AHIP Online Medicare Training Course
User Guide

This guide will help you to navigate the online system. You may print this document and use it to assist you in the process.

Step 1: Register

First Time Visitors to the training site should click the “Create a New Account” button.

Complete all of the required sections highlighted with an asterisk (*). The information you provide will be kept confidential.
Step 1: Register

Complete all of the required sections highlighted with an asterisk (*). If you do not remember your NPN, click the link to look up your NPN on the NIPR website.

Review all of the information provided then click the “Register” button.
Step 2: Payment

Your account has been created. Please note your username for future login in sessions. Click the “Continue to Purchase” button to provide payment for the course.

Step 3 of 3

Your account has been created. Please note your username below. You will need this information for future logins to the site.

Username: 1111222

Click the “Continue to Purchase” button to provide payment for the course.

Step 2: Payment

Complete all of the required sections highlighted with an asterisk (*).

Please note the price for the course may vary depending on how you access the training. If you register directly on www.ahipmedicaretraining.org, the standard registration fee is $149.99.

Review all of the information provided, and then click the “Place Order” button.
Step 2: Payment

After you submit your credit card information, a screen will appear showing that your order has been paid.

Click on the “here to print” link to bring up a printable version of your order shown below.

A digital copy of your receipt will also be sent to the email address provided within your profile.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>SKU</th>
<th>Price</th>
<th>Qty</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP Learning Plan (Initial)</td>
<td>PLN-40</td>
<td>$149.99</td>
<td>1</td>
<td>$149.99</td>
</tr>
</tbody>
</table>

Grand Total $149.99
Useful Tip
To update your personal details, click on the “Profile” link.

Useful Tip
From this screen you can do a number of things, like:
- Edit your profile
- View your transcript
- Change your password
Step 3: Begin the course

To access the course material, please click on one of the links for the various Parts.

As you move through the training, the status of each part will be reflected in the box to the left of the Part.

Click on the “Course symbol key” link for more information.

Step 3: Begin the course

To navigate through the training, click on the “Next” and “Previous” arrows.

To download the slides, click the “Download Slides” link.

You can also move to a particular slide from the “Jump to Slide” drop down menu.

Please note you must view 100% of the training material (inclusive of attempting all quizzes) in a part in order to receive completion status.
Step 4a: Final Exam

Once you have green checkmarks next to all required parts, you will be able to take the Final Exam.

To access the exam, click on the “Final Exam” link.

Step 4b: Final Exam

If you would like CE credits, click on the “Yes, I want to apply for CE credits” button.

Otherwise, click the “No, take me to the final exam” button to proceed and skip to Step 4h of these instructions.
Step 4c: Final Exam

If you clicked on the “Yes, I want to apply for CE credits” button, select the box next to the state(s) for which you would like to receive credit. Then click the “Next Step” button.

Step 4d: Final Exam

Enter your License number and License expiration date. Then click the “Next Step” button.

Step 4e: Final Exam

After reading the Attestation Statement, click the box next to “I agree”. Then click the “Next Step” button.
Step 4: Final Exam

When you have agreed to all necessary attestation statements, click the “Next Step” button.

Step 4g: Final Exam

Please download and print any required documents. Once you have done so, you will be able to click on the “Continue to exam” button.

If your state requires a monitoring affidavit, please note your date of completion will be the date that The National Underwriter Company CE staff receives your monitor affidavit. If you take the exam without a monitor present, you will not receive CE credits and will have to retake the exam with a monitor present.

Step 4h: Final Exam

The final exam consists of fifty (50) randomly selected questions that cover all five portions of the training.

Each attempt has a two-hour time limit which a user must be prepared to sit for in a single continuous period.

Click the “Attempt quiz now” button when you are ready to take the final exam.
Step 4i: Final Exam

When you have reviewed your answer choices, click the “Submit all and finish” button at the bottom of the final exam screen.

Then click the “OK” button on the confirmation pop-up window to submit your exam.

Please note the final exam will be submitted automatically after 2 hours if you do not close the final exam window.

Step 4j: Final Exam

Once you have achieved a passing score on the Final exam, a green checkmark will appear on the homepage.

You will also be able to print your AHIP Medicare certification certificate by clicking the “AHIP Certification” link.
Step 5: Purchase CE (Optional)

If you expressed interest in CE credits, you will see the Purchase credits box on your homepage. Click the "Finalize purchase" button.

Step 5: Purchase CE (Optional)

Click the "Pay for credits" button.

Note: from this screen, you may add or remove states for which you are seeking CE credits.
Step 5: Purchase CE (Optional)

Complete all of the required sections highlighted with an asterisk (*).

After carefully reviewing all fields, click the “Place Order” button.
Step 6: Submit Completion to Health Plan

As every health plan is different, please contact the health plan’s representatives for appropriate instructions on how to submit your AHIP Certification.

Some require logging in through a health plan portal or health plan-specific link. In such instances, you will see the health plan’s name and a “Transmit” link to click in your AHIP account.

Step 6: Submit Completion to Health Plan

When your completion has been sent, your intended health plan will be added to the Completion Transmissions section at the bottom of the dashboard, now updated with a date stamp and “Re-Transmit” option.