

ONE, MISSISSIPPI MS SHOP MARKETPLACE

Module: 201 Create and Manage
Your Agent Account

Topics Covered

- ▣ Navigate the MS SHOP Marketplace Portal
- ▣ Register as an Agent

Navigate to the MS SHOP Marketplace Portal

To start the new agent application process:

1. Enter the web address for the MS SHOP Marketplace Portal.
The [WELCOME AGENTS](#) page displays.
2. Click [SIGN UP AS AN AGENT](#).



[LOG IN](#) [GET ASSISTANCE](#)

WELCOME AGENTS

[Healthcare reform](#) may have changed the way you do business, but change brings opportunity. This web portal makes it easy for you to help employers and employees choose and manage their [health coverage](#).

[SIGN UP AS AGENT](#)



Basic Information

Enter the following basic information:

1. The **First** and **Last name**.
2. Valid **Email address** and **Confirm email address**.
3. **Phone Number**.

One, Mississippi
Your Health Insurance Marketplace

LOG IN GET ASSISTANCE

New Agent Account Set-Up

Basic Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone Number *

Security Questions

Security Question 1 * Select

Security Question 2 * Select

Set Password

Password *

Confirm Password *

SUBMIT

It is recommended that you use a business email address.

Security Questions

To add a layer of security to your identity, you will be required to select two different security questions.

The screenshot shows the 'New Agent Account Set-Up' page on the One, Mississippi website. The page is divided into sections: 'Basic Information', 'Security Questions', and 'Set Password'. The 'Security Questions' section contains two rows, each with a dropdown menu and a text input field. A dropdown menu is open, showing a list of six security questions. Two red arrows point from the list to the dropdown menus on the 'Security Question 1' and 'Security Question 2' rows. A blue 'SUBMIT' button is located at the bottom of the form.

One, Mississippi
Your Health Insurance Marketplace

LOG IN GET ASSISTANCE

New Agent Account Set-Up

Basic Information

Select

Select

What was your childhood nickname?
In what city did you meet your spouse/significant other?
What is the name of your favorite childhood friend?
What street did you live on in third grade?
What is your oldest sibling's birthday month and year?(e.g., January 1900)
What is the name of your oldest child?
What is your oldest sibling's middle name?

Security Questions

Security Question 1 • Select

Security Question 2 • Select

Set Password

Password •

Confirm Password •

SUBMIT

1. Click the drop down on **Security Question 1**.
2. Select a question from the list.
3. Then type your answer to the question.
4. Repeat steps 1 through 3 for Security Question 2.

Set Password

Enter your password information.

1. Create a **Password** using at least eight characters. The password must contain at least one character in 3 of the 4 character types - lower case, upper case, number, special character (i.e., "+", "?", "#", "@")
2. Enter your password again to **Confirm password**.
3. Click **SUBMIT**.

The screenshot shows the 'New Agent Account Set-Up' page for 'One, Mississippi Your Health Insurance Marketplace'. The page includes a header with the logo and navigation links for 'LOG IN' and 'GET ASSISTANCE'. The form is titled 'New Agent Account Set-Up' and is divided into three main sections: 'Basic Information', 'Security Questions', and 'Set Password'. The 'Basic Information' section contains five input fields: 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', and 'Phone Number'. The 'Security Questions' section contains two dropdown menus for 'Security Question 1' and 'Security Question 2', each followed by a text input field. The 'Set Password' section contains two input fields: 'Password' and 'Confirm Password'. A red box highlights these two input fields. Below the form is a blue 'SUBMIT' button, with a blue arrow pointing to it from the right.

Agent Information

Next enter your agent information.

New Agent Registration

Steps

1. Agent Information

2. Profile

Please do not include any personal [health information](#) in your [application](#).

Agent Information

Provide the following information so we can certify you to make your services available on Mississippi. After a quick review, we'll send you an [email](#) letting you know when your application has been approved.

First name *

Last name *

Mississippi Agent Licence Number * (Not your NPN)

License Renewal date * 

Primary contact number *

Business Contact Phone Number

Alternate Phone Number

Fax Number

Preferred Method of Communication * 

Business name *

Federal tax id *

1. Your **First** and **Last name** are carried over from your initial sign in.
2. Enter your **Mississippi Agent License Number**.
3. Enter your **License Renewal date** as MM/DD/YYYY.
4. Enter your **Primary contact number**.
5. Click the **Preferred Method of Communication** drop down and select a choice (currently, email is the only option).
6. Enter the **Business name**.
7. Enter your Federal tax ID.

Address Information

Then scroll down and complete the business and correspondence address information.

Business Address

Address line 1 *

Address line 2

City *

State *

Zip code *

Correspondence Address

Same as business address

Address line 1 *

Address line 2

City *

State *

Zip code *

NEXT

1. Enter the street number and street name for the **Address lines**.
2. Enter the **City**.
3. Click the drop down for **State** and select the state name.
4. Enter the **Zip code**.
5. If the **Correspondence Address** and **Business Address** are the same, click this checkbox.
Or
6. If the Correspondence address is different, repeat steps 1 thru 4.
7. Click **NEXT**.

Build Your Public Profile

Finally, provide public information about you and your business.

New Agent Registration


Steps

- Agent Information
- Profile**
- Certification Status


Please do not include any personal [health information](#) in your [application](#).

Step 2: Profile


Provide information about you and your business for your public profile. This information will be viewed by Mississippi users looking for agents on exchange. The more information you provide, the more they're likely to contact you.

Clients Served  Employers

Languages

Product Expertise 

- Health
- Dental
- Vision
- Life
- Medicare
- Medicaid
- CHIP
- Workers Compensation
- Property/Casualty

Your WebSite Address 

Education

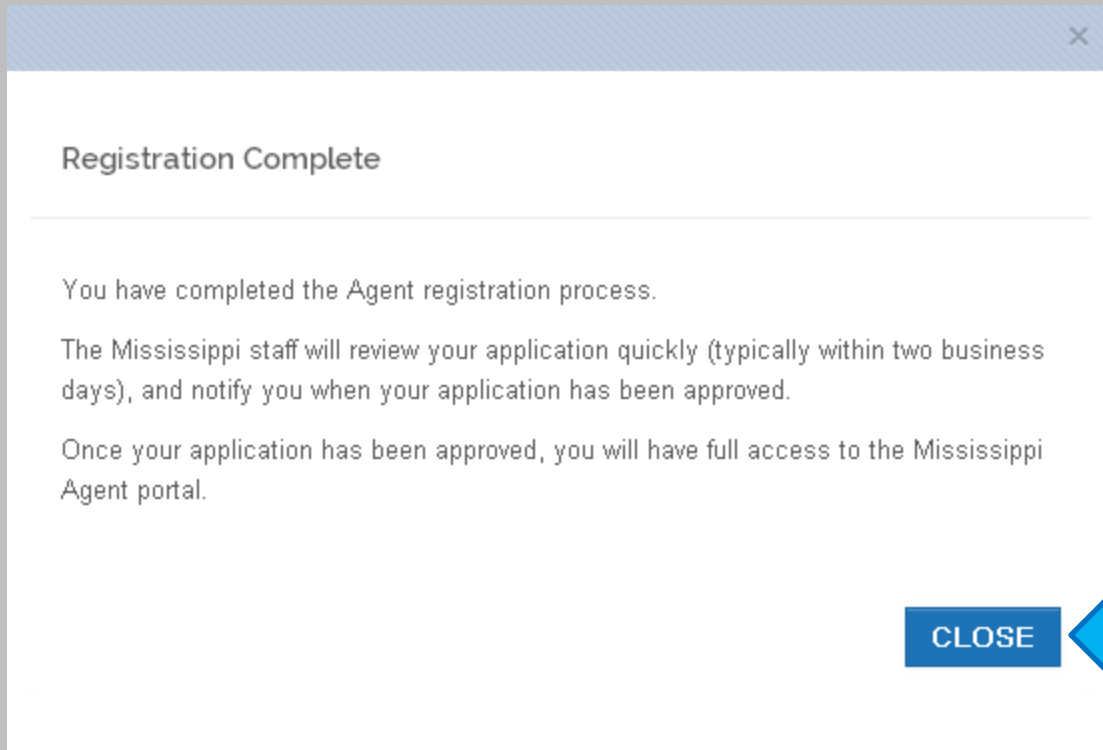
About Yourself

Upload Photo No file chosen
You can [upload a JPG](#), GIF or PNG file (File size limit is 5 MB).

1. Select the **Clients Served** check box for Employers.
2. Enter **Languages** you speak fluently.
3. Check the boxes which represent your **Product Expertise**.
4. Enter **Your Website Address**.
5. Click the **Education** drop down and select the highest level of education achieved.
6. Enter information **About Yourself**.
7. Last step is to **Upload Photo** of yourself or your company logo.
8. Click **FINISH**.

Registration Complete

After you finish Building Your Public Profile the following message is displayed:



Click **CLOSE** to close the message.

Your account will be frozen until an MS SHOP Marketplace Issuer Administrator approves the profile.

Once you receive your approved status via email, you will have full access to the MS SHOP Marketplace agent portal and you may go back in and UPDATE your profile.

Questions?

If you have questions you can call the Contact Center at 1-855-9MS-SHOP (1-855-767-7467)