

Agent NoMoreForms (NMF) Onboarding Training Material

Purpose: This document is intended to assist agents, brokers and producers through the electronic appointment submission process.

Technical support: If you require technical support with this application, please contact our service provider NoMoreForms at 800-686-8279 (8:00 am – 8:00 pm EST).

System Requirements :

In order to effectively utilize the system, certain software programs are required. Please ensure that at least one of the following software versions is installed on your computer, tablet, or smart-phone.

Browser Requirements:

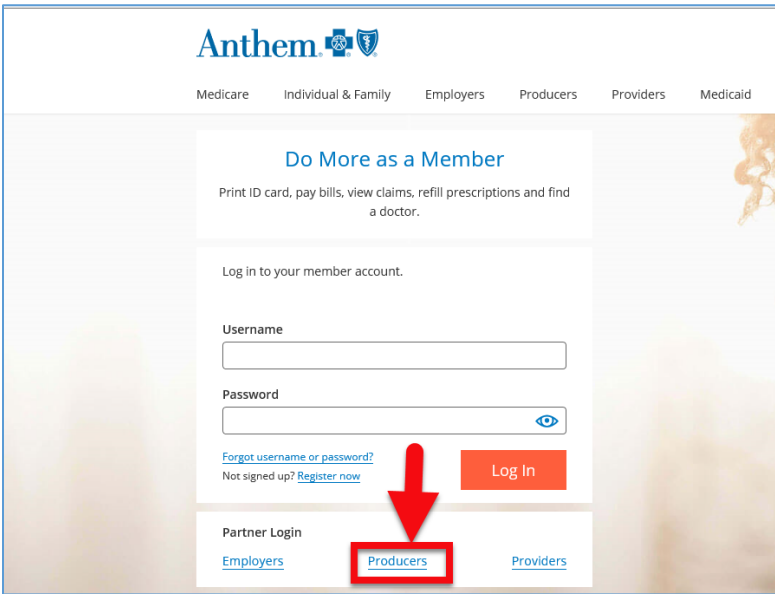
- Microsoft® Internet Explorer version 11.0.9600. or higher (disable Compatibility View Settings)
- Microsoft Edge version 25 or higher
- Firefox version 45.0.2 or higher
- Google Chrome version 50 or higher

MAC computer owners – The following are specific browser requirements for your device.

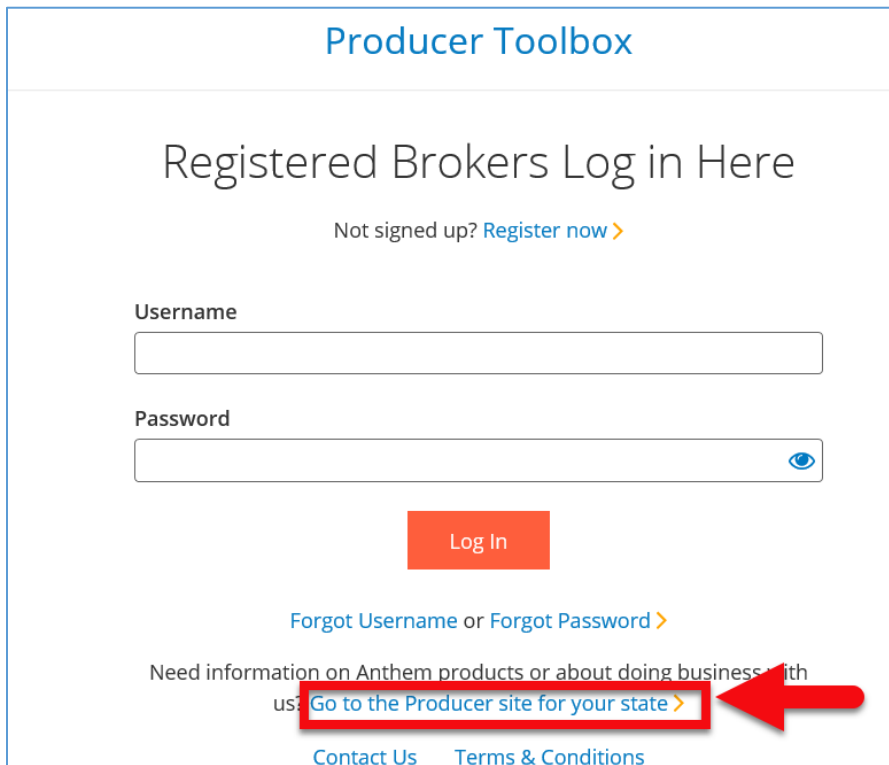
- Safari version 9.1 or higher
 - Firefox version 3.6.3 or higher
 - Google Chrome version 48 or higher
-

Get Started:

1. Go to <https://www.anthem.com/>
2. Click on **"Producers,"** located under **Partner Login.**



3. Click on **Go to the Producer Site for your state**



4. You will be prompted to enter information to login to No More Forms.
 - A. If you are a new agent/ agency, complete the **New Applicant** section

Note: The password should be:

- 8-10 characters,
- include an uppercase,
- and number or special character

- B. If you are a returning agent/agency, complete the **Returning Applicant** section

Welcome Agent/Agency
 Welcome to the on line agent appointment, renewal payment, and demographic update process. We know you have a choice of carriers and when you sell our products, you're selling more than just health plans. You're also selling a strong, substantial network and a company with unparalleled experience and stability.

Before beginning the appointment process
 Please be advised you are required to carry Errors and Omissions coverage with a minimum per occurrence of \$1,000,000. In the event; you do not have coverage, please click the following link to review coverage offered through [MGA Insurance Services](#)

Login to **nomoreforms**

By e-signing, you will be affirming all forms including pre-populated forms have been reviewed for accuracy and populated with the most current information.

If you require technical support with this application, please [email](#) or contact our service provider **nomoreforms** at 800-686-8279 (8:00am-8:00 pm EST).

New Applicant A

Company:

Your First Name:

Your Last Name:

Your SSN:

Assign Yourself a Password

Confirm Your Password

Client Package Code

[Logon To nomoreforms](#)

Returning Applicant B

If you have previously entered the **nomoreforms** system, please logon now.

Company:

Your SSN:

Your Password [Forgot or Change](#) your Password?

Client Package Code

[Logon To nomoreforms](#)

To view our Technical Support Center, please click [here](#).

[nomoreforms Privacy Policy](#)

5. Payment screen will appear

APPLICANT
no more forms

Please select from the following list the state(s) and Line(s) of Authority, License Class, and/or Designation you would like to be appointed.

Please Note: Your fees may change based on the payment method selected.

Please select State of Residence:

Select the ... below to see the appointing companies

<p>California</p> <p><input type="checkbox"/> Accident and Health Agent</p> <p>...</p> <p>Georgia</p> <p><input type="checkbox"/> Standard Appointment</p> <p>...</p> <p>Maine</p> <p><input type="checkbox"/> Standard Appointment</p>	<p>Connecticut</p> <p><input type="checkbox"/> Accident and Health or Sickness</p> <p>...</p> <p>Kentucky</p> <p><input type="checkbox"/> Health</p> <p>...</p> <p><input type="checkbox"/> Select to also appoint Agency</p> <p>...</p> <p>New Hampshire</p> <p><input type="checkbox"/> Standard Appointment</p>
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Payment Options
Required to calculate fees

VISA

MasterCard

Discover

American Express

ACH Bank Account

[Calculate Fees](#)

- A. Bypass the payment screen if you are looking to only update your EFT or Demographic information by clicking on **Continue to Forms**. Proceed to step 20.

The screenshot shows a web form with two columns of options. The left column has 'Nevada' with a checkbox for 'Health' and 'Ohio' with a checkbox for 'Accident and Health'. The right column has 'New York' with a checkbox for 'NY LOA Not Required'. At the bottom, there are two buttons: 'Return to Login' and 'Continue to Forms'. A red arrow points to the 'Continue to Forms' button. Below the buttons, there is a small text link: 'For comments or questions please email us, or contact our Help Desk at 800-898-8278, (9:00 AM - 8:00 PM EST), or visit our Technical Support Center.'

- B. If seeking to get appointed, select your resident state and then click on the state(s) you are seeking to be appointed in

The screenshot shows a web form titled 'Please select from the following list the state(s) and Line(s) of Authority, License Class, and/or Designation you would like to be appointed.' Below this is a note: 'Please Note: Your fees may change based on the payment method selected.' The form has a dropdown menu for 'Please select State of Residence' set to 'California'. Below this is a section 'Select the ... below to see the appointing companies' with a grid of checkboxes for various states and appointment types. A red box highlights the 'California' dropdown and the 'California' section. The 'California' section has a checked checkbox for 'Accident and Health Agent'. To the right is a 'Payment Options' section with radio buttons for 'VISA', 'MasterCard', 'DISCOVER', 'AMERICAN EXPRESS', and 'ACH Bank Account'. A 'Calculate Fees' button is at the bottom of the payment options section.

- I. Select your payment method and click on **Calculate Fees**

This is a close-up of the 'Payment Options' section from the previous screenshot. It shows radio buttons for 'VISA', 'MasterCard', 'DISCOVER', 'AMERICAN EXPRESS', and 'ACH Bank Account'. A red arrow points to the 'ACH Bank Account' radio button. Below the radio buttons is a red 'Calculate Fees' button, which is also highlighted with a red box.

- II. **Total Fees** will be calculated, click **Accept Fees and Continue** to proceed

This is a full screenshot of the appointment form. It shows the state selection dropdown set to 'California', the appointment type grid, and the payment options section. At the bottom, there are three buttons: 'Total Fees: \$100.00', 'Change Selections', and 'Accept Fees and Continue'. Red arrows point to the 'Total Fees' and 'Accept Fees and Continue' buttons. Below the buttons are 'Return to Login' and 'Continue to Forms' buttons. The same text link from the first screenshot is at the bottom.

6. The home document page will appear with the initial list of forms to complete

APPLICANT INSIGHT. no more forms

Anthem/Empire

- Phillip, to complete the form(s) required in the Anthem Standard Package simply click the name of any form with an **Incomplete** status.
- You can view, edit or print any form - by clicking its name.
- There are no attachments required for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
	0%

* If you require assistance, please contact licensing and credentialing at (877)304-6470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms	Status	Submitted
Leading Questions	Complete	No
Business Practices Questions	Incomplete	Yes

7. Complete the **Leading Questions** document first.

Note: After completing this document the additional documents that need to be completed will appear.

APPLICANT INSIGHT. no more forms

Anthem/Empire

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Processing Stage	Percentage Complete
	0%

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Anthem Standard Package Forms	Status	Submitted
Leading Questions	Complete	No
Business Practices Questions	Incomplete	Yes

8. Identify whether or not you are an existing agent

APPLICANT INSIGHT. no more forms

Are you an existing broker with us?

No Yes

Next

A. If you selected **Yes** proceed to step 9

B. If you selected **No** proceed to step 10

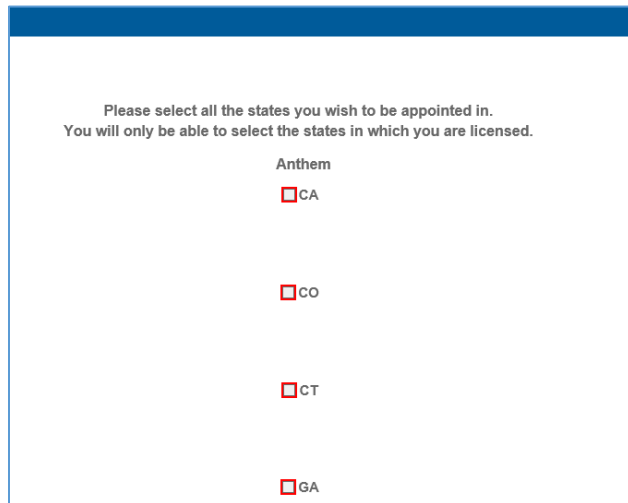
9. Select the action you would like to submit and click **Next**

A Relationship Addition to an existing appointment
 Appoint in new state
 Appointment in existing state for new LOB
 to Add/Update Direct Deposit
 to check status
to Update Demographics

Back **Next**

10. If you selected to be appointed, the next screen will prompt you to select the state(s) in which you are seeking to be appointed in, select all applicable states.

Note: You will only be able to select states in which you are actively licensed in. A red circle with a line through it will appear if attempting to select a state in which you are not licensed in.



Please select all the states you wish to be appointed in.
You will only be able to select the states in which you are licensed.

Anthem

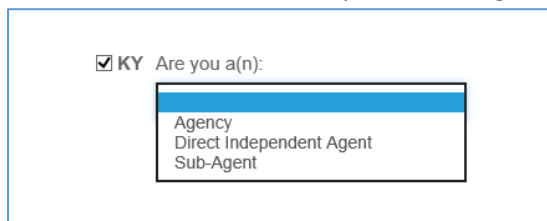
CA

CO

CT

GA

- A. Drop down option will appear after selecting the state. Select the agent type from the drop down menu:
- I. [Agency](#) – Agency sets up a new agency.
 - II. [Direct Independent Agent](#) – Broker/Producer where commissions are paid directly to the Broker/Producer.
 - III. [Sub-Agent](#) – Broker/Producer who works under an agency and commissions are paid to the agency.



KY Are you a(n):

Agency
Direct Independent Agent
Sub-Agent

- B. Additional questions will be prompted based on the selection made. Answer them accordingly and proceed

11. Click **Save and Continue** when you are finished



Simply Healthcare
Plans

FL

Save and Continue

Back

12. You will be directed back to the document home page.
13. A list of all the forms you will need to complete will appear. Proceed with completing the Business Practice document then work your way down the list of documents.

Note:

- Depending on the document you will be prompted to answer questions, “Agree”, fill in information or sign and date the document.
- If you wish to come back and complete the process at a later time, you may select “Save Draft”

APPLICANT ANSGH

Anthem/Empire

- Philip, to complete the form(s) required in the Anthem Standard Package simply click the name of any form with an **Incomplete** status.
- You can view, edit or print any form - by clicking its name.
- There are no attachments required for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
0%	

If you require assistance, please contact licensing and credentialing at (877)304-6470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms	Status	Submitted
Leading Questions	Complete	No
Business Practices Questions	Incomplete	Yes
Broker EFT Form 06-2016	Optional	No
IM Instructions 05-2017	Incomplete	Yes
KY Instructions 12-2016	Incomplete	Yes
WS	Incomplete	Yes
PDS States	Incomplete	Yes
2016 ALIC Life Contract	Incomplete	Yes
BAA 06-2016	Incomplete	Yes
2015 AICI Broker Agreement	Incomplete	Yes

14. As documents get completed, the **Status** will change from **Incomplete** to **Complete**

APPLICANT ANSGH

Anthem/Empire

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- You can view, edit or print any form - by clicking its name.
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Processing Stage	Percentage Complete
0%	

If you require assistance, please contact licensing and credentialing at (877)304-6470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms	Status	Submitted
Leading Questions	Complete	No
Business Practices Questions	Incomplete	Yes
Broker EFT Form 06-2016	Optional	No
IM Instructions 05-2017	Incomplete	Yes
KY Instructions 12-2016	Incomplete	Yes
WS	Incomplete	Yes
PDS States	Incomplete	Yes
2016 ALIC Life Contract	Incomplete	Yes
BAA 06-2016	Incomplete	Yes
2015 AICI Broker Agreement	Incomplete	Yes

15. If any attachments are required, it will be noted in the section outlined below, ensure to attach the requested material

Note: Document must be in PDF format

APPLICANT ANSGH

Anthem/Empire

- Philip, to complete the form(s) required in the Anthem Standard Package simply click the name of any form with an **Incomplete** status.
- You can view, edit or print any form - by clicking its name.
- You have attached 0 of the 1 required attachments for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
0%	

If you require assistance, please contact licensing and credentialing at (877)304-6470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms	Status	Submitted
Leading Questions	Complete	No
Business Practices Questions	Incomplete	Yes
Broker EFT Form 06-2016	Optional	No
IM Instructions 05-2017	Incomplete	Yes
KY Instructions 12-2016	Incomplete	Yes
WS	Incomplete	Yes
PDS States	Incomplete	Yes
2016 ALIC Life Contract	Incomplete	Yes
BAA 06-2016	Incomplete	Yes
2015 AICI Broker Agreement	Incomplete	Yes

16. After all forms are completed, click **Submit Forms**

you've completed all the Required form(s) in the Anthem FMO package.

- You're almost done. To electronically submit the form(s), click the "Submit Forms" button at the bottom of this page, retype your password and click "Submit" again.
- You can view, edit or print any form - by clicking its name.
- In order to expedite the appointment process, please attach a copy of the check you will be submitting for payment and mail physical check to the address listed below:
Anthem Blue Cross and Blue Shield
Attn: Licensing and Credentialing Department
P O Box 6087
Indianapolis, Indiana 46206-6087
- You have attached 1 of the 1 required attachments for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
Check items you intend to process	100%


If you require assistance, please contact licensing and credentialing at (877)304-8470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms			Status	Submitted
Business Practices Questions	printable		Complete	No
BAA 06-2018	printable		Complete	No
MAPD Addendum 06-2018	printable		Complete	No

[Return to Mail Logon](#) [Submit Forms](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

17. Enter your Password to digitally sign the completed documents and click **Submit Forms**



Vaniesha, please re-enter your password - that's the same password you used to logon to this System - to digitally sign each of the forms you have just completed.

By re-entering your password - you are also confirming that you have provided true and correct information, to the best of your knowledge and that you agree to abide by the provisions of the Disclosure to Consumer and the policies of Anthem


Your Password:

[I Do Not Agree](#) [Return to Forms](#) [Submit Forms](#)

[Digital Signature Policy](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

18. Click **Submit Forms** again



Anthem/Empire

review the information below and click the "Submit" button at the bottom of this page.

There is 1 attachment for submission.

Your information will be delivered to this location:

Anthem Standard Package Forms	Status
MAPD Addendum 06-2018	Required
BAA 06-2018	Required
Leading Questions	Required
Business Practices Questions	Required

[Return to Forms](#) [Submit Forms](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

19. A confirmation number will appear along with a tracker to help monitor the progress of your request

APPLICANT INSIGHT no more forms

Anthem/Empire

*** Submission Confirmation Number: 3249395 ***

- Vaniesha, your form(s) have been successfully submitted to Anthem/Empire.
- You can view, edit or print any form - by clicking its name.
- There is 1 attachment for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
Up line Processing	0%

Anthem FMO package Forms		Status	Submitted
Leading Questions	printable	Complete	Yes
Business Practices Questions	printable	Complete	Yes
BAA 08-2018	printable	Complete	Yes
MAPD Addendum 06-2018	printable	Complete	Yes

[Return to my Logon](#) [Submit Forms](#)

End of Activity

20. EFT or Demographic Update only - Identify if you are an existing agent

APPLICANT INSIGHT no more forms

Are you an existing broker with us?

No Yes

[Next](#)

21. Select whether you want to Add/Update Direct Deposit or to Update Demographics action you would like to submit and click Next

I am an existing Anthem Agent seeking:

to Add/Update Direct Deposit

[Back](#) [Next](#)

I am an existing Anthem Agent seeking:

to Update Demographics

[Back](#) [Next](#)

22. Click on Go to Form

[Go to Form](#)

[Back](#) [Next](#)

23. You will be directed back to the home document page. Complete the **Broker EFT Form 06-2018** or **Producer Information Update** document

Anthem Standard Package Forms		Status	Submitted
Leading Questions	printable	Complete	No
Business Practices Questions	printable	Incomplete	Yes
Broker EFT Form 06-2018	printable	Optional	No
Producer Information Update	printable	Incomplete	No

24. Submit forms click **Submit Forms**

you've completed all the Required form(s) in the

- You're almost done. To electronically submit the form(s), click the 'Submit Forms' button at the bottom of this page, retype your password and click 'Submit' again.
- You can view, edit or print any form - by clicking its name.
- In order to expedite the appointment process, please attach a copy of the check you will be submitting for payment and mail physical check to the address listed below:
Anthem Blue Cross and Blue Shield
Attn: Licensing and Credentialing Department
P O Box 6687
Indianapolis, Indiana 46206-6687
- You have attached 1 of the 1 required attachments for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
Processing Stage	Percentage Complete

If you require assistance, please contact licensing and credentialing at (877)304-6470. Our hours of operation are 9:00AM to 4:30PM ET

Anthem Standard Package Forms		Status	Submitted
Broker EFT Form 06-2018	printable	Complete	No
Producer Information Update	printable	Complete	No

[Return to my Logon](#) [Submit Forms](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

25. Enter your Password to digitally sign the completed documents and click **Submit Forms**

ANHEM
www.anthem.com

Vaniasha, please re-enter your password - that's the same password you used to logon to this System - to digitally sign each of the forms you have just completed.

By re-entering your password - you are also confirming that you have provided true and correct information, to the best of your knowledge and that you agree to abide by the provisions of the Disclosure to Consumer and the policies of Anthem

Your Password:

[I Do Not Agree](#) [Return to Forms](#) [Submit Forms](#)

[Digital Signature Policy](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

26. Click **Submit Forms** again

ANHEM
www.anthem.com

Anthem/Empire

Vaniasha, review the information below and click the 'Submit' button at the bottom of this page.

There is 1 attachment for submission.

Your information will be delivered to this location:

Anthem Standard Package Forms	Status
Broker EFT Form 06-2018	Required
Producer Information Update	Required

[Return to Forms](#) [Submit Forms](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 8:00 pm EST).
To view our Technical Support Center, please click [here](#).

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APPLICANT
ANthem/Empire

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- There is 1 attachment for Anthem/Empire. [Please click here to add \(or view\) attachments as necessary.](#)

Processing Stage	Percentage Complete
Up line Processing	0%

Anthem FMO package Forms	Status	Submitted
Broker EFT Form 06-2018	Complete	Yes
Producer Information Update	Complete	Yes

[Return to my Logon](#) [Submit Forms](#)

End of Activity