



MHC New Broker Checklist Document

Have you....

- ☐ Visited marylandhealthconnection.gov, under “Find Help” and viewed the Map of Brokers to ensure your information is accurate?
- ☐ Contracted with all carriers per the Commission FAQ document?
- ☐ Reviewed the Broker Portal training video & guide in Adobe*, including the Tango process?
- ☐ Logged into the Broker Portal for the first time?
- ☐ Reviewed the Consumer Portal training video in Adobe so that you’re familiar with the application?
- ☐ Reviewed the “Entering Income” training video in Adobe?
- ☐ Saved the Broker Support hotline number (844.224.6761) in your phone in case you need assistance with a consumer?
- ☐ Reviewed the Authorized Broker manual?

**Adobe LMS website is <https://learningmanager.adobe.com/mhbe> Should you have general questions, please email mhbe.producers@maryland.gov