

# UnitedHealthcare Medicare Solutions Annual Certification 2010

You may log in to [UnitedHealthProducers.com](http://UnitedHealthProducers.com) and start working on your certification plan.

- ✓ Use the certification wizard to help you build your plan.
- ✓ Every module can be printed using the Resources tab. We encourage you to print, review, and use as a resource even during testing. It's also a great resource to use throughout the year.

For easy-to-follow instructions on how to create your [certification plan for 2010](#), please **review the pages that follow.**

**Thank you for your business and good luck with  
2010 certification!**

## 2010 Product Certification

1. Go to [UnitedHealthProducers.com](http://UnitedHealthProducers.com) and create your certification plan by using the certification wizard (see steps below).
2. Complete the [2010 Medicare 101](#) module (automatically assigned to your plan).
3. Complete any [2010 Medicare Health Plan](#) modules (selected in the wizard) for the products you want to offer.

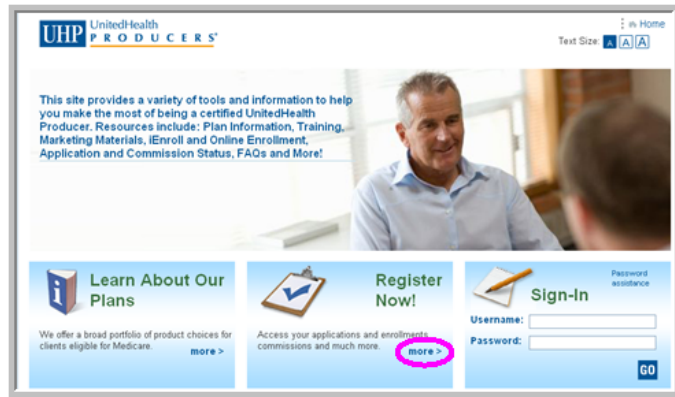
Completing [2010 Medicare 101](#) **plus** [2010 Medicare Health Plans](#) (plus AARP modules if applicable) certifies you to offer both 2009\* and 2010 products. There are some **exceptions** to 2010 certifications qualifying you to sell 2009 products and those are detailed within the modules. If you have 2009 modules that you haven't started yet, simply use the 2010 certification wizard to add the 2010 modules to your plan.

*\* If you failed a 2009 module 3 times, you can not sell that product in 2009.*

**Follow the steps below to log in and access the modules:**

## First Time Users

- Go to [www.UnitedHealthProducers.com](http://www.UnitedHealthProducers.com)
- Click on **more** in the “Register Now” section



- You will see a screen that lists the items you will need in order to register:
  - Agent or Party ID
  - Social Security Number (SSN) or Tax ID Number (TIN)
  - Zip Code (on your contract)
- Click on **start**



- Complete the required fields shown below:
  - Select the **Agent ID** radio button\*
  - Enter the **Agent ID** you were assigned
  - Enter the last 4 digits of your **SSN or TIN**
  - Enter the **zip code** associated with your agent ID/profile
- You will be instructed to set your own password

The screenshot shows the registration form. It includes instructions on what information is required and a section for entering the information. The 'Agent ID' radio button is selected. The form fields are: 'Select an ID to enter and register with: \*' (with 'Agent ID' selected), 'Last four digits of your Tax Identification Number or Social Security Number: \*', and 'Zip Code: \*'. A 'Required' label is visible above the first field.

\*There is also a Party ID radio button. If you were given a Party ID, this is a temporary ID and will allow you access to the “Learning Center” so you can begin taking certification modules. Once you receive your permanent Agent ID, re-register as a first time user with the Agent ID in order to access all of the features of [UnitedHealthProducers.com](http://UnitedHealthProducers.com)

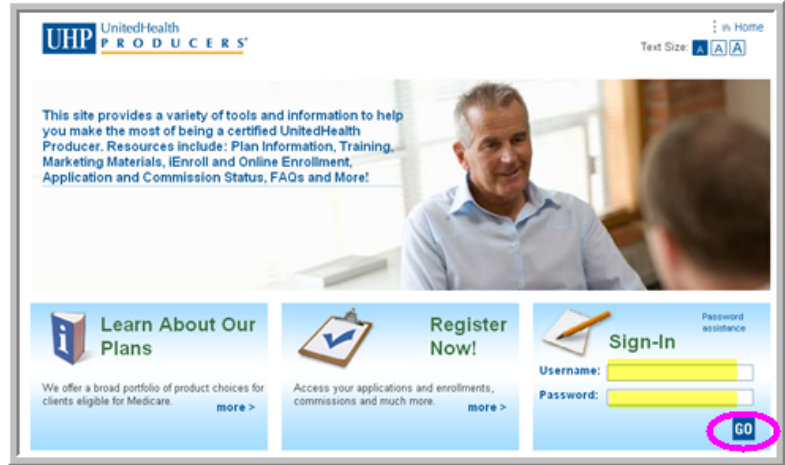
## Registered Users

- Go to [www.UnitedHealthProducers.com](http://www.UnitedHealthProducers.com)
- Enter your **username (agent ID)** and **password**
- Click on **GO**

### **Password Reset**

You can reset your password by clicking the password assistance link.

- Complete the required fields:
  - Enter the **Agent/Party ID**
  - Enter the last 4 digits of your **TIN** or **SS#**
  - Enter the **zip code** associated with your agent ID/profile



UHP UnitedHealth PRODUCERS<sup>®</sup> Text Size: [A](#) [A](#) [A](#) in Home

This site provides a variety of tools and information to help you make the most of being a certified UnitedHealth Producer. Resources include: Plan Information, Training, Marketing Materials, iEnroll and Online Enrollment, Application and Commission Status, FAQs and More!

**Learn About Our Plans**  
We offer a broad portfolio of product choices for clients eligible for Medicare. [more >](#)

**Register Now!**  
Access your applications and enrollments, commissions and much more. [more >](#)

**Sign-In** Password assistance  
Username:   
Password:  **GO**

## Accessing Modules

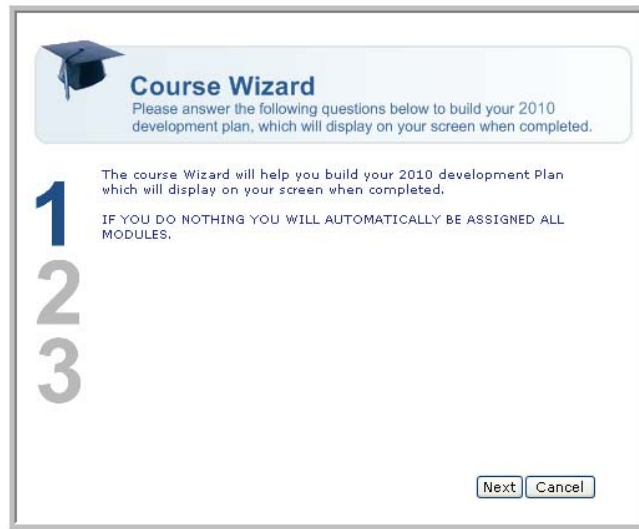
Click on the **Learning Center** button to begin.



Click the **Certification Wizard** to set up your Certification Plan. You will follow 3 simple steps.



**Step 1:** You will be assigned all modules unless you “deselect” in step 2. Click the **NEXT** button.



**Course Wizard**  
Please answer the following questions below to build your 2010 development plan, which will display on your screen when completed.

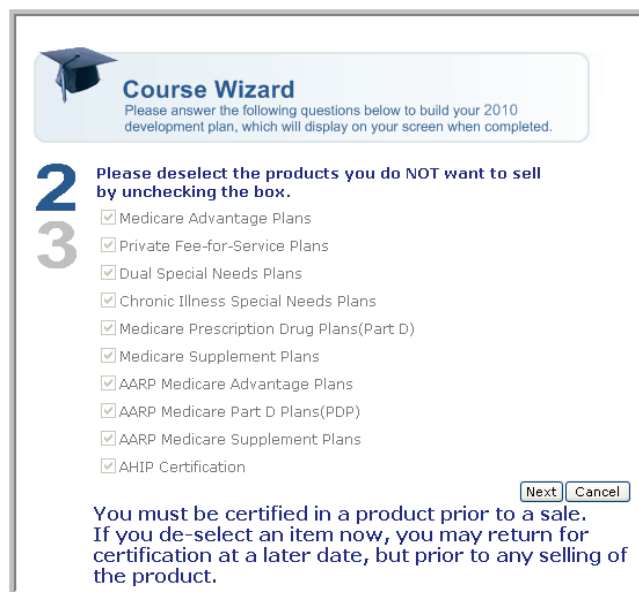
**1** The course Wizard will help you build your 2010 development Plan which will display on your screen when completed.  
IF YOU DO NOTHING YOU WILL AUTOMATICALLY BE ASSIGNED ALL MODULES.

2  
3

Next Cancel

**Step 2:** The Wizard will ask you to select the products you DON'T want to offer. Simply click the boxes for those products and click the **NEXT** button.

**Note:** You can return to the wizard at any time and add product modules.



**Course Wizard**  
Please answer the following questions below to build your 2010 development plan, which will display on your screen when completed.

**2** Please deselect the products you do NOT want to sell by unchecking the box.

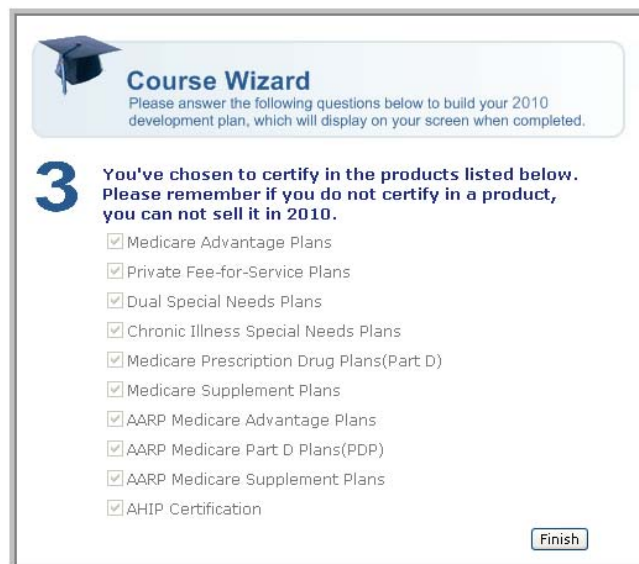
3

- Medicare Advantage Plans
- Private Fee-for-Service Plans
- Dual Special Needs Plans
- Chronic Illness Special Needs Plans
- Medicare Prescription Drug Plans(Part D)
- Medicare Supplement Plans
- AARP Medicare Advantage Plans
- AARP Medicare Part D Plans(PDP)
- AARP Medicare Supplement Plans
- AHIP Certification

Next Cancel

You must be certified in a product prior to a sale. If you de-select an item now, you may return for certification at a later date, but prior to any selling of the product.

**Step 3:** You're done creating your plan! Just click on the **FINISH** button.



**Course Wizard**  
Please answer the following questions below to build your 2010 development plan, which will display on your screen when completed.

**3** You've chosen to certify in the products listed below. Please remember if you do not certify in a product, you can not sell it in 2010.

- Medicare Advantage Plans
- Private Fee-for-Service Plans
- Dual Special Needs Plans
- Chronic Illness Special Needs Plans
- Medicare Prescription Drug Plans(Part D)
- Medicare Supplement Plans
- AARP Medicare Advantage Plans
- AARP Medicare Part D Plans(PDP)
- AARP Medicare Supplement Plans
- AHIP Certification

Finish

Your **2010 Certification Plan** will appear. You can begin taking modules by clicking on the module you want to take.

You can easily see the **status** of a module and the **completion date**.

In the **2010 Product Certification** section, you will see which products you are certified to sell based on the modules you have completed in your plan. (You must be **contracted and product certified** before selling any products.)

Any 2009 mid-module modules (those you started but didn't complete) would appear in this section. If you did not start any 2009 modules, you would not see anything listed here.

2010 Certification				Hide Details
Module	Status	Completion Date		
<b>2010 Medicare 101</b>				
2010 Medicare Basics	Complete	8/4/2009		
2010 Ethics and Consumer Sensitivity	Complete	8/4/2009		
2010 Before the Sale: Educating the Consumer	Complete	8/4/2009		
<b>2010 Medicare Health Plans</b>				
2010 Chronic Illness Special Needs Plans	Not Started			
2010 Dual Special Needs Plans (SNP)	Not Started			
2010 MA Senior Care Options	Not Started			
2010 Medicare Advantage Plans (HMO, PPO, POS)	Complete	8/4/2009		
2010 Medicare Part D Plans (PDP)	Not Started			
2010 Medicare Supplement Plans	Not Started			
2010 Private Fee-for-Service Plans (PFFS)	Complete	8/4/2009		
<b>2010 AARP Plans</b>				
2010 AARP Medicare Supplement Plans	Not Started			
2010 AARP Orientation	Complete	8/4/2009		
2010 Product Certifications				Hide Details
Certification	Status	Plan Year	Completion Date	
<b>2010 AARP Medicare Advantage Certification</b>	Complete	2010	8/4/2009	☀️
<b>2010 Medicare Advantage Certification</b>	Complete	2010	8/4/2009	☀️
<b>2010 Private Fee For Service Certification</b>	Complete	2010	8/4/2009	☀️
2009 Certification Courses				Hide Details
Module	Status	Completion Date		
<b>2009 Medicare 101</b>				
2009 Medicare Basics	Complete	7/27/2009		
2009 Ethics and Consumer Sensitivity	Complete	3/27/2009		
<b>2009 Medicare Health Plans</b>				
2009 AARP Orientation	Complete	3/12/2009		
2009 AARP Medicare Supplement Plans	Incomplete			
2009 Chronic Illness Special Needs Plans	Incomplete			

## Printing

To **print** a copy of your certificate, click on the ☀️

The certificate includes the module name, the agent name, the agent writing number, and the date of completion.

To print a copy of a module:

- Click on the **Resources** Tab within the module.
- Click on the word **here** next to the pdf icon.
- The pdf will open and you can print a copy.

2010 Product Certifications				Hide Details
Certification	Status	Plan Year	Completion Date	
<b>2010 AARP Medicare Advantage Certification</b>	Complete	2010	8/4/2009	☀️
<b>2010 Medicare Advantage Certification</b>	Complete	2010	8/4/2009	☀️
<b>2010 Private Fee For Service Certification</b>	Complete	2010	8/4/2009	☀️



*Note: These screen shots and are subject to minor changes.*