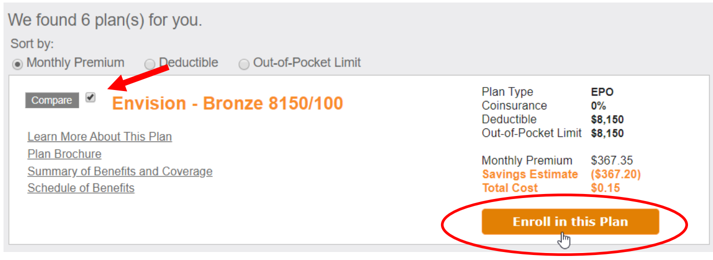
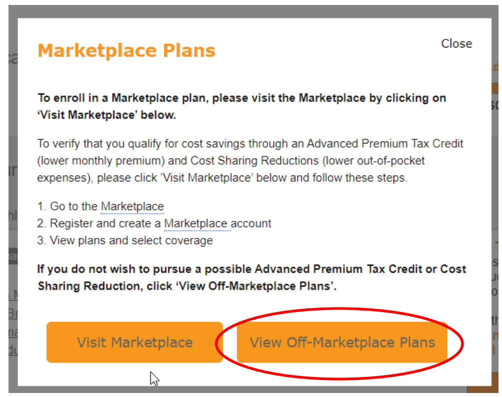
JET Insure Broker Portal Training Guide 4: Individual & Family Plan Application

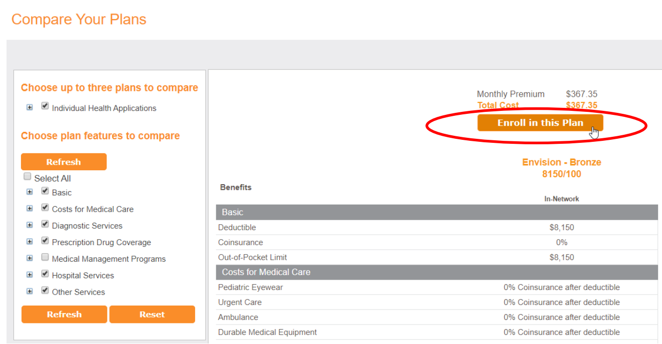
1. To begin an application, simply continue on with the quote. Click “Enroll in this Plan” to begin.



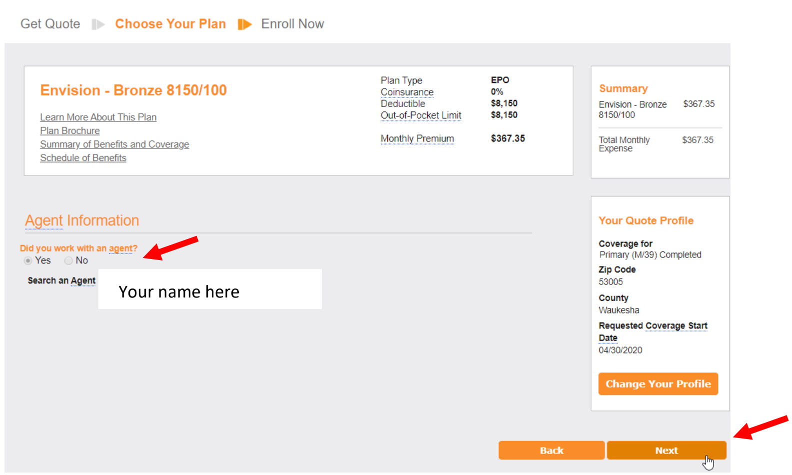
2. If the member is eligible for a tax credit based on estimated financial information and household members, the marketplace pop up will appear. Click “Visit Marketplace” for an on-exchange application. Click “view off-marketplace plans” for an off-exchange application.



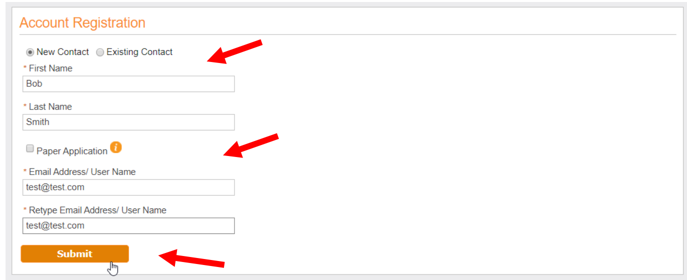
3. After selecting a plan for your member, review all benefit information provided. Then click “Enroll in this Plan.”



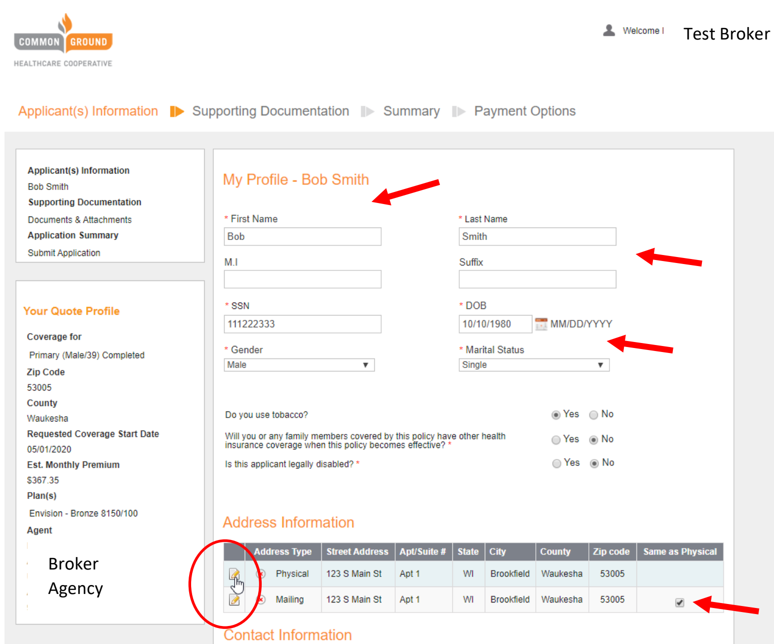
4. All Quoting information will populate again for review. Your name should appear automatically under “Agent Information.” If your client does this on their own, they can search for you, here.



5. After clicking "Next," you will have the opportunity to register your member in a JET account. The email address/username for each member must be unique.
   - Brokers cannot use their email address for a member
   - Members must create their own email address for a JET account (using education piece 1 – setting up an email account)



6. After initial registration, there will be space for more demographic information – Name, SSN, DOB, Gender, Marital Status, and Address information.



7. Attach support documentation and sign the Broker Confidentiality Statement.