



## Aetna Individual Health Contract

### STEP 1 Complete and return the Pinnacle Benefits Contract

**\*\*\*If you are already appointed with Aetna, but not Coventry, contact the licensing unit of Aetna at [LAU@aetna.com](mailto:LAU@aetna.com) and give them your Aetna writing # (which is your NPN) and the state(s) where you want to be appointed. They will then contact Coventry to have you added. Please notify your Marketing Director if this occurs.**

### STEP 2 Access Aetna online process by clicking on the following link [www.aetna.com](http://www.aetna.com)

1. Click on the **Producer tab** and click **"Get started"** under "Join our team". On the next screen, click "Apply Online" under the Commercial, Individual Under 65, Individual Medicare Supplement and Group Medicare Producers section.
2. Click **"Start a new application"**. Choose **"Agent"** on the drop down.
3. Fill in the information to create your login account.
4. After logging in, the first page is titled **"Producer Type"**. You need to check **"Individual"** and **"Coventry Products."**

***If you plan to sell on the exchange, indicate by answering "yes" under the National Producer Number Lookup section. Make sure you enter your NPN exactly as you did when you certified for the Marketplace.***

5. Answer all the questions as prompted. When you get to the Electronic Funds Transfer screen, answer **"No"**. *Pinnacle will pay your commission to you.*
6. **Link to W-9 screen:** *It is very important that you answer these questions exactly as listed below:*

**Do you wish the commissions be paid to an Individual or an Entity?**

Entity

**Business Name Employer Identification Number**

The Pinnacle Benefits Group 561876673

**Please select the appropriate box**

Corporation

**Address City State Zip Code**

4964 University Parkway Ste 101 Winston Salem North Carolina 27106

**I have read the certification above**

✓

**Click "Save W-9"**

7. **Additional Documents – this is where you can download any necessary documents**

**In a couple of days, you will receive an email from Aetna with the subject line of: Application for Appointment Request Approved.** Forward this email to your Marketing Director and complete **Steps 3 and 4.**

### STEP 3 Register in Producer World

Instructions provided in attached PDF

### STEP 4 Enter your FFM Certification and GA affiliation

Instructions provided in attached PDF