

Activating CEC Delegation Code

CECs must activate their delegation code and receive their CEC 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 CEC user account on [CoveredCA.com](https://www.coveredca.com)

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

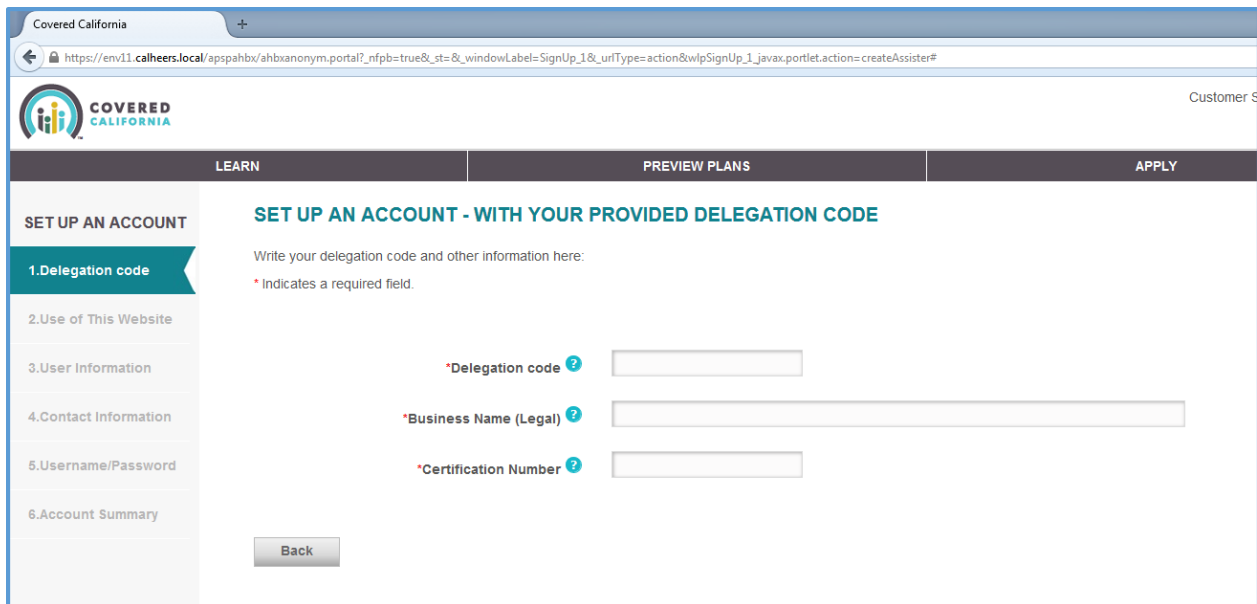
(Example of information previously delivered in an email)

CEC Delegation code: **SJ5Nen**

CEE Business Legal Name: **UAT 4.4 American Traders 3**

CEC Certification #: **5000000142**

1. To set up the account in [CoveredCA.com](https://www.coveredca.com), please click here:
https://v.calheers.ca.gov/apspahbx/ahbxanonym.portal?_nfpb=true&_st=&_pageLabel=signUpPage&_windowLabel=SignUp_1&wlpSignUp_1_javax.portlet.value=agent&_uriType=action&wlpSignUp_1_javax.portlet.action=assisterAccount

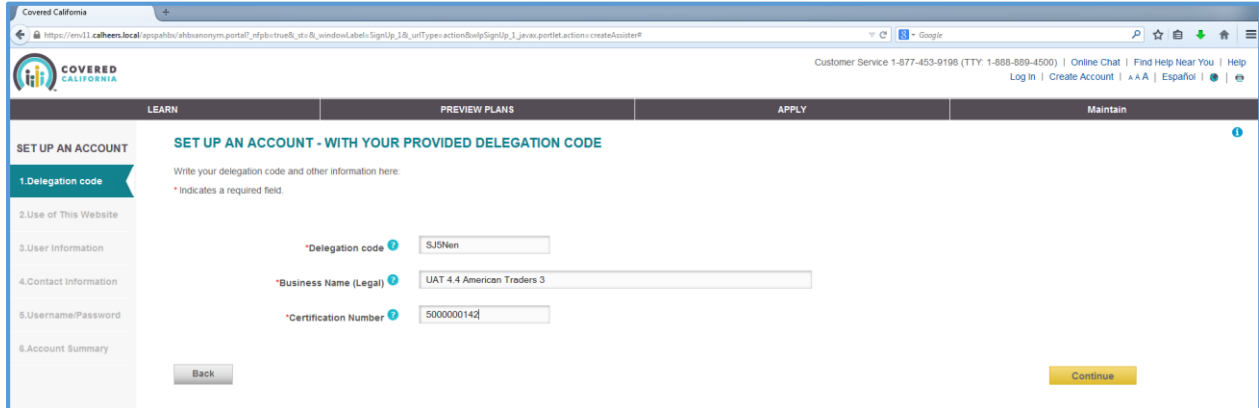


The screenshot shows a web browser window with the URL https://env11.calheers.local/apspahbx/ahbxanonym.portal?_nfpb=true&_st=&_windowLabel=SignUp_1&wlpSignUp_1_javax.portlet.action=createAssister#. The page title is "COVERED CALIFORNIA" and the user is logged in as "Customer S". The navigation menu includes "LEARN", "PREVIEW PLANS", and "APPLY". The main content area is titled "SET UP AN ACCOUNT - WITH YOUR PROVIDED DELEGATION CODE" and contains the following text: "Write your delegation code and other information here:" and "* Indicates a required field." There are three required fields: "Delegation code", "Business Name (Legal)", and "Certification Number", each with a question mark icon. A "Back" button is located at the bottom left of the form.

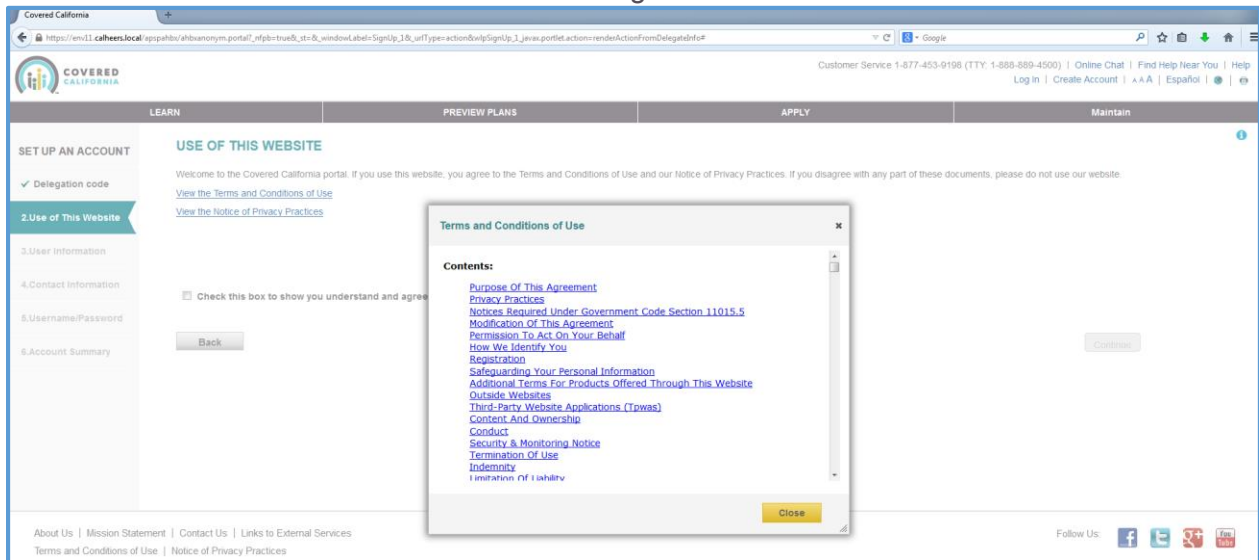
Please complete all necessary information and follow system directions to create and activate your CoveredCA.com account.

Only those CECs who have cleared the background check, completed all the training requirements, and passed the certification exam, will receive a delegation code and badge to become a Certified Enrollment Counselor for Covered California!

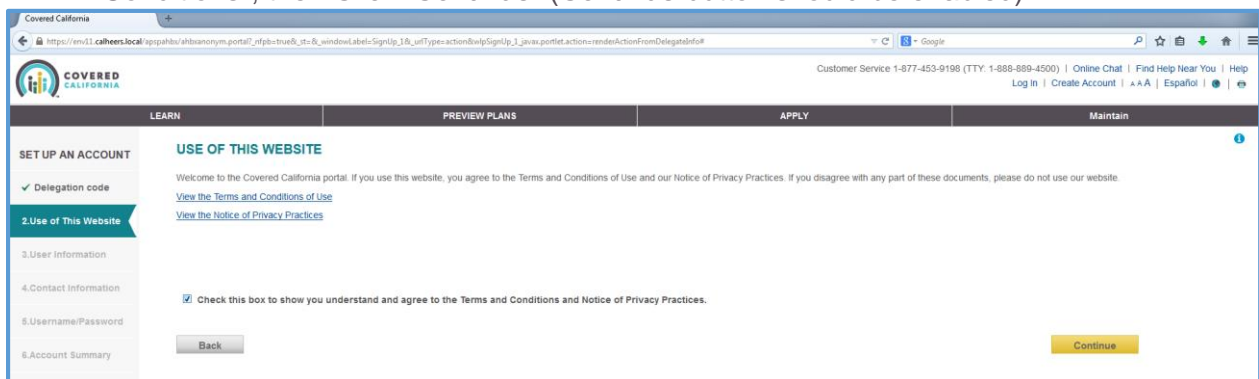
- After you enter delegation code, CEE business legal name and CEC certification number - click the CONTINUE button.



- The next page will review the Use of the Website. CEC must select “View the Terms and Conditions of Use” and review the verbiage than click on the Close button.

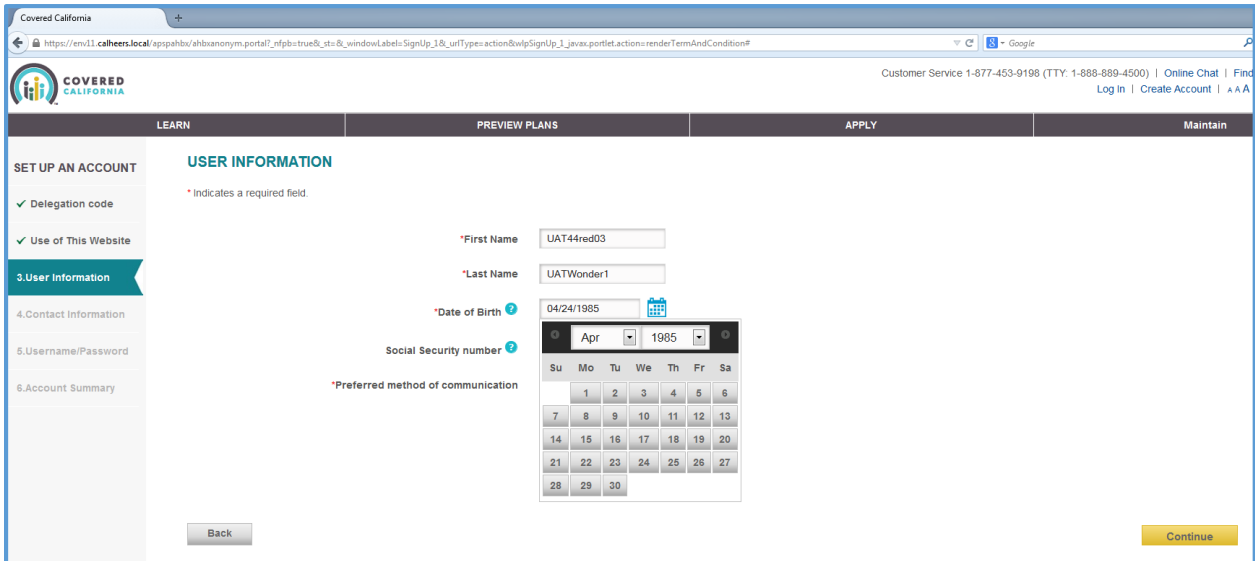


- CEC clicks the checkbox next to "Check this box to show you agree to Terms and Conditions", then Click “Continue” (Continue button should be enabled)



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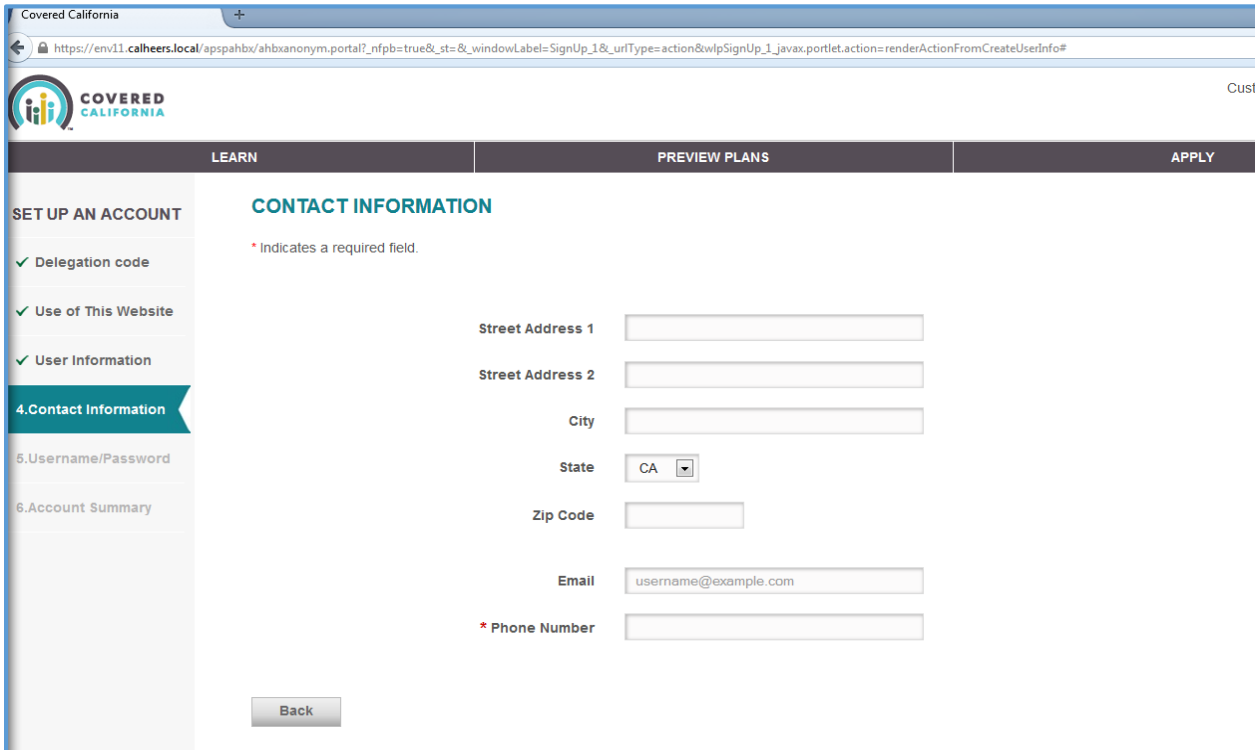
5. CEC must complete the required fields on the User Information pages then click Continue



The screenshot shows the 'USER INFORMATION' page in the Covered California portal. The page has a navigation bar with 'LEARN', 'PREVIEW PLANS', 'APPLY', and 'Maintain'. A sidebar on the left lists steps: 'SET UP AN ACCOUNT', 'Delegation code', 'Use of This Website', '3. User Information', '4. Contact Information', '5. Username/Password', and '6. Account Summary'. The main content area is titled 'USER INFORMATION' and includes a note: '* Indicates a required field.' The form fields are:

- *First Name: UAT44red03
- *Last Name: UATWonder1
- *Date of Birth: 04/24/1985 (with a calendar icon)
- Social Security number: (with a question mark icon)
- *Preferred method of communication: (with a question mark icon)

 At the bottom, there are 'Back' and 'Continue' buttons.



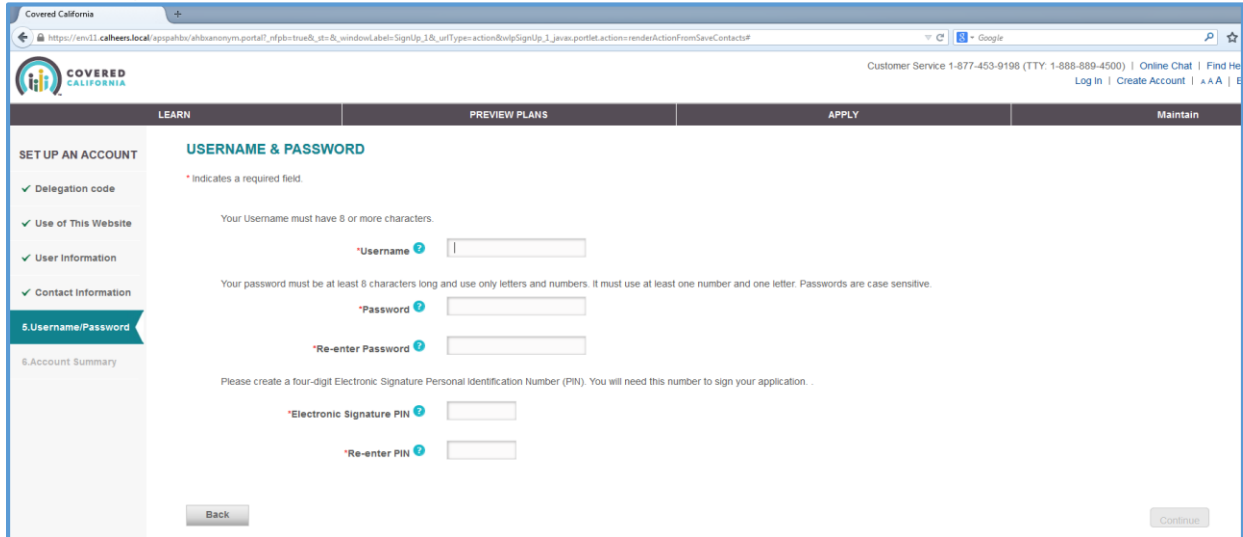
The screenshot shows the 'CONTACT INFORMATION' page in the Covered California portal. The navigation bar and sidebar are similar to the previous page. The main content area is titled 'CONTACT INFORMATION' and includes a note: '* Indicates a required field.' The form fields are:

- Street Address 1: (empty text box)
- Street Address 2: (empty text box)
- City: (empty text box)
- State: CA (dropdown menu)
- Zip Code: (empty text box)
- Email: username@example.com (text box)
- * Phone Number: (empty text box)

 At the bottom, there is a 'Back' button.

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- CEC 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)

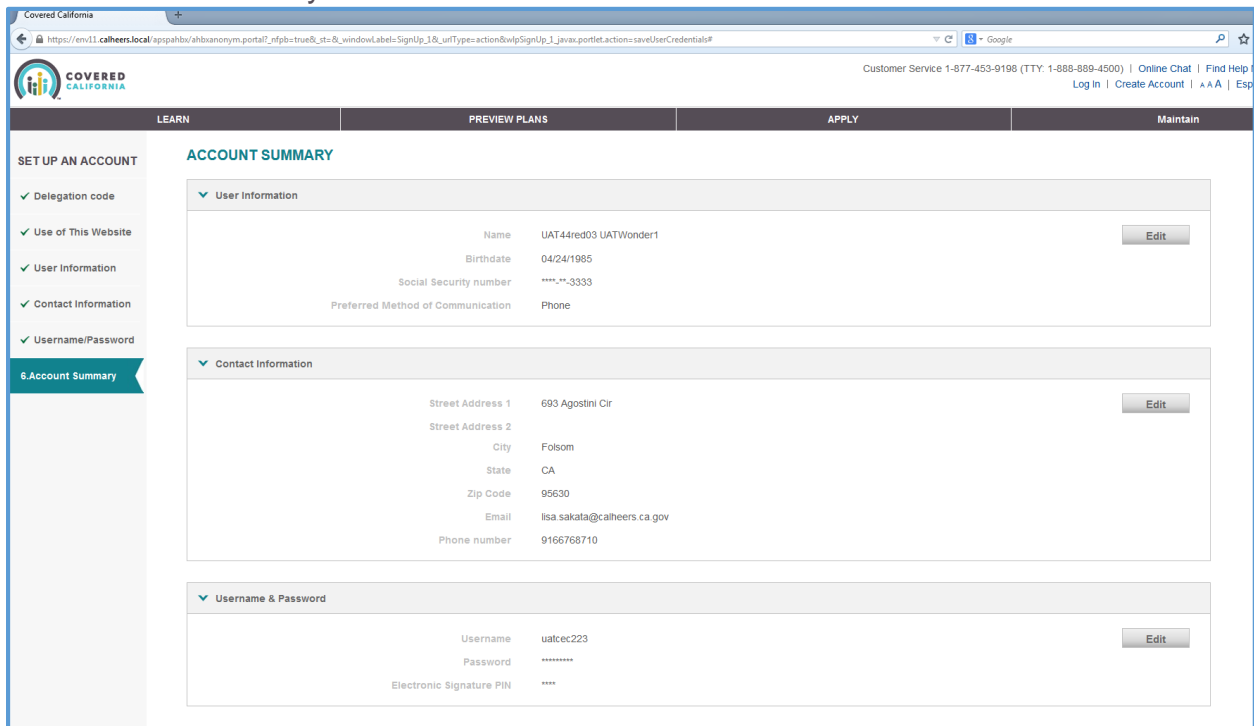


The screenshot shows the 'USERNAME & PASSWORD' registration form. The left sidebar lists 'SET UP AN ACCOUNT' steps: Delegation code, Use of This Website, User Information, Contact Information, 5. Username/Password (highlighted), and 6. Account Summary. The main form area includes instructions and input fields for:

- *Username**: A text input field with a note: "Your Username must have 8 or more characters."
- *Password**: A text input field with a note: "Your password must be at least 8 characters long and use only letters and numbers. It must use at least one number and one letter. Passwords are case sensitive."
- *Re-enter Password**: A text input field.
- *Electronic Signature PIN**: A text input field with a note: "Please create a four-digit Electronic Signature Personal Identification Number (PIN). You will need this number to sign your application."
- *Re-enter PIN**: A text input field.

Buttons for 'Back' and 'Continue' are located at the bottom of the form.

- CEC is to verify all information submitted for the user account.



The screenshot shows the 'ACCOUNT SUMMARY' page. The left sidebar lists 'SET UP AN ACCOUNT' steps: Delegation code, Use of This Website, User Information, Contact Information, Username/Password, and 6. Account Summary (highlighted). The main form area displays the following information:

- User Information**:

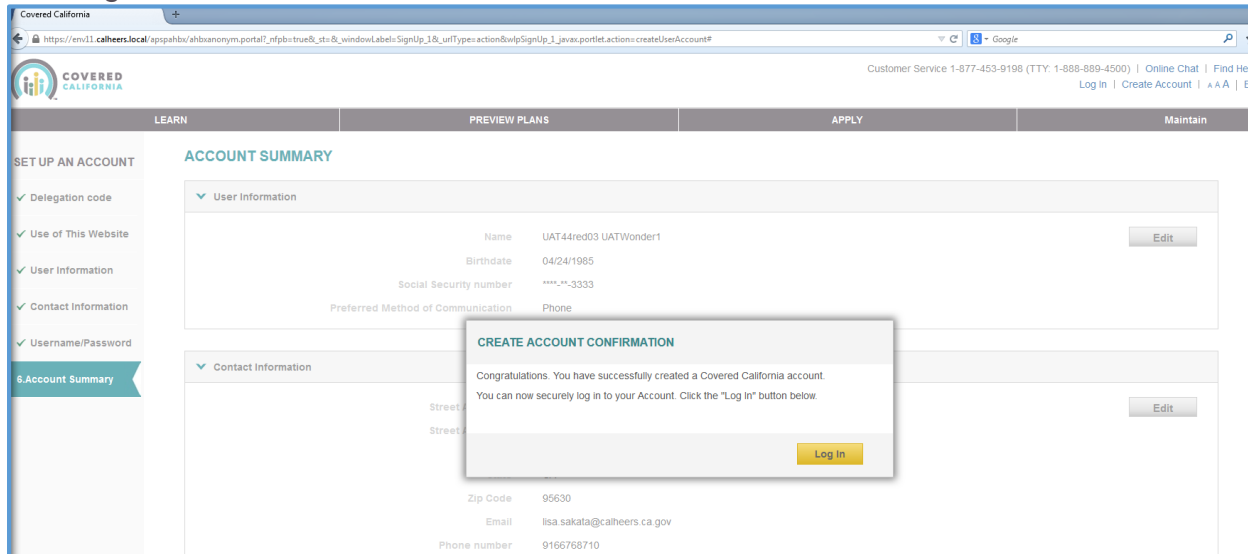
Name	UAT44red03 UATWonder1	Edit
Birthdate	04/24/1985	
Social Security number	****-**-3333	
Preferred Method of Communication	Phone	
- Contact Information**:

Street Address 1	693 Agostini Cir	Edit
Street Address 2		
City	Folsom	
State	CA	
Zip Code	95630	
Email	isa.sakata@calheers.ca.gov	
Phone number	9166768710	
- Username & Password**:

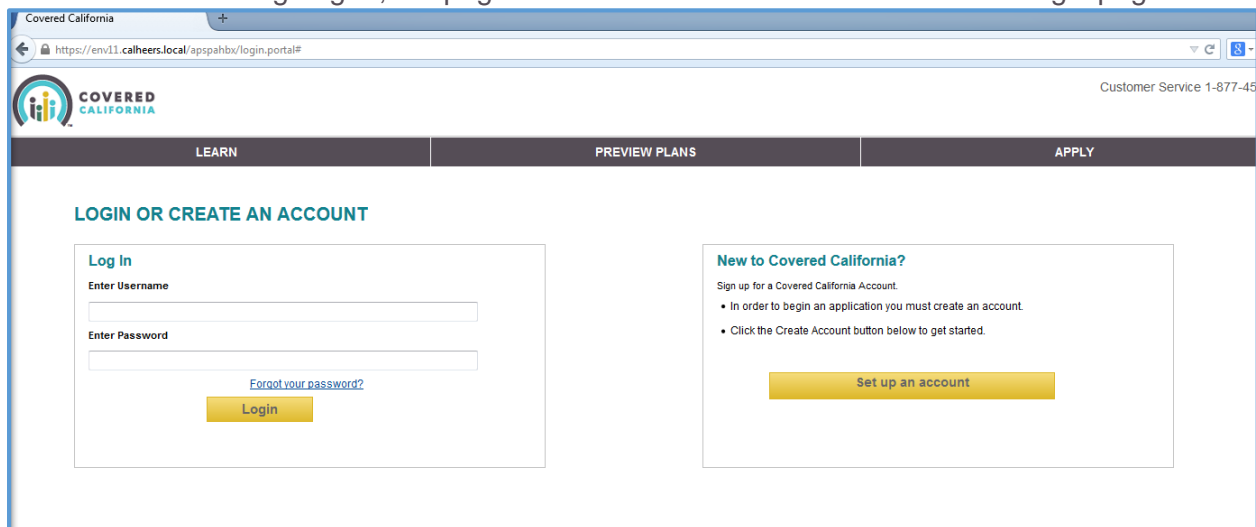
Username	uatcec223	Edit
Password	*****	
Electronic Signature PIN	****	

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- Once the CEC'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.



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



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

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