## Activating Counselor Delegation Code



## **ACTIVATING COUNSELOR DELEGATION CODE**

Counselors must activate their delegation code and receive their Counselor badge prior to enrolling consumers in a qualified health plan.

Please select the link provided and follow the steps below to set up and activate your Counselor user account on CoveredCA.com.

It may be best to copy and paste the required information (Delegation code, Entity business name and Counselor Certification number) in the fields available in the link below. Be sure not to include any additional spaces when copying this information.

(Example of information previously delivered in an email) Counselor Delegation code: **SJ5Nen** Entity Business Legal Name: **UAT 4.4 American Traders 3** Counselor Certification #: **5000000142** 

1. To set up the account in CoveredCA.com, please click here: <u>https://v.calheers.ca.gov/apspahbx/ahbxanonym.portal?\_nfpb=true&\_st=&\_pageLabel=sign</u> <u>UpPage&\_windowLabel=SignUp\_1&wlpSignUp\_1\_javax.portlet.value=agent&\_urlType=acti</u> <u>on&wlpSignUp\_1\_javax.portlet.action=assisterAccount</u>

COVERED	EXPLORE What's Right For You	<b>PREVIEW</b> Health Plans		APPLY To Get Covered	
SET UP AN ACCOUN	SET UP AN AC	COUNT - WITH YOUR			
2.Use of This Webs	Write your delegation code a * Indicates a required field.	nd other information here:			
3.User Information		Delegation code * 😮			
4.Contact Informati		Business Legal Name : * ?			
6.Account Summary		Certification Number * 😮			
	Back				



- 2. Complete all necessary information and follow system directions to create and activate your CoveredCA.com account
  - a. After you enter delegation code, Entity business legal name and Counselor certification number click the **CONTINUE** button

SET UP AN ACCOUNT	SET UP AN ACCOUNT - WITH YOUR P Write the delegation code and other information here:	ROVIDED DELEGATION CODE	0
2.Use of This Website	ured field.		
3.User Information	*Delegation code 🤡	SJ5Nen	
4.Contact Information	*Business Name (Legal) 😗	UAT 4.4 American Traders 3	
5.Username/Password	*Certification Number 😗	5000000142	
6.Account Summary			
	Back		Continue

3. The next page will review the Use of the Website. Counselor must select "View the Terms and Conditions of Use" and review the verbiage than click on the Close button

Delegation code	Welcome to the Covered California portal. If you use this webs View the Terms and Conditions of Use	le, you agree to the Terms and Conditions of Use and our hotice of Privacy Practices	If you disagree with any part of these docume	nts, please do not use our website
2 Use of This Website	View the Notice of Privacy Practices	Terms and Conditions of Use	×	
2.User information		Contents:	ä	
4.Contact Information	🗄 Check this box to show you understand and agree	Purpose Of This Agreement Privacy Practices Notices Required Under Government Code Section 11015.5		
6.Uxername/Petavord	Back	Modification Of This Agreement Permission To Act On Your Behalf How We Meeting You		Contract
		Index Research and Regatization - Team Safeguarding Your, Personal Information Additional Terms For Products Offered Through This Website Outside Websites Third-Faury Vebbore Applications (Towas) Conferent and Demonstrating Conferent Security & Monitoring Notice Termination of Like		
About Us   Mission Statem	ent   Confact Us   Loks to External Services			Faltori Us 🔽 🗈 🎆

4. Counselor clicks the checkbox next to "Check this box to show you agree to Terms and Conditions", then Click "Continue" (Continue button should be enabled)

SET UP AN ACCOUNT	USE OF THIS WEBSITE	0
✓ Delegation code	Welcome to the Covernet Cationnia portial. If you use this website, you agree to the Terms and Conditions of Use and our Notice of Privacy Practices. If you disagree with any part of these documents, please do not use our website. Yes the Terms and Conditions of Use	
2.Use of This Web	View the Notice of Privacy Practices	
3.User information		
A.Contact Information	2. Check this box to show you understand and agree to the Terms and Conditions and Notice of Privacy Practices.	
6.Usemame/Password		
6.Account Summary	Back	

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- 5. Counselor must complete the required fields on the User Information pages then click Continue

ET UP AN ACCOUNT	RINFORMATION									
Delegation code	tes a required field.									
Use of This Website	"First Name	UAT	44red03			1				
User Information	"Last Name	UAT	Nonder	1		1				
4.Contact Information	"Date of Birth 🔇	04/24	4/1985			1	_			
Username/Password	Social Security number 📀	0	Apr	6	1	985		0		
Account Summary	*Preferred method of communication	Su	Mo 1	Tu 2	W/e 3	Th 4	Fr 5	5a 6		
		7	8	9	10	11	12	13		
		3.4	15	16	17	18	19	20	· · · · · · · · · · · · · · · · · · ·	
		21	22	23	24	25	26	27		
		28	29	30						
Bi	ck								2	

6. Counselor must complete the required fields on the Contact Information page

SET UP AN ACCOUNT	CONTACT INFORMATION	
✓ Delegation code	* Indicates a required field.	
✓ Use of This Website	Street Address 1	
✓ User Information	Street Address 2	
4.Contact Information	City	
5.Username/Password	State	CA
6.Account Summary	Zip Code	
	Email	username@example.com
	* Phone Number	
	Back	

7. Counselor must complete all required fields in the Username & Password window and click Continue (Keep track of this information as the user will be prompted to login once the account information is confirmed at the end)

SET UP AN ACCOUNT	USERNAME & PASSWORD
✓ Delegation code	* indicates a required field.
✓ Use of This Website	Your Usemame must have 8 or more characters.
✓ User Information	"Username 🛛 🛛
✓ Contact Information	Your password must be at least 6 characters long and use only letters and numbers. It must use at least one number and one letter. Passwords are case sensitive.
5.Username/Password	*Password V
6.Account Summary	"Re-enter Password 😡
	Please create a four-digit Electronic Signature Personal identification Number (PR), You will need this number to sign your application.
	"Electronic Signature PBN 🔮
	"Re-enter PIN 🕢
	Back

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8. Counselor is to verify all information submitted for the User Account.

SET UP AN ACCOUNT	ACCOUNT SUMMARY	
✓ Delegation code	Vuser Information	
✓ Use of This Website	Name	UAT44red03 UATWonder1 Edit
✓ User Information	Birthdate	04/24/1985
✓ Contact Information	Preferred Method of Communication	Phone
✓ Username/Password		
6.Account Summary	✓ Contact Information	
	Street Address 1	693 Agostni Cir
	Street Address 2	
	City	Folsom
	State	CA
	Zip Code	95630
	Email	lisa.sakata@calheers.ca.gov
	Phone number	9166768710
	V Username & Password	
	Username	uatco:223 Edit
	Password	AutoMaut
	Electronic Signature PIN	

9. Once the Counselor's user account information is reviewed and confirmed, a pop-up window will prompt the user to Log In with the Username and Password generated.

ACCOUNT SUMMARY		
✓ User Information		
	Name	UAT44red03 UATWonder1
	Birthdate	04/24/1985
Social Securi	y number	****_**_3333
Preferred Method of Comm	unication	Phone
	CREATE	ACCOUNT CONFIRMATION
▼ Contact Information	Constatula	lines. You have autoconfully assolied a Coursed California assount
	You can no	w securely log in to your Account. Click the "Log In" button below.
Street		, , ,
Street		
		Log In



10. After selecting Log In, the page will be redirect to the CoveredCA.com Login page

LEARN	PREVIEW PLANS	APPLY
LOGIN OR CREATE AN ACCOUNT		
Log In Enter Username	New to Covered Sign up for a Covered C In order to begin an	d California? afornia Account. n application you must create an account.
Enter Password	Click the Create Ac	ccount button below to get started.
Forool your password?		Set up an account

If any errors occur during this process, a screen shot of the error message must be provided to the EAS and a description of what step in the process the error occurred.

**Congratulations!** The Counselor account has been activated and set up on CoveredCA.com. Those Counselors who have completed this process and received their badge are now able to assist consumers enroll in a Covered California qualified health plan.

\*\*Only those Counselors who have cleared the background check exam, will receive a delegation code and badge to become a Certified Counselor for Covered California!