

Please Read Important Information From



August

5

Classes begin

Starting August 5, 2013 – Ongoing

Step 1:

Contact an approved Department of Financial Services (DFS) CE provider organization to complete your training course and test requirement at

http://www.dfs.ny.gov/insurance/agbrok/ab_shop.htm

September

9

**DFS Website
Registration OPEN**

Starting September 9, 2013 – Ongoing

Step 2:

A. Follow the DFS link below and select the option for Agent/Broker Health Certification Registration process; read the instructions carefully and then proceed to the licensee login area.

http://www.dfs.ny.gov/insurance/producers_exchg.htm

B. Once logged into your producer licensing record, select NYS Health Benefit Exchange to proceed to the registration. The registration process can be completed only if you have taken the required training course/test

October

1

**New York State of
Health Opens**

Starting October 1, 2013 – Ongoing

Step 3:

If you have successfully completed Step 1 and Step 2 above, NY State of Health will email your official access code to log onto the Broker portal page of the Marketplace portal. To maximize website capacity invitations will be emailed on a rolling basis throughout the day beginning at 8am.

This process will not begin until 8am on October 1st.

You will be asked to complete a series of registration steps that will culminate in the issuance of your broker certification number. You can use that number to enter the broker portal.

For more information contact:

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