input type="checkbox"/>	National Producer Number 8782940
Assistance Offered In Person <input type="checkbox"/>	Maryland Insurance License Number <input type="checkbox"/> 6593376
Assistance Offered Phone <input type="checkbox"/>	Authorization for Individual Exchange? Yes to Individual
Symantec ID 8175510	Seeking Authorization For SHOP Exchange? <input type="checkbox"/> No to SHOP
	Are you a Captive Producer? <input type="checkbox"/> No
	If Yes, For which Carrier?
	What Connector Entity Region do you work Far western (Garrett, Allegany, and Washington Counties)

5. Review your Address Information

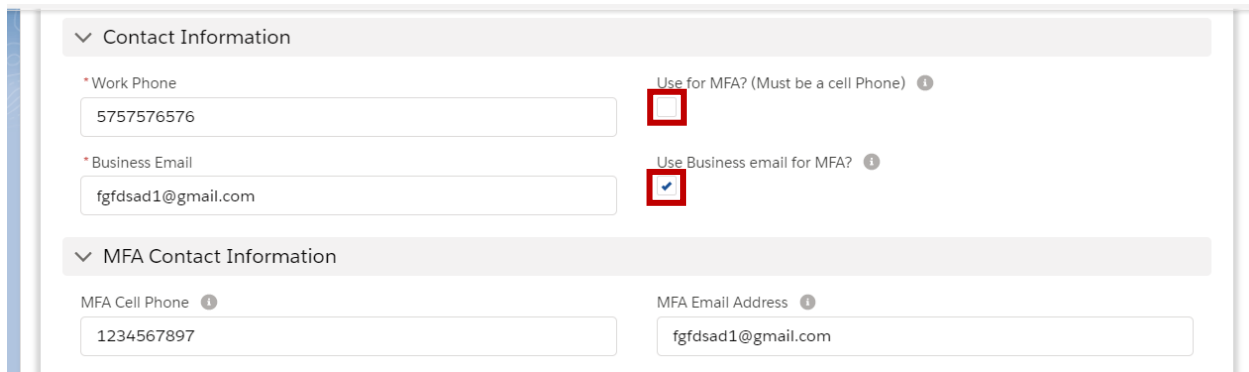
- Please be sure to choose the correct state if you do not reside in MD
- If your Mailing address is not the same as your business address, type your address in the Mailing Address fields
- If your Mailing address is the same as your business address, check the box

▼ Address Information

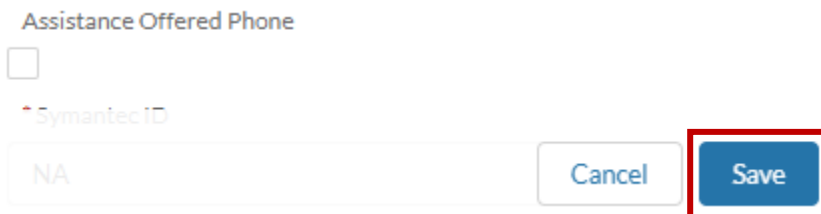
Business Address Line 1 tret	Is Mailing & Business Address the same? <input type="checkbox"/>
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6. Enter your Contact Information

- Work Phone – this will appear on the website
 - If you will be using a different phone number for MFA, type the cell phone number in the MFA Cell Phone field
 - If you are using your work cell phone for MFA, check the box
- Business Email – this will appear on the website
 - If you will be using a different email address for MFA, type the email address in the MFA Email Address field
 - If you are using your business email address for MFA, check the box

A screenshot of a web form titled "Contact Information". It contains two main sections: "Contact Information" and "MFA Contact Information". In the "Contact Information" section, there is a "Work Phone" field with the value "5757576576" and a checkbox labeled "Use for MFA? (Must be a cell Phone)" which is unchecked. Below it is a "Business Email" field with the value "fgfdsad1@gmail.com" and a checkbox labeled "Use Business email for MFA?" which is checked. The "MFA Contact Information" section has an "MFA Cell Phone" field with the value "1234567897" and an "MFA Email Address" field with the value "fgfdsad1@gmail.com".

7. Select Save at the bottom of the application

A screenshot of the bottom portion of a form. It shows a section titled "Assistance Offered Phone" with an unchecked checkbox. Below that is a "Symantec ID" field with the value "NA". At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.