

AGA Application Submission Methods



AN INTEGRITY  COMPANY

Agenda

- ✓ Suggested Methods
- ✓ Faxing in your Applications
- ✓ Submitting through our Mobile App
- ✓ Submitting via Desktop
- ✓ Frequently Asked Questions
- ✓ Questions?



Suggested Methods



There are three ways to submit your application to AGA:

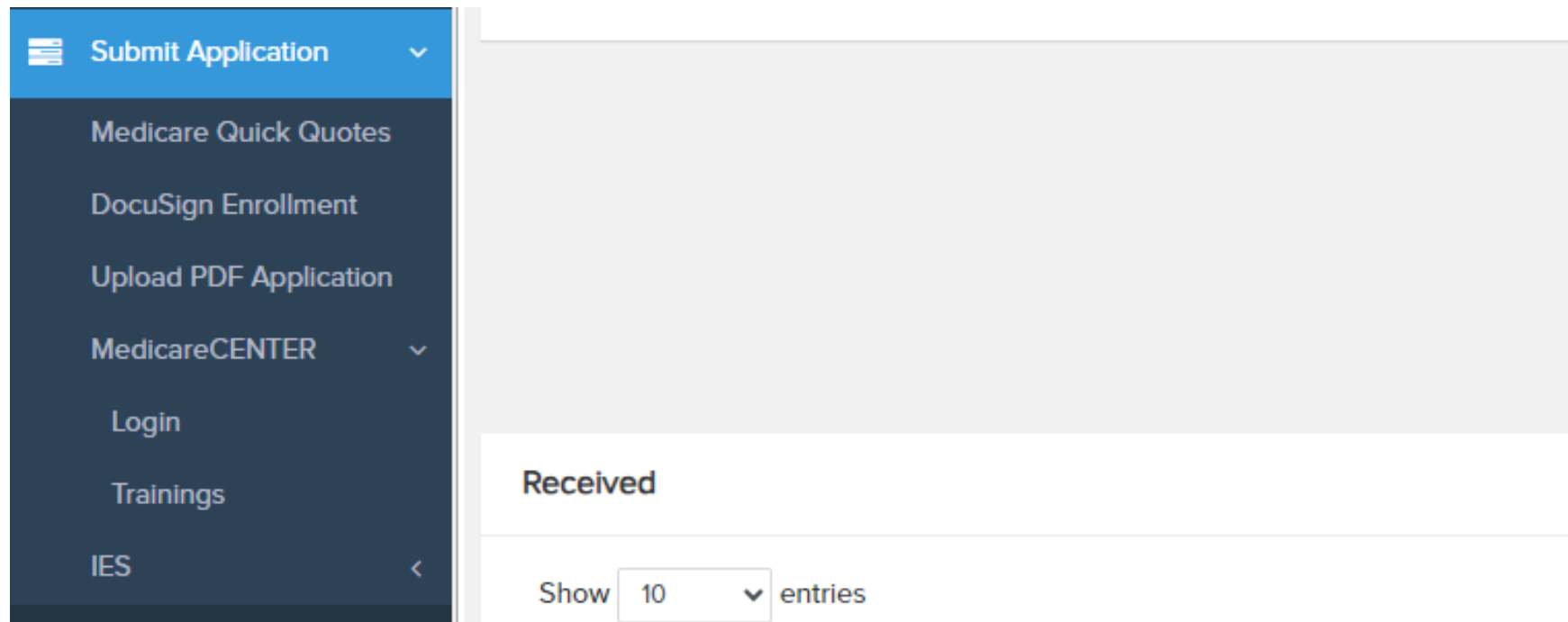
- 1 MedicareCenter
- 2 Fax
- 3 Snap & Submit via our AGA mobile application
- 4 AGA Agent Portal



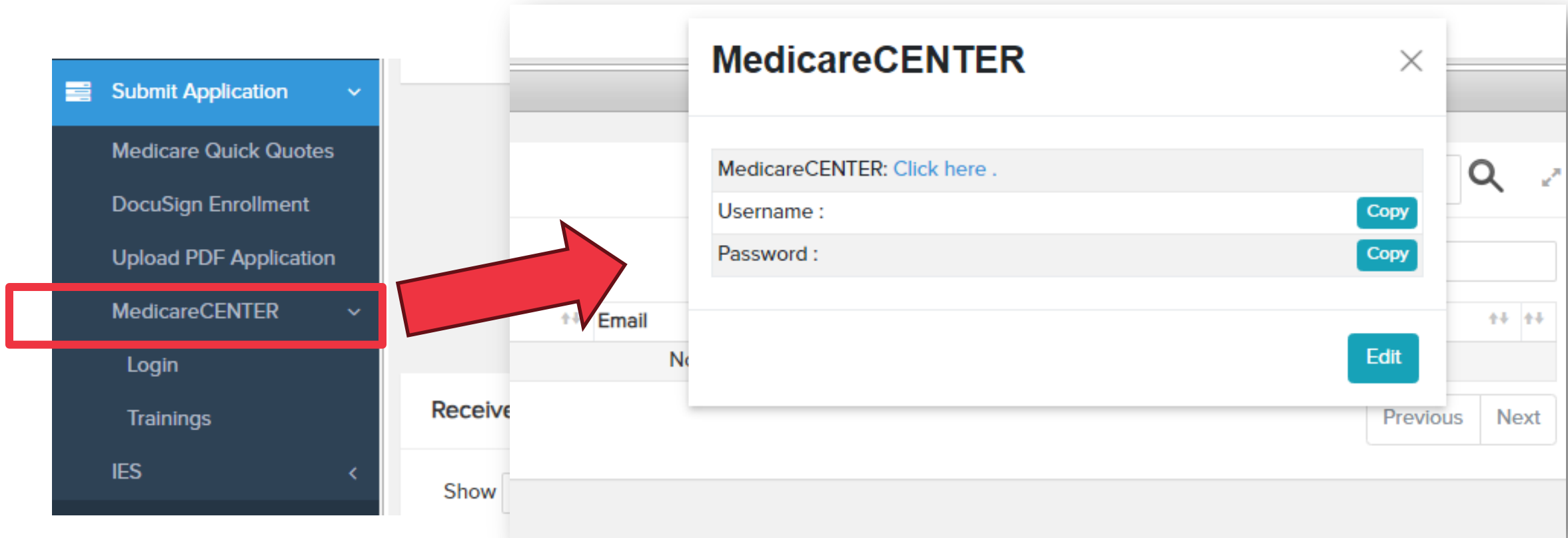
Using MedicareCenter

1. MedicareCenter

Log in to the Agent Portal and on the left navigation, go to "Submit Application"



Click on "MedicareCenter". You will find your login information and the link.



The image shows a screenshot of a web application interface. On the left, a dark blue sidebar menu is visible, containing several items: "Submit Application" (with a dropdown arrow), "Medicare Quick Quotes", "DocuSign Enrollment", "Upload PDF Application", "MedicareCENTER" (highlighted with a red box and a red arrow pointing to the right), "Login", "Trainings", and "IES" (with a left arrow). The main content area is partially obscured by a white modal window titled "MedicareCENTER" with a close button (X) in the top right corner. The modal contains the following text and elements:

- MedicareCENTER: [Click here](#) .
- Username :
- Password :
-

At the bottom of the modal, there are "Previous" and "Next" buttons. The background of the main application shows a table with columns for "Email" and "No", and a "Show" button.



Once you are on the MedicareCenter page, click “Get Started” to login.

MedicareCENTER

MedicareCENTER: [Click here](#) .

Username :

Password :


PLATFORM ▾ TECHNOLOGY ▾ CULTURE ▾ A

Medicare **||** CENTER

A More Advanced Agent Experience

MedicareCENTER is a powerful, easy-to-use system built to help agents serve clients better and take control of their workflow. MedicareCENTER brings together the most important agent activities in one place, helping to deliver better outcomes.

[▶ GET STARTED](#)



Training

Additional trainings for MedicareCenter are available to understand the features!

The image shows a screenshot of a web application interface. On the left, there is a dark blue navigation menu with a white hamburger icon at the top. The menu items are: 'Submit Application' (with a dropdown arrow), 'Medicare Quick Quotes', 'DocuSign Enrollment', 'Upload PDF Application', 'MedicareCENTER' (with a dropdown arrow), 'Login', 'Trainings' (highlighted with a red rectangular box), and 'IES' (with a left-pointing arrow). To the right of the menu is a large, empty light gray rectangular area. Below this area, the word 'Received' is displayed in a bold, dark font. At the bottom right, there is a 'Show' label followed by a dropdown menu showing the number '10' and a downward arrow, and the word 'entries'.

Faxing in your Applications

2. Fax

You will need:

- ✓ Fax machine
Our fax number is 1-877-240-3095
- ✓ AGA Enrollment Coversheet
- ✓ Written application



AGA Enrollment Coversheet

Please have this sheet **ON TOP** of each application you submit via fax.

Enrollment Cover Sheet



Fax to: 1-877-240-3095

Initial Submission Re-fax Re-sending Missing Pages Broker Direct/AGA Copy

Agent _____ Proposed Effective Date _____

Member First Name _____ Member Last Name _____

Carrier _____ State _____ Plan Name _____

Medicare Number _____ Medicaid Number _____

Member Email _____

Doctor Name _____ PCP Number _____ Existing Patient?

Medical Group _____ Existing Patient?

LEAD SOURCE

Self-Generated Medical Group Generated
 Direct Mail Response Carrier Lead
 Doctor Generated Ple Event Date: _____ Location: _____
 Non-ple Event T-65 Event Date: _____ Location: _____

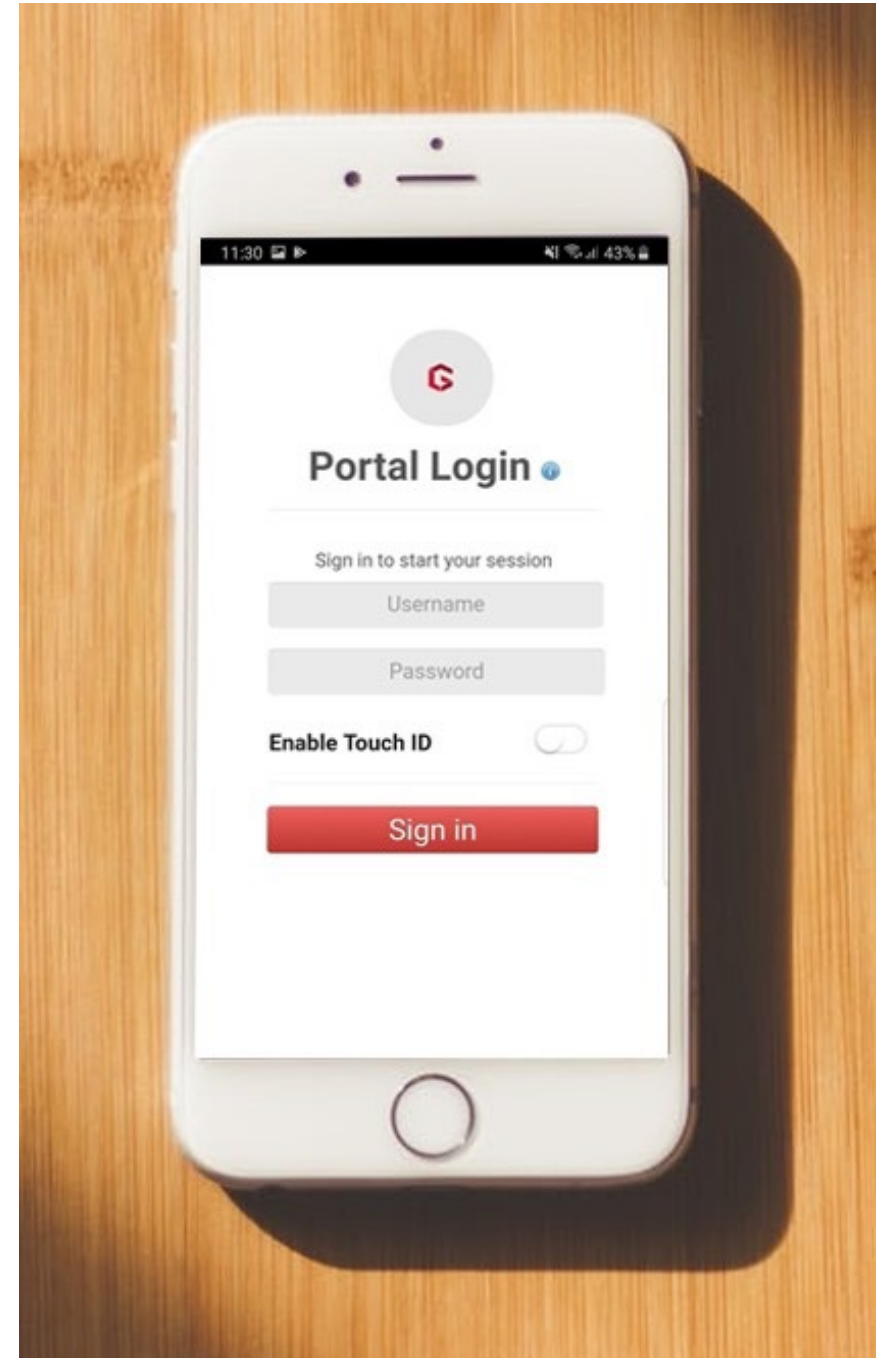
NOTES

**Submitting through
our Mobile App**

3. Snap & Submit

You will need:

- ✓ iPhone or Android mobile device
- ✓ Your AGA Agent Portal login
- ✓ AGA Enrollment Coversheet
- ✓ Written application



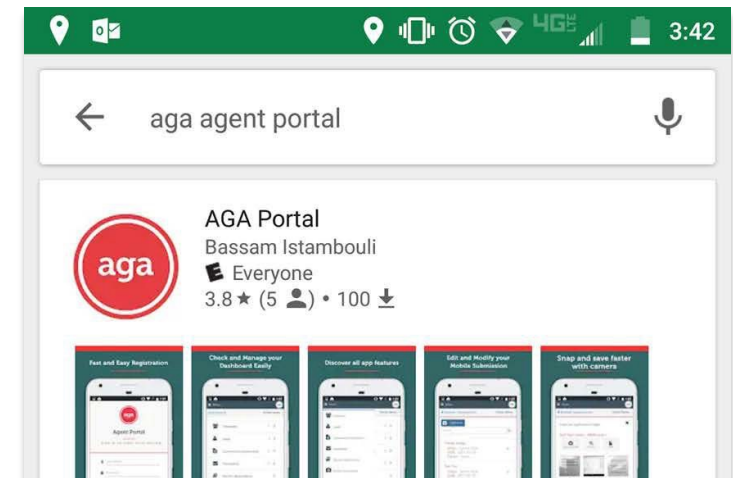
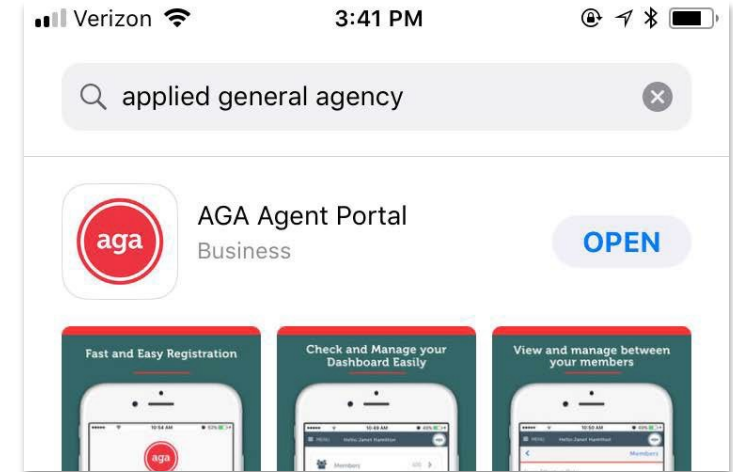
Finding the App

Use your device's app store

- ✓ Apple App Store
Search "Applied General Agency"

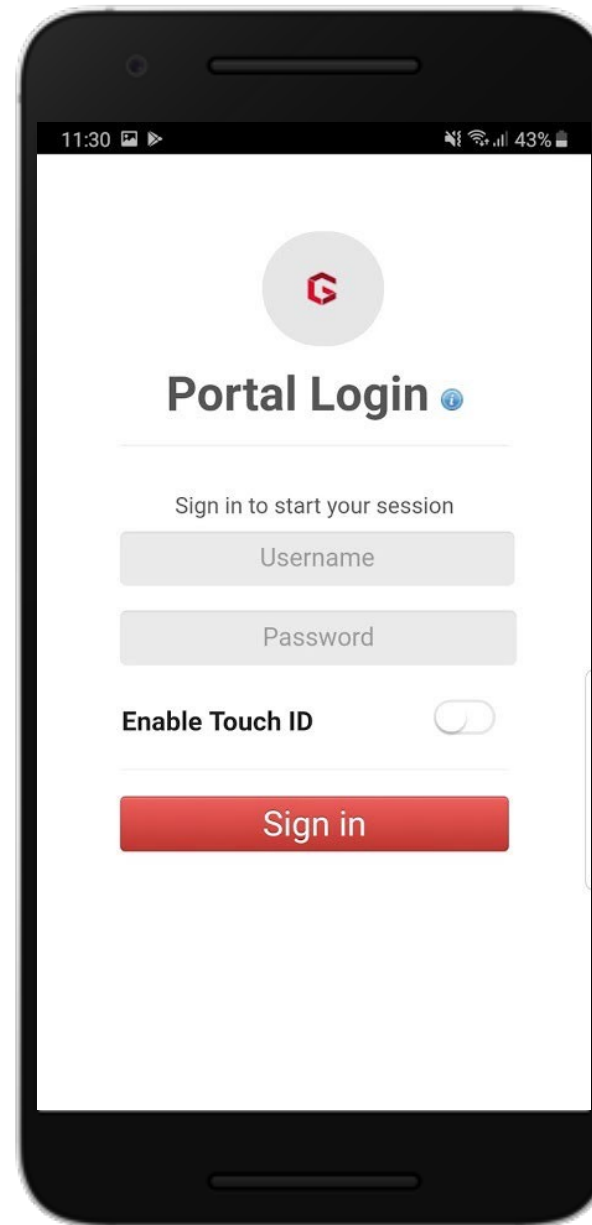


- ✓ Google Play Store
Search "AGA Agent Portal"



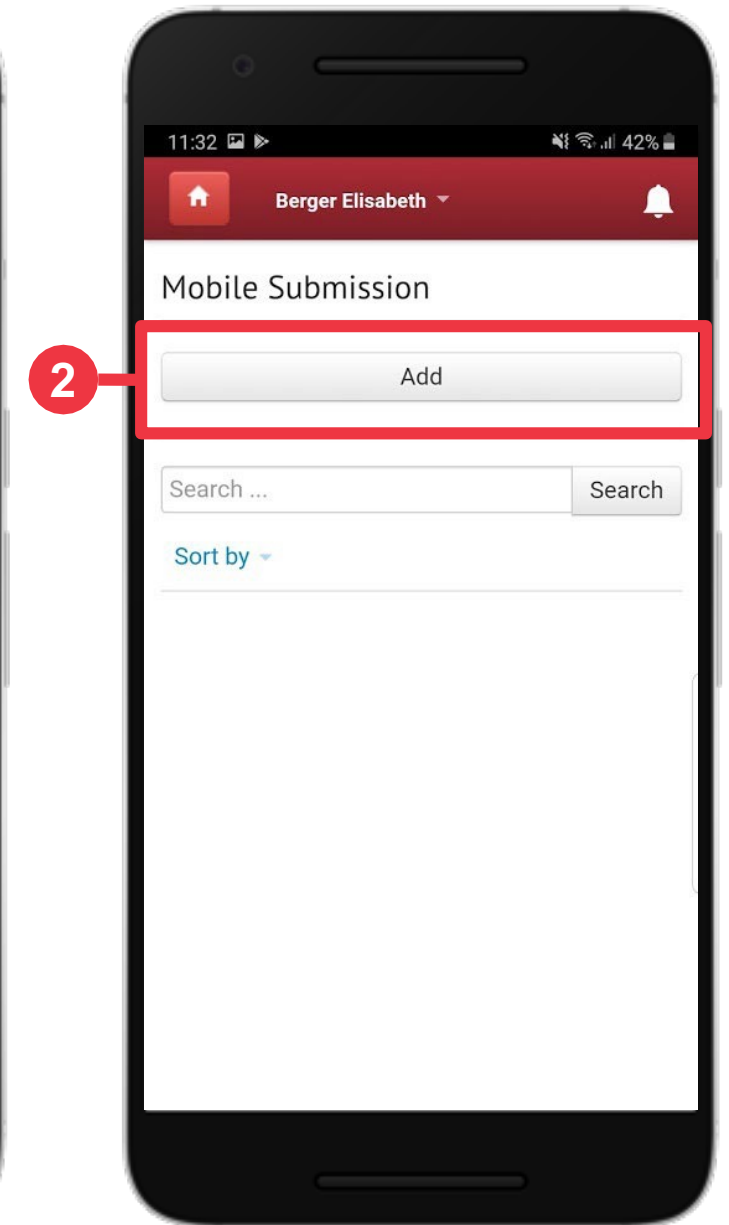
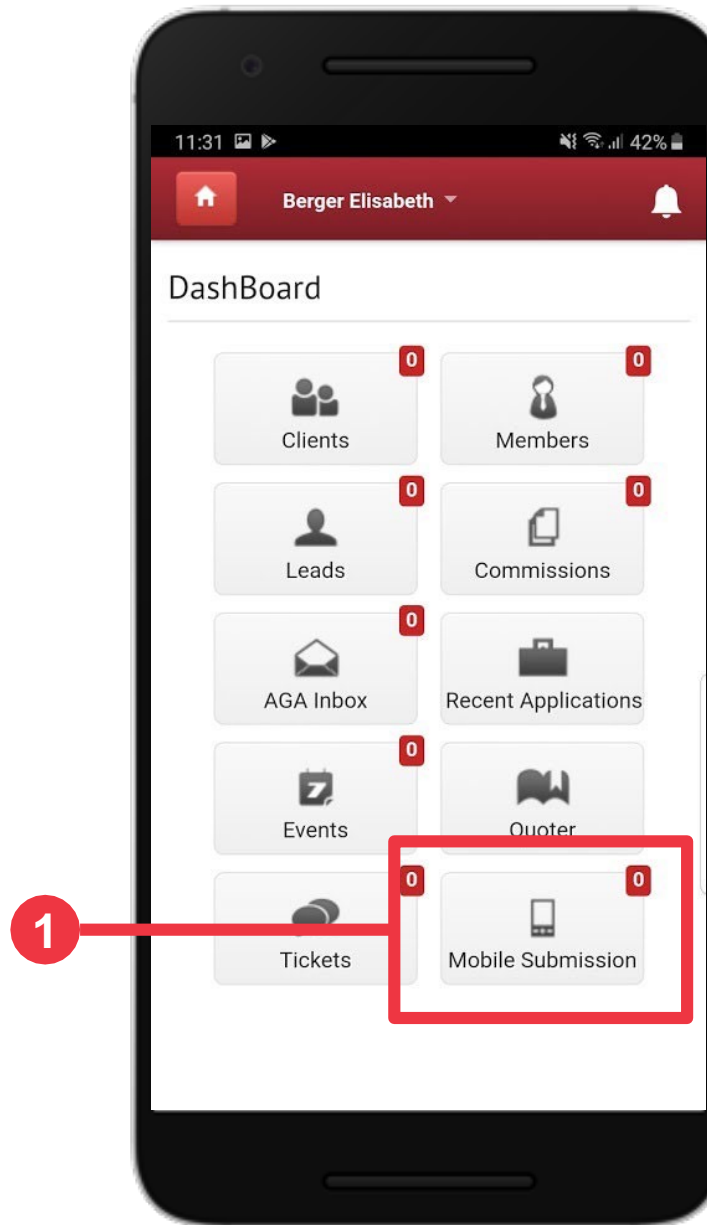
Logging In

- ✓ Enter the same username and password you use for the desktop version of the Agent Portal



Using the App

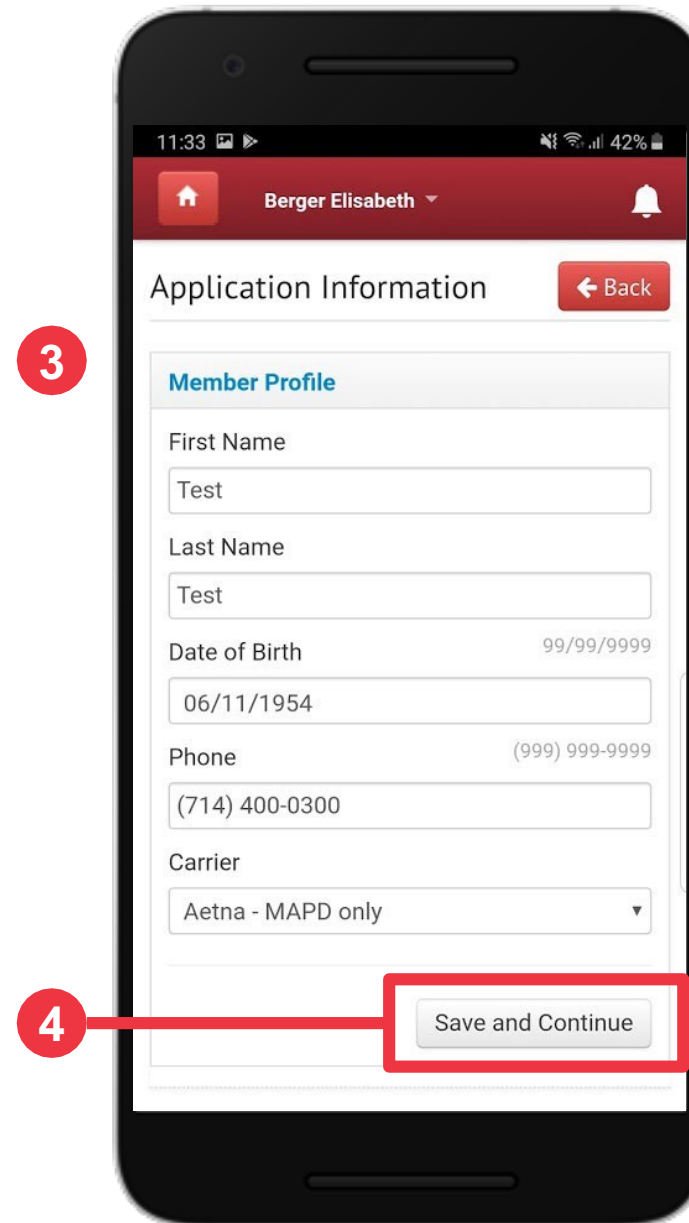
- 1 Once logged in, tap **Mobile Submission**
- 2 Tap **Add** to start inputting the written application



Using the App

(cont.)

- 3 Input all information for your member, including:
 - First Name
 - Last Name
 - Date of Birth
 - Phone Number
 - Carrier Chosen
- 4 Tap **Save and Continue**

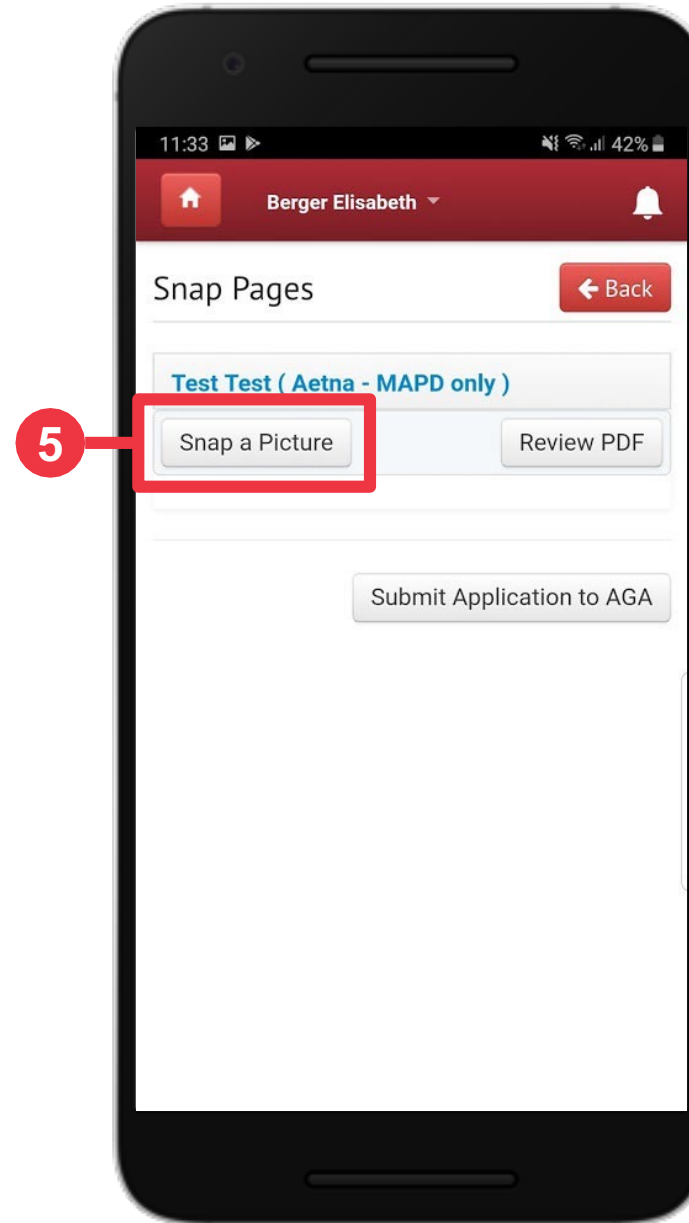


Using the App

(cont.)

- 5 Tap **Snap a Picture** to begin taking images of the written application

IMPORTANT: Please have the **AGA Enrollment Coversheet** included in your images.



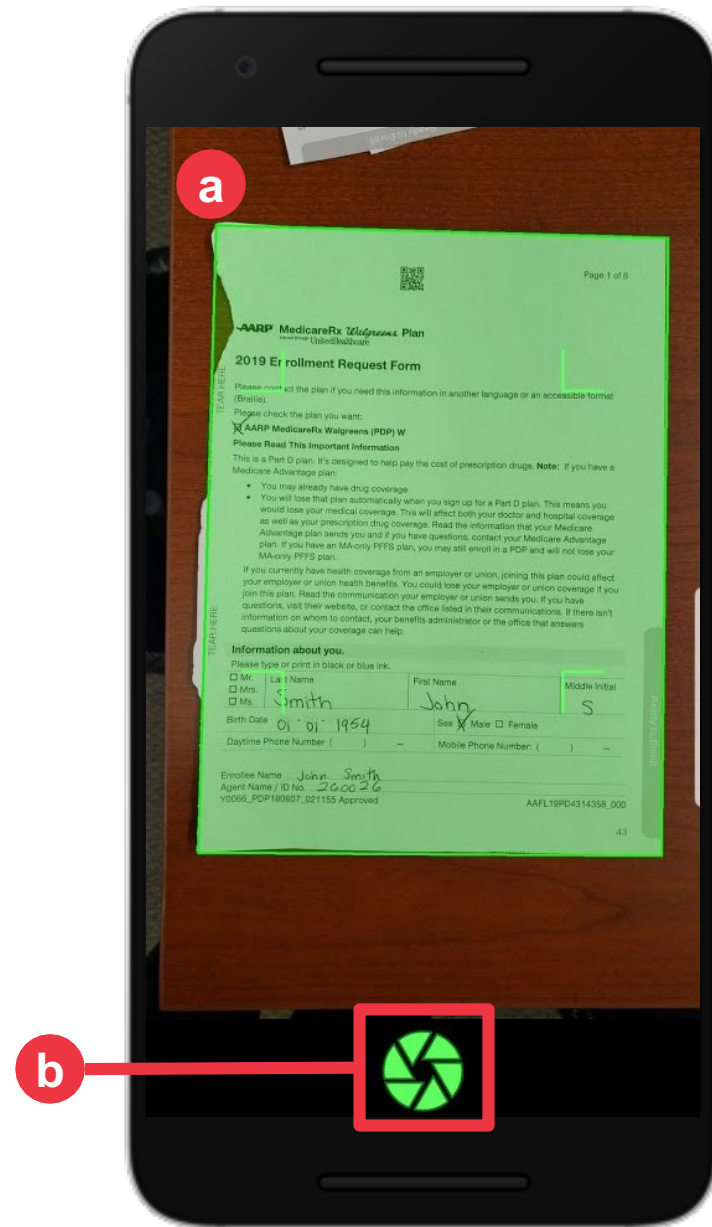
Using the App (cont.)

6

a Android: Align your application within the green box

b Tap the **Green Camera Shutter** button to snap the application

You may crop the image to your liking or continue as is by tapping **Next**



Using the App

(cont.)

6 iOS: Align your application within the blue highlight and tap the white button to snap your photo

c Adjust the blue circles to each corner of the page

d Tap **Done**

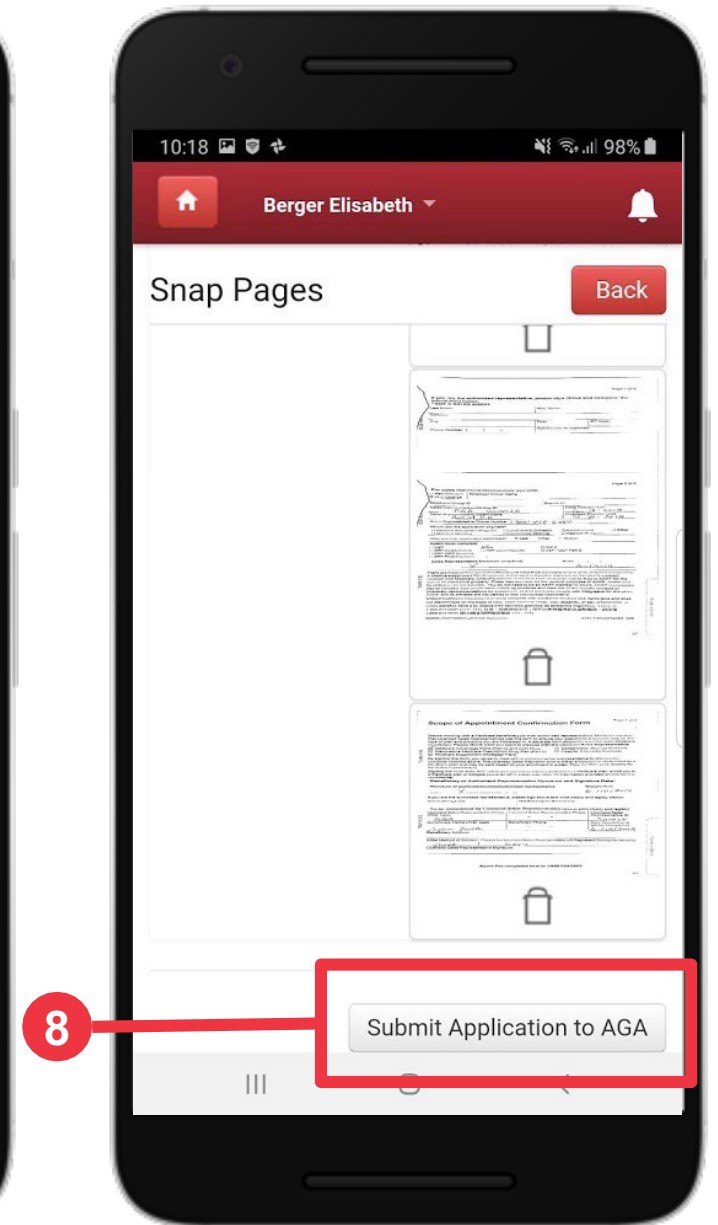
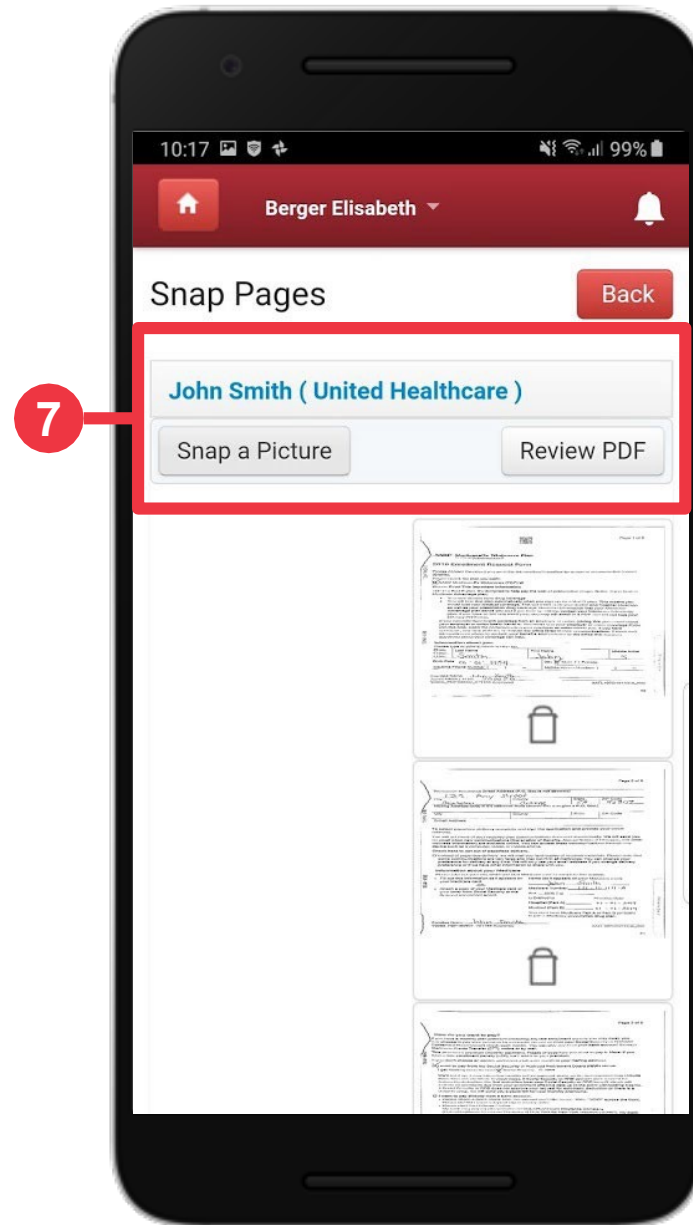
e Tap **Next**



Using the App

(cont.)

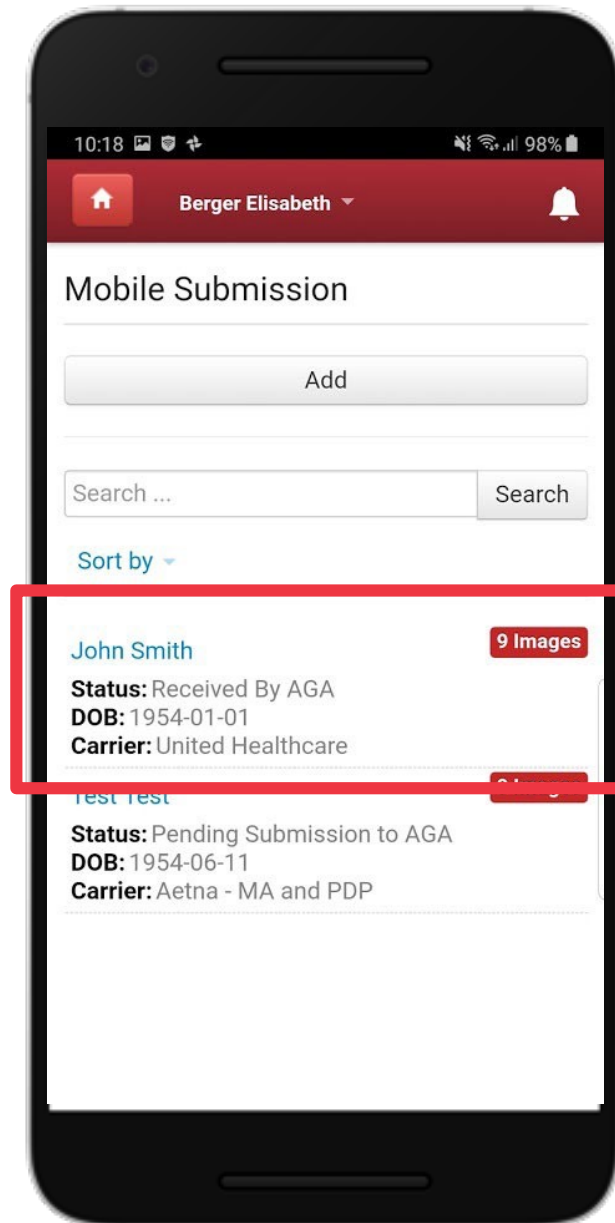
- 7 You will be able to review and retake the photos as needed
- 8 Once you have taken a picture of EACH PAGE of the application, tap **Submit Application to AGA** once you are ready and finished



Using the App

(cont.)

- 9 You can now see your newly-submitted application in your Agent Portal

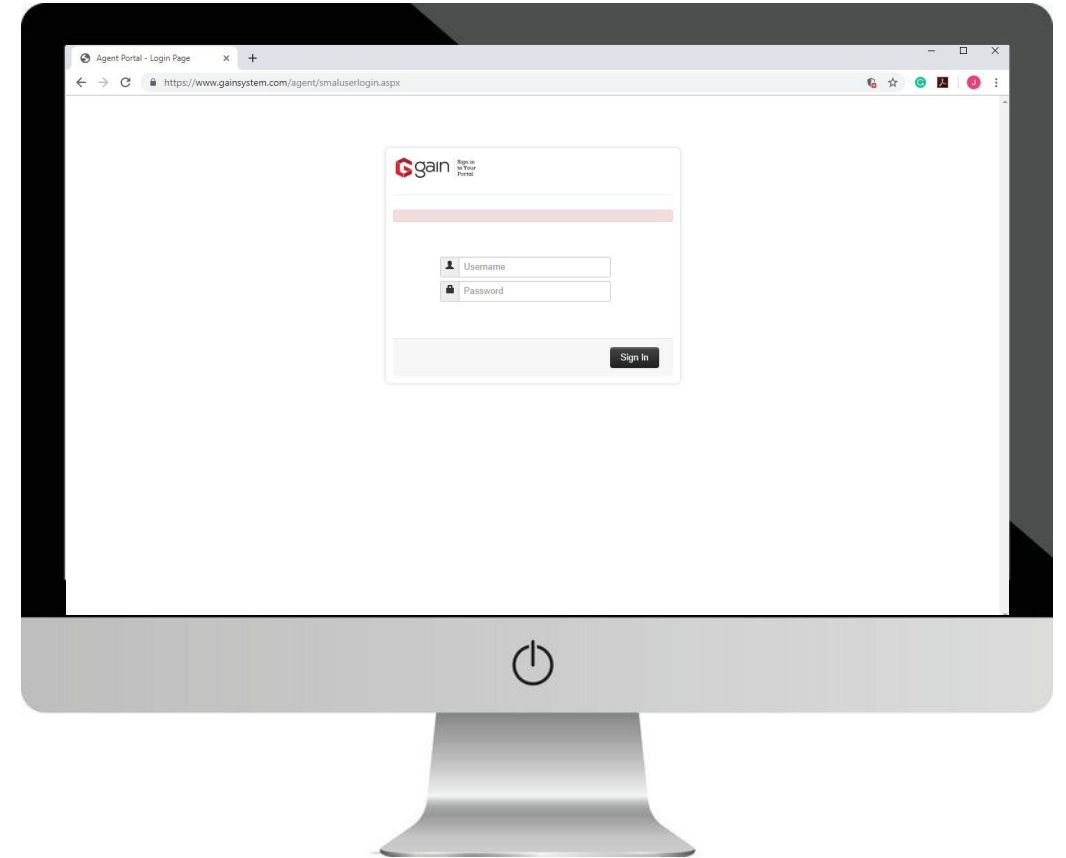


Submitting via Desktop

3. AGA Agent Portal

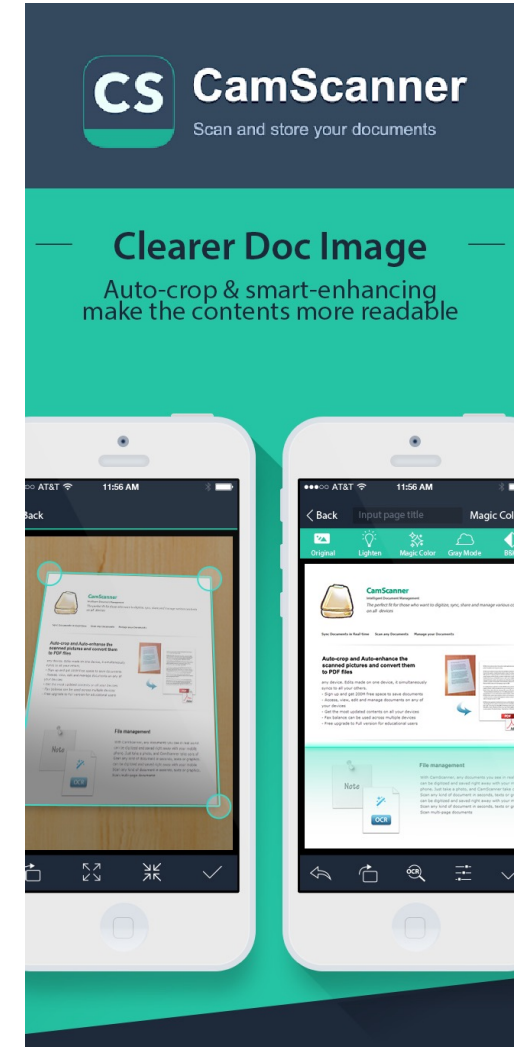
You will need:

- ✓ **Scanner**
- ✓ **Laptop or computer**
- ✓ **Internet connection**
- ✓ **Your AGA Agent Portal login**
- ✓ **AGA Enrollment Coversheet**
- ✓ **Written application**



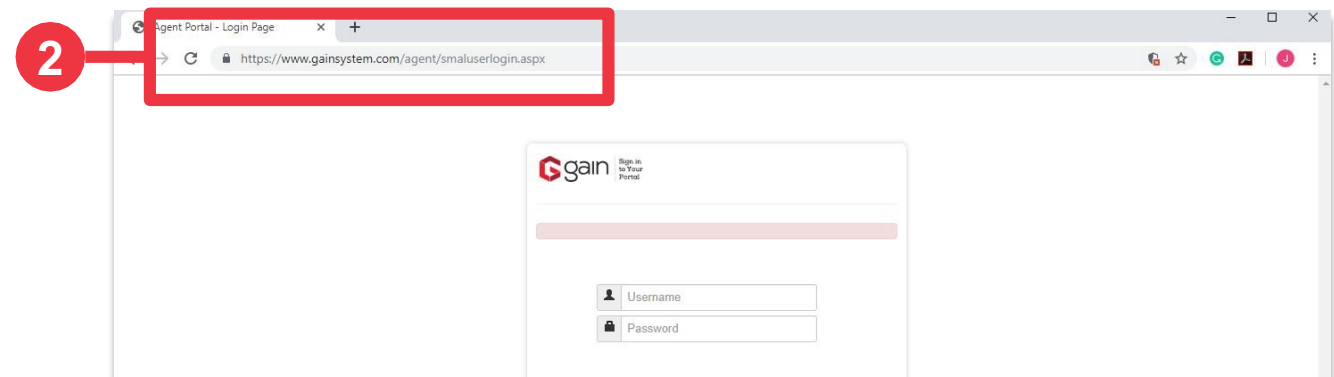
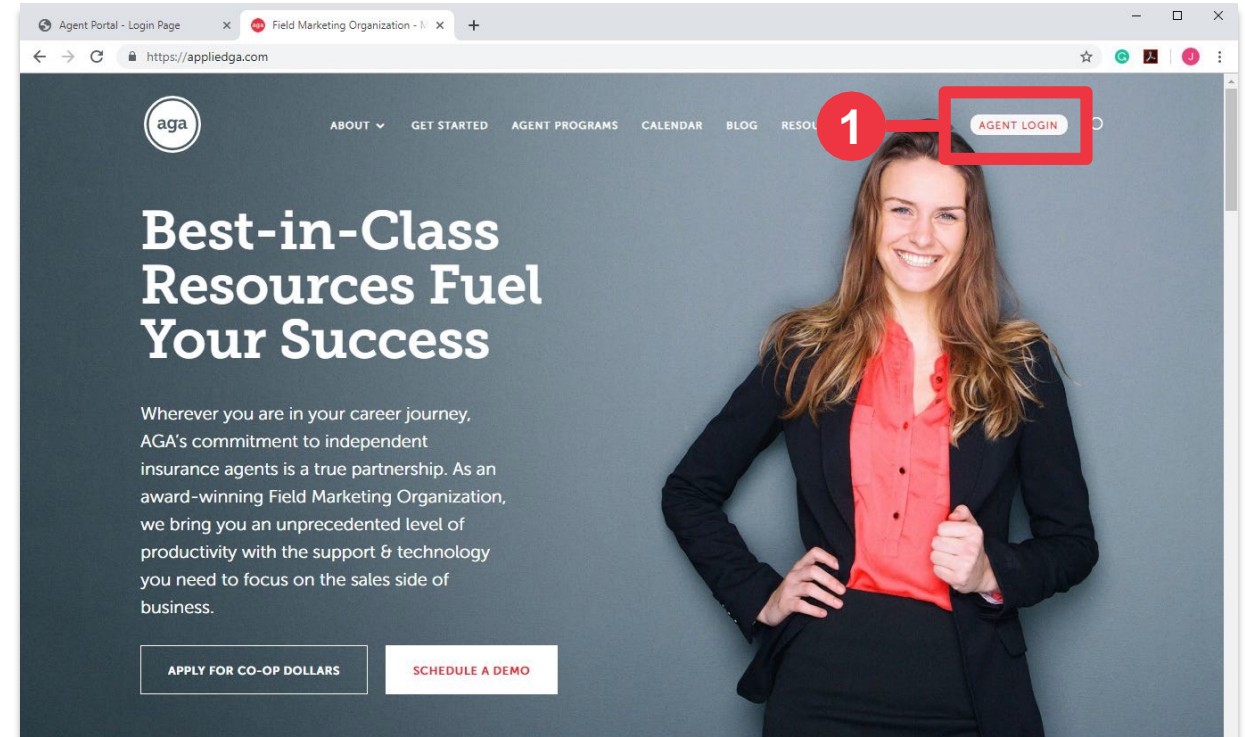
Setting up

Please have your written application scanned to your computer in a PDF format.



Logging In

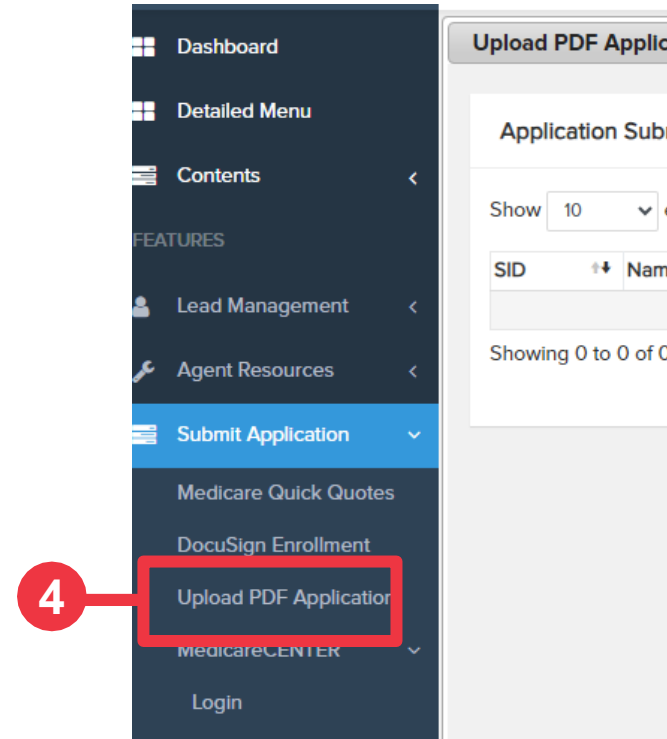
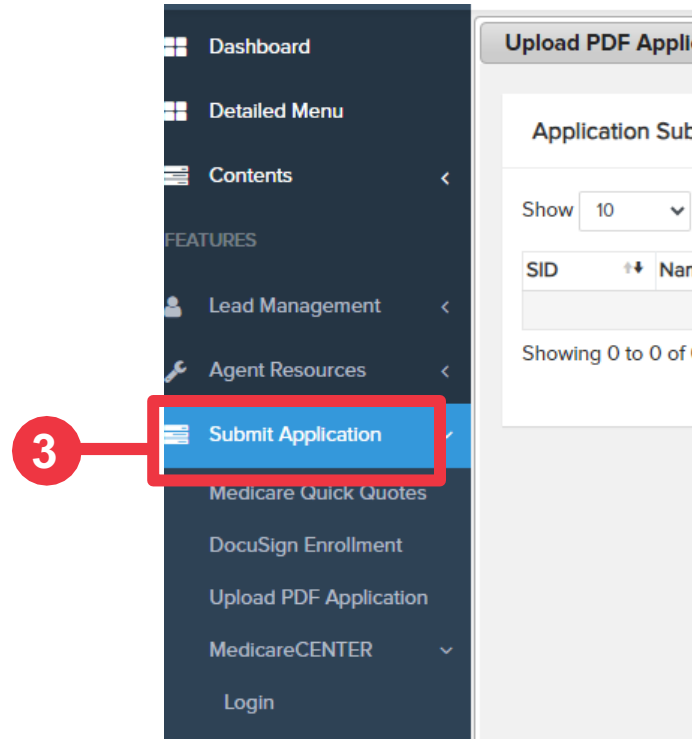
- 1 You can find the login portal on our website, www.appliedga.com;
 - 2 Or use the link: www.gainsystem.com/agent/smaluserlogin.aspx
- ✓ To log in, enter your designated username and password



Application Submission

3 On the left side navigation menu, click **Submit Application**

4 Then, click **Upload PDF Application**



Application Submission

(cont.)

5 Click **Add New** to create a new application

The screenshot displays a web application interface for managing application submissions. On the left is a dark sidebar with a menu including 'Dashboard', 'Detailed Menu', 'Contents', and 'FEATURES' with sub-items like 'Lead Management' and 'Agent Resources'. The 'Submit Application' option is highlighted in blue. The main content area is titled 'Upload PDF Application' and contains a section for 'Application Submission'. This section includes a 'Show 10 entries' dropdown, a search bar, and a table with columns: SID, Name, Platform, Carrier, Date Of Birth, Phone, Direct Submission, and Status. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A blue 'Add New' button is located in the top right corner of the table area, highlighted with a red box and a red circle containing the number 5.

Application Submission

(cont.)

6 A pop-up box labeled **Create Application** will appear and input all information for your member, including:

- First Name
- Last Name
- Date of Birth
- Phone Number
- Carrier - If carrier is not listed, please select any as Submissions does not see this information.
 - Only select the Direct Submission Box if the application has been submitted direct to the carrier.

7 Click **Save and Continue**

The screenshot shows a 'Create Application' pop-up window with a close button (X) in the top right corner. The form contains the following fields:

- First Name:** Text input field containing 'John'.
- Last Name:** Text input field containing 'Doe'.
- Date of Birth:** Text input field containing '04/01/1900'.
- Phone Number:** Text input field containing '(555)555-5555'.
- Carrier:** Dropdown menu with 'United Healthcare' selected.
- Direct Submission:** A checkbox that is currently unchecked.

Annotations include a red circle with the number '6' in the top left corner of the pop-up, and a red circle with the number '7' in the bottom right corner pointing to a blue 'Save And Continue' button. A red arrow points from the 'Direct Submission' checkbox to the 'Save And Continue' button.

Application Submission

(cont.)

8 You will see your application in the table; however, it is not complete yet

9 Upload your written application that you have scanned by clicking **Attach**

IMPORTANT:
Please have the **AGA Enrollment Coversheet** included with your scanned applications.

The screenshot shows the 'Agent Portal' interface for 'General Agent Insurance Network'. The main content area is titled 'Upload PDF Application' and contains an 'Application Submission' table. The table has columns for SID, Name, Platform, Carrier, Date Of Birth, Phone, Direct Submission, and Status. A single entry is visible: SID 216779, Name Jane Doe, Platform Web Portal, Carrier Aetna - MA and PDP, Date Of Birth 02/24/1965, Phone (555)555-5555, Direct Submission -, and Status Pending Submission to AGA. A blue 'Attach' link is next to the status. A red box highlights the 'Attach' link, and a red arrow points from it to a larger red box around the 'Attach' link in a zoomed-in view of the table row. A red circle with the number '9' is placed over the zoomed-in view. The left sidebar contains navigation options like Dashboard, Contents, Lead Management, Agent Resources, Submit Application, Medicare Quick Quotes, DocuSign Enrollment, Upload PDF Application, Connecture, IES, Events & Reporting, Application Management, Analytics, and Reports. The 'Submit Application' option is currently selected.

SID	Name	Platform	Carrier	Date Of Birth	Phone	Direct Submission	Status
216779	Jane Doe	Web Portal	Aetna - MA and PDP	02/24/1965	(555)555-5555	-	Pending Submission to AGA Attach

Application Submission

(cont.)

12 When you see the name of your uploaded file to the right of “Status”, click **Submit Application to AGA**

13 Confirm you are ready to submit your written application to AGA in the pop-up window

The screenshot shows the 'Agent Portal' interface for 'General Agent Insurance Network'. The main content area is titled 'Upload PDF Application' and contains an 'Application Submission' table. The table has columns for SID, Name, Platform, Carrier, Date Of Birth, Phone, Direct Submission, Status, and a file name. A red box highlights the 'Submit Application to AGA' button in the table row. A red arrow points from this button to a pop-up window titled 'Are You Ready to Submit?'. The pop-up window has 'Submit' and 'Cancel' buttons. The number 12 is placed near the pop-up window.

SID	Name	Platform	Carrier	Date Of Birth	Phone	Direct Submission	Status	File Name
216779	Jane Doe	Web Portal	Aetna - MA and PDP	02/24/1965	(555)555-5555	-	Pending Submission to AGA	FinalPDF_Version.pdf

13

Are You Ready to Submit?

Submit Cancel

Frequently Asked Questions





FAQ

What if I submit the wrong application?

- ✔ If you submit the wrong application, just start the process over and submit the correct application. Our system is set up to catch duplicates.

What if my application is incomplete by accident?

- ✔ If your application is incomplete, our team will reach out via phone and/or email to inform you about what is missing and what is needed to process your application correctly.

What if my scanner/fax skipped a page?

- ✔ If you submitted an application with missing pages, please resubmit your application.

Need assistance?

Contact the Broker Relations team!

help@appliedga.com

(800) 498-6880 Option 1

