

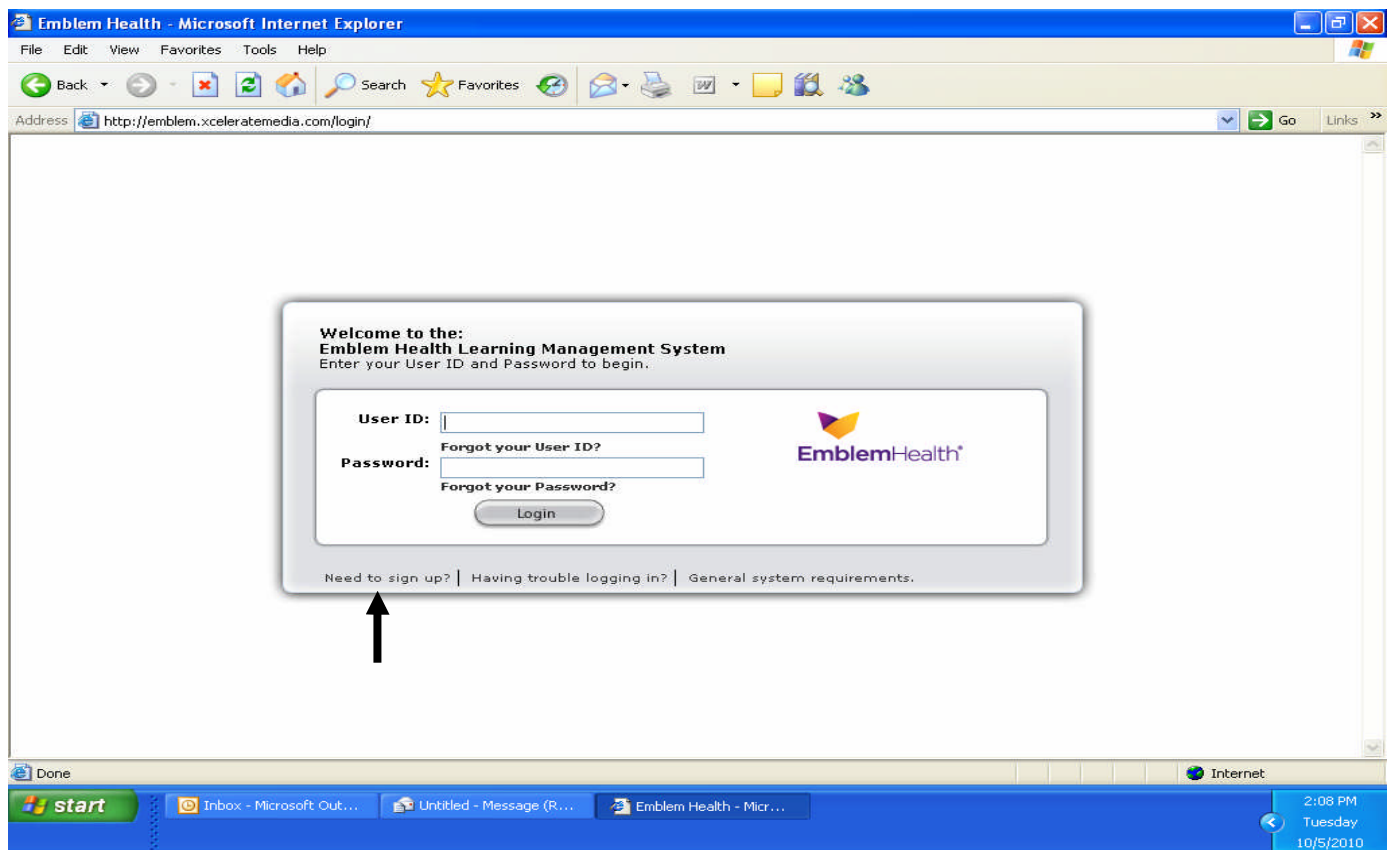
2012 EmblemHealth Product Registration Instructions

Greetings, this instructional guide is to help you register for the 2012 Emblemhealth test.

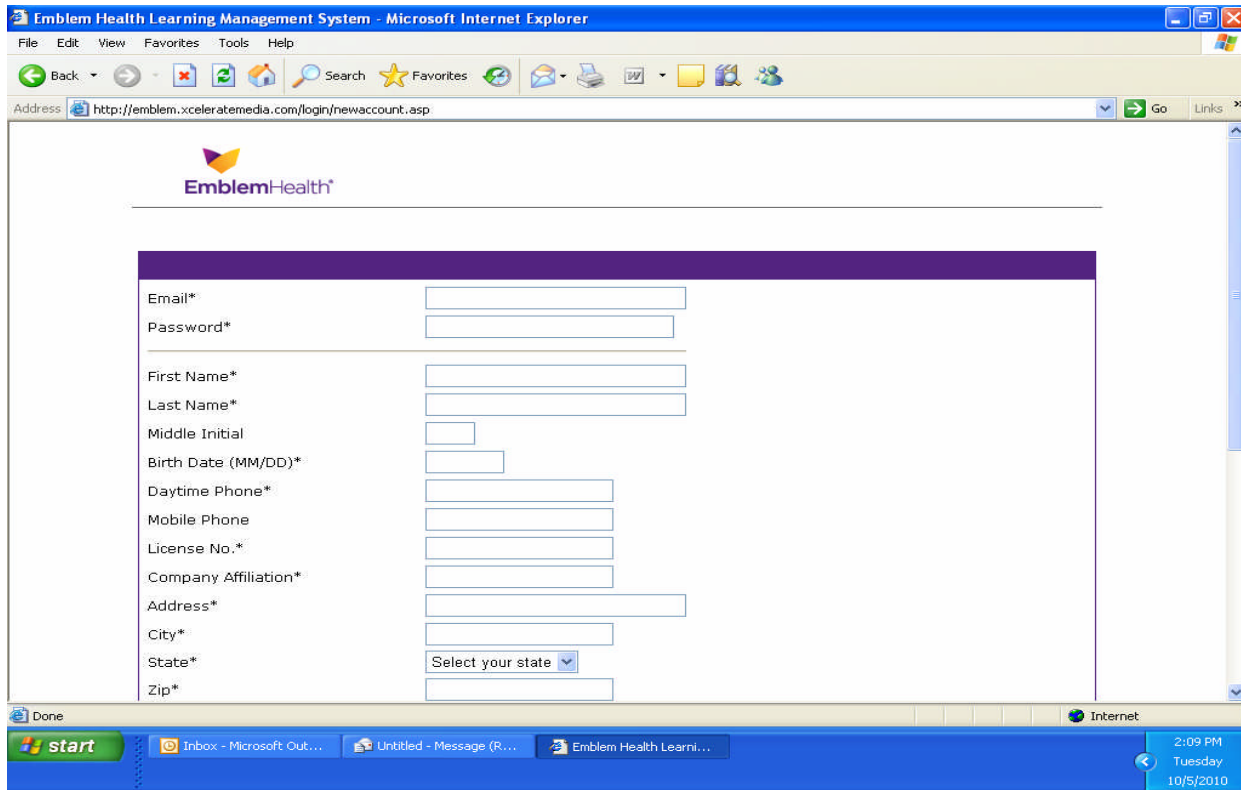
The examination will test your knowledge on the 2012 EmblemHealth Medicare Products. Please make sure that your computer is connected to a printer because the certificate must be printed and sent to EmblemHealth Broker Services Unit. **Please note: You cannot print the certificate if you exit out of the exam. Please print out the certificate when prompted to do so.**

To access the website to take the 2012 Emblemhealth training and exam you can click on the web address: <http://emblem.xceleratemediacom> or copy and paste into your web browser.

Once on the website follow the instructions to complete initial registration. You will see the below screen. Click on need to sign up.



The screen below will appear and must be completed in order to register to take the exam. All information is used for setting up your account to the website and it is strictly confidential.



This section will be used for your Log on and Password information needed to access test. Choose a password that you will remember.

Note: Your registration will not be complete and will not submit until you reach the end of the process and press submit.

Step 1:

Log On: (input your email address)

jdoe@aol.com

Password:

Step 2:

First Name

John

Last Name

Doe

Middle Initial

M

Step 3:

Enter only two digit month and two digit date of birth

Date of birth

12/31

Step 4:

Please enter contact information

Daytime Phone	212-123-4567
Cell Phone	212-987-6543
Email Address	jdoe@aol.com

Step 5:

Please enter complete address and include apt # if any:

Address	55 Water St. Apt 1
City	New York
State	NY
Zip	10041

Step 6:

Please include NY State Health Insurance Info: **A valid NY Health Insurance License is needed**

License info.	LA-12345
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Step 7: Please include any company that you are currently affiliated with to sell Medicare products:

Company Affiliation – Employer or Agency

Step 8: Please identify your user status

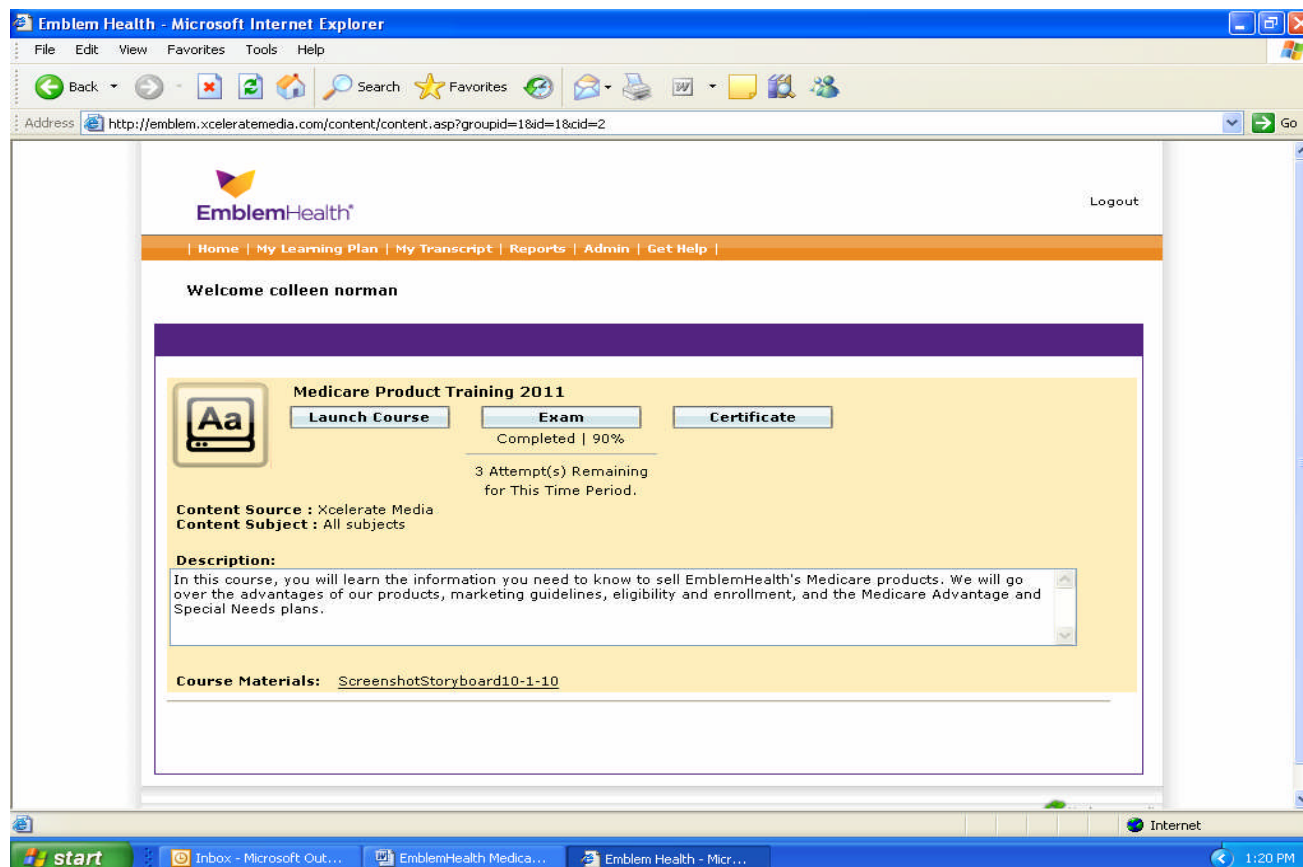
User Status
1 – Agent/Broker
2 – Commercial Agent
3 – Non-selling Staff

Please review all fields to make sure that all information provided is accurate and complete.

Press **submit** when complete to proceed to the next step.

NEXT STEP:

Click on “Launch Course” to take the 2012 Emblemhealth Product Training. In order to print the training modules you will need to click on the screen shot story boards. Once you have finished the training and feel competent to go on to the next step click on “Exam” to begin the test.



A score of 85% is needed to pass (17 out of 20 questions). **You will not be able to review your answers so please take your time and choose wisely.** You are allowed up to 3 times within a 6 month period to re-take the exam.

If you encounter any difficulties registering for the exam please contact Colleen Norman (646-447-6319 or cnorman@emblemhealth.com).