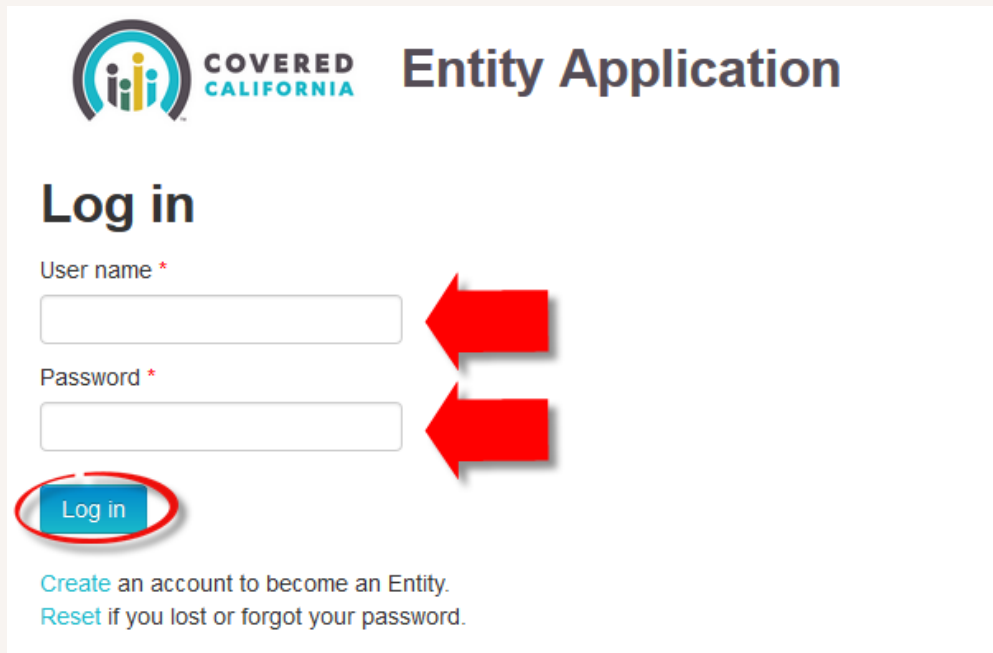


# Requesting a Replacement Badge on IPAS

## REQUESTING A REPLACEMENT BADGE ON IPAS

The Entity authorized IPAS user can request badge replacements.

1. Log into IPAS (<https://ipas.ccgrantsandassistors.org/>)



**Entity Application**

### Log in

User name \*

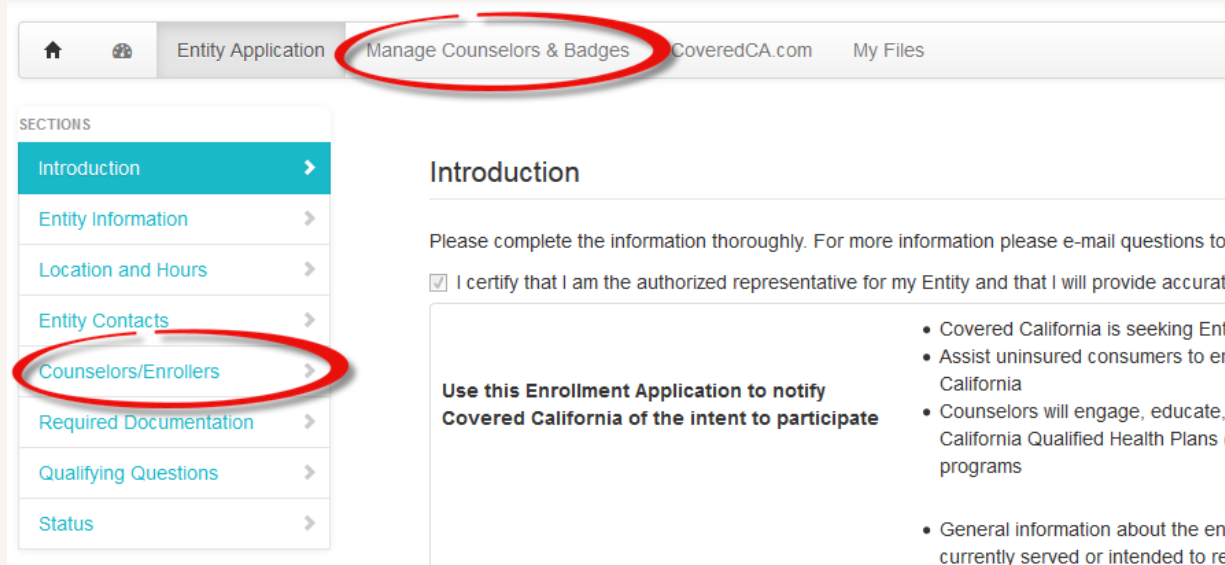
Password \*

**Log in**

[Create an account to become an Entity.](#)  
[Reset if you lost or forgot your password.](#)

## FIND COUNSELOR ON FILE

1. Select either “**Counselors/Enrollers**” under the entity tab or go to the “**Manage Counselors and Badges**” tab at the top



Entity Application **Manage Counselors & Badges** CoveredCA.com My Files

SECTIONS

- Introduction
- Entity Information
- Location and Hours
- Entity Contacts
- Counselors/Enrollers**
- Required Documentation
- Qualifying Questions
- Status

### Introduction

Please complete the information thoroughly. For more information please e-mail questions to

I certify that I am the authorized representative for my Entity and that I will provide accurate

- Covered California is seeking Enti
- Assist uninsured consumers to en
- California
- Counselors will engage, educate, &
- California Qualified Health Plans (C
- programs
- General information about the enti
- currently served or intended to rea

# Requesting a Replacement Badge on IPAS

## SELECT THE COUNSELOR

A list of your entity's Counselors will load.

1. Click on the Counselor name that is requesting a new badge

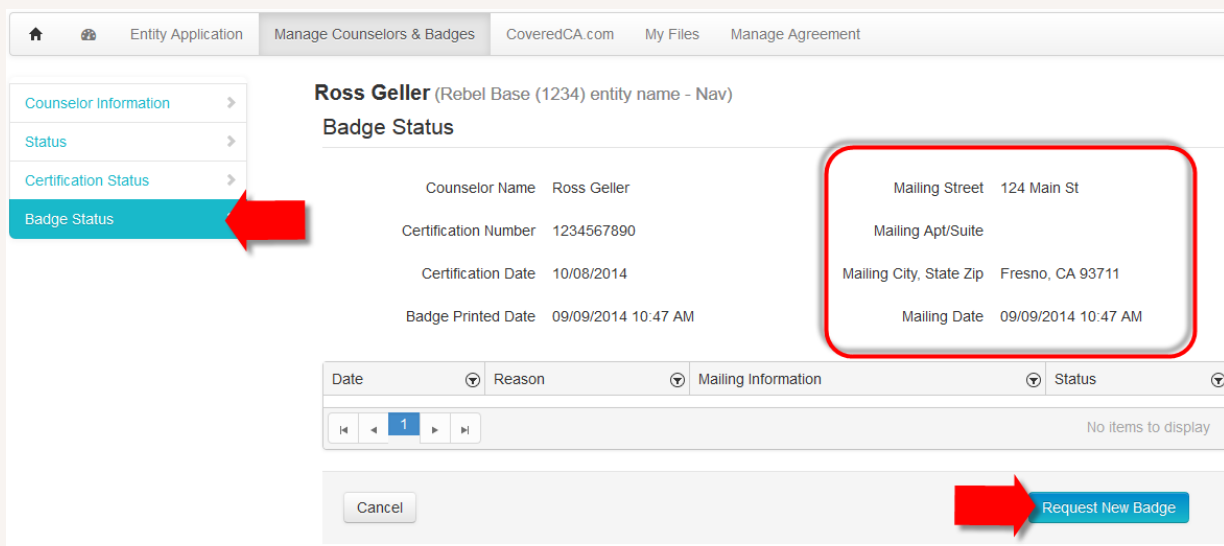
### Section 4: Counselors

In this section, you can see information about the organization's counselors

Name	Certification Status	Profile Status	Sites Served	
Jacob Jessi (Jacob)	Counselor ready for training	Complete	Jose's site	<a href="#">Download Forms</a>
H Pye (Hun Pye)	Denied	Complete	Rebel Base, Rebel Base #2	<a href="#">Download Forms</a>
Rebel Yang- update test (Rebel Test)	Incomplete Counselor agreement	Complete	Jose's site	<a href="#">Download Forms</a>
Zack Morris (Zack Morris)	None	Incomplete	Rebel Base	
Jane Smith (Jane Smith)	Certified	Incomplete	Rebel Base	<a href="#">Download Forms</a>
Billy Billy (Billy Billy)	Entity Deregistered	Complete	Rebel Base	<a href="#">Download Forms</a>
rebel base cec (Rebel Base CEC)	Certified	Incomplete	Rebel Base, Rebel Base #2	

2. Click on Badge Status

3. Select "Request New Badge"



Entity Application | Manage Counselors & Badges | CoveredCA.com | My Files | Manage Agreement

**Ross Geller** (Rebel Base (1234) entity name - Nav)

**Badge Status**

Counselor Name: Ross Geller  
Certification Number: 1234567890  
Certification Date: 10/08/2014  
Badge Printed Date: 09/09/2014 10:47 AM

Mailing Street: 124 Main St  
Mailing Apt/Suite:  
Mailing City, State Zip: Fresno, CA 93711  
Mailing Date: 09/09/2014 10:47 AM

Date: Reason: Mailing Information: Status:

1 | No items to display

Cancel | Request New Badge

## Requesting a Replacement Badge on IPAS

4. Chose a **Reason** from the dropdown menu
  - a. Enter a **“Comment”** with the **“Reason”** for the request of a new badge
  - b. Enter in the counselor’s mailing address, or where the badge should be mailed to – **please ensure this address is correct and complete, including any suite or unit numbers!**
  - c. Click **“Save”** to submit

### Request Badge Reprinting

Counselor Name Ross Geller

Certification Number 1234567890

Certification Date 10/08/2014

Reason \*

Comment \*

Mailing Street \*

Mailing Apt/Suite

Mailing City \*

Mailing State \*

Mailing Zip \*

Note: Changing the mailing address on this screen will update the mailing address for this Counselor.