

NYSOH Broker Certification – Step 3: Training Courses

Once Licensing is validated by the NYS Department of Financial Services (DFS), an email is sent notifying that you are now able to take the certification courses. These courses do not incur CE Credits. At the end of the course trainings, you will be required to pass an evaluation exam. The exam can be attempted until a passing score of 70% is reached.

1. Brokers will receive three emails with valuable information pertaining to the Certification Courses. The first email (below) is the welcome email.
 - The top link in the email: maximus-newyorkstateofhealth.myabsorb.com is to the Absorb website where each broker will find the Small Business Marketplace (SHOP) and Individual Marketplace Training Courses in their respective portals.
 - The Username listed is the numeric portion of the NYS Broker License entered in the NYSOH.
 - The longer link listed is to set a password for the Absorb site. This must be set in order to proceed.

Your Absorb Training Profile

 **MAXIMUS - New York State of Health** <noreply@myabsorb.com>
Tue 8/18/2020 1:55 PM
To: You

Hi Alex Brokerton

Welcome to New York State of Health's online training programs. We have registered you at our Absorb training website. To access please click on this link below or type it into your browser's address bar:

maximus-newyorkstateofhealth.myabsorb.com

Username: 23456780
Email: example.123456@outlook.com

In order to set your password, please click on the link below:
https://maximus-newyorkstateofhealth.myabsorb.com/#/resetpassword/gokLu1a7fdEQ4tnLZOPucZNA7vPRG6_TNA7Wc2Ba_AyZpdy3vmr-av0vtXifGRJEocj6qHKdyKf9YAO_iOwEw2?link=aHR0cHM6Ly9tYXhpbnVzLW5ld3lvcmtzdGF0ZW9maGVhbHRoLm15YWJzb3JiLmNvbS9hcGkvcmlvZdC92Mi9wYXNzd29yZC1yZXNldHMvcW9rTHUxYTdmZEVrNHRuTFpRUHVjWk5BN3ZOUkc2X1ROQTdXYzJCVV9BeVpwZHIjM3Ztc1hdjB2dFhJZkdSSkVvQ2o2cUhLZHILZjZQVffaU93RXcy

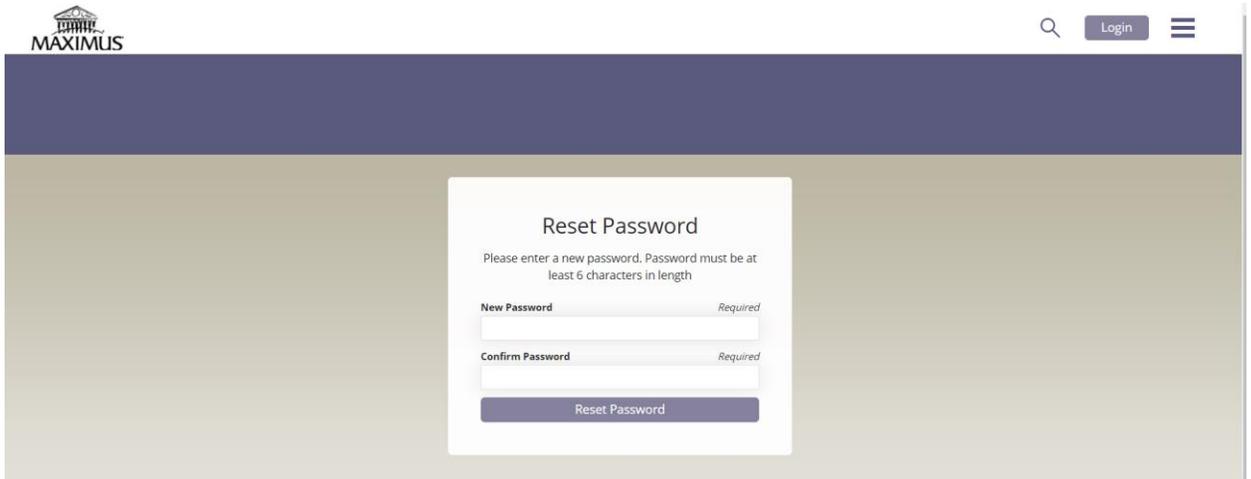
Keep a copy of this message to remember your username and password. If you have any questions or concerns regarding your course please view our help page which can be accessed at maximus-newyorkstateofhealth.myabsorb.com

Simply login and you will have access to all the courses you are registered for. The User Menu appears on the left. Feel free to explore the menu and utilize the online Help system if you have any further questions.

This email was generated by the Absorb System. Please do not reply to this email.

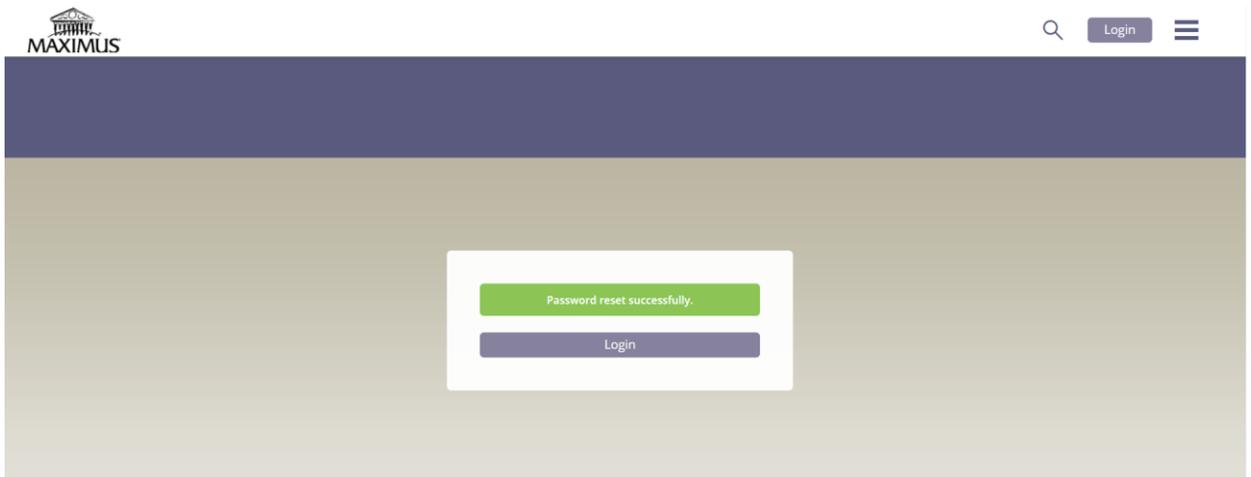
Good luck with your course(s)!

- The other two emails notify of the enrollment into the Small Business Marketplace and Individual Marketplace Training Courses.
 - Click the link to set your password.
2. On the *Reset Password* screen, enter the desired password into the **New Password** field. Confirm the password by re-entering into the **Confirm Password** field. Click **Reset Password**.



The screenshot shows the MAXIMUS website header with the logo on the left, a search icon, a 'Login' button, and a menu icon on the right. The main content area features a white 'Reset Password' form centered on a light beige background. The form includes the title 'Reset Password', a note 'Please enter a new password. Password must be at least 6 characters in length', two input fields labeled 'New Password' and 'Confirm Password' (both marked as 'Required'), and a purple 'Reset Password' button at the bottom.

3. Click **Login**.

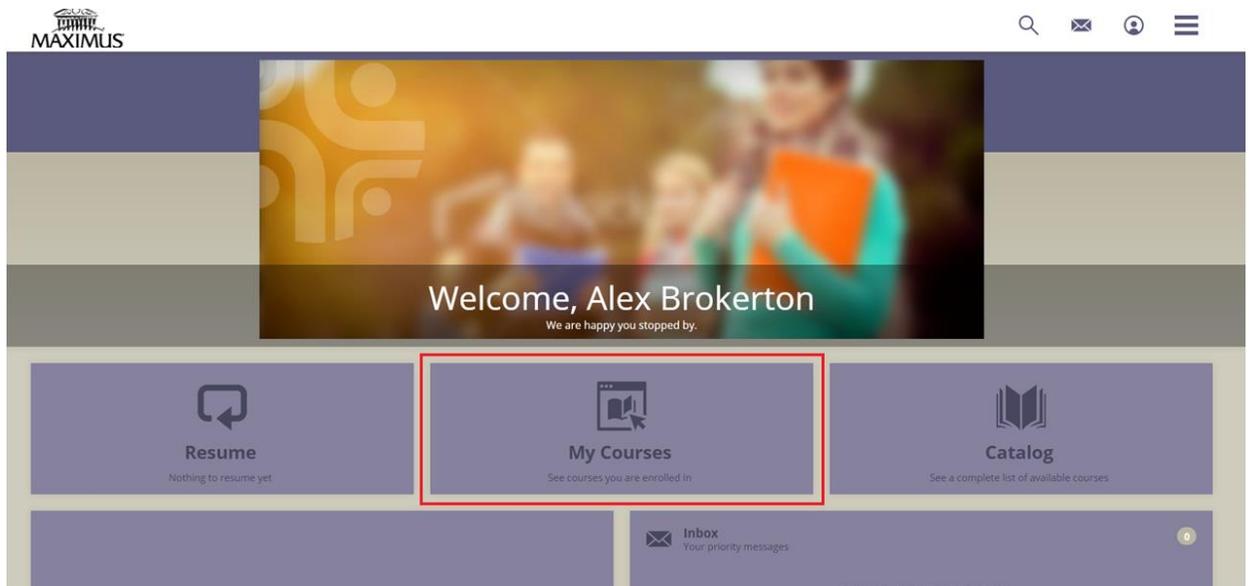


The screenshot shows the MAXIMUS website header with the logo on the left, a search icon, a 'Login' button, and a menu icon on the right. The main content area features a white box centered on a light beige background. Inside the box, there is a green notification bar that says 'Password reset successfully.' and a purple 'Login' button below it.

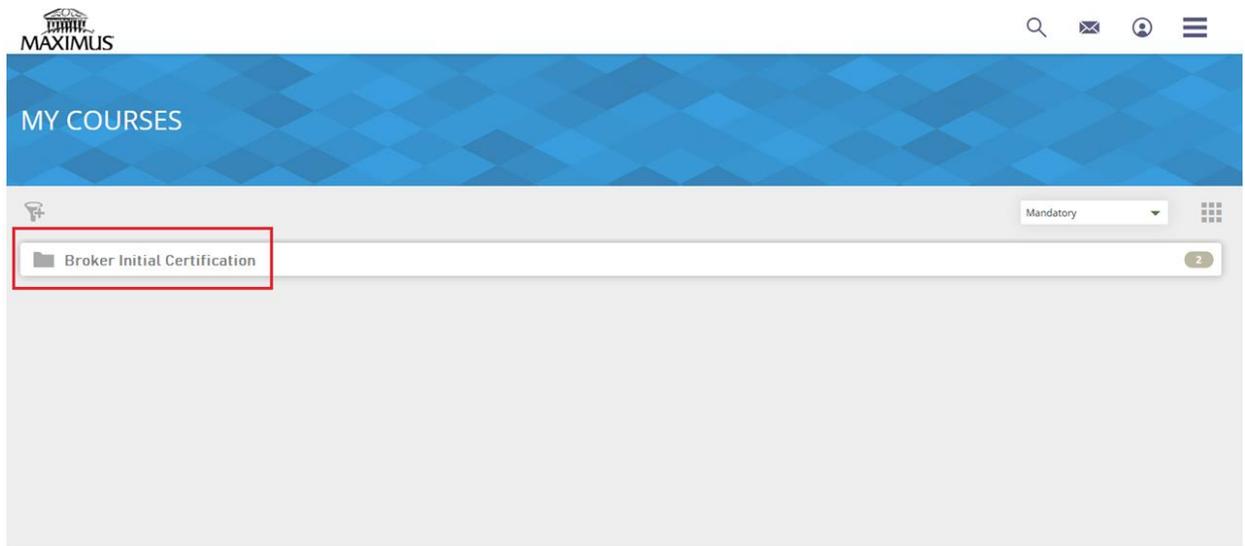
4. Enter the Username and newly created password.



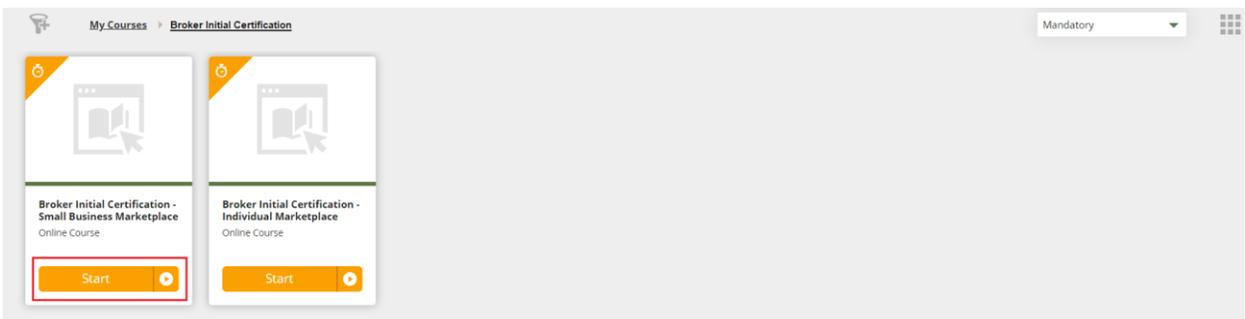
5. On the Absorb training site, click **My Courses** to access the Small Business and Individual Marketplace training courses.



6. On the *My Courses* screen, click the file that says **Broker Initial Certification**.



7. All courses for the Broker Initial Certification will display. The Small Business Marketplace courses are a prerequisite to the Individual courses. If you'd like to save the Individual courses for a later date, it will be available on the Overview screen of the Broker Portal to take at any time. Click the **Start** button under the Small Business Marketplace icon.



8. The *Course Content* screen displays the courses pertaining to the Small Business Marketplace. The first section listed on the screen below is the “Broker Certification SBM – Module 1 Intro to ACA”. Module 1 should be completed in order to move to module 2. You will have the option for voice narration or read only.
- The progress for all of the Small Business modules is tracked in the right-hand corner of the screen.
 - Click **Start** to begin the module of your choosing.

The screenshot displays the MAXIMUS interface for an online course. At the top, the course title is "Broker Initial Certification - Small Business Marketplace 2020". Below this, two orange banners indicate the course expires on Wednesday, February 17, 2021, and is required to be completed by the same date. The main content area is titled "Course Content" and lists a single lesson: "Broker Certification SBM - Module 1 Intro to ACA". A "Start" button is highlighted with a red box next to this lesson. On the right side, a circular progress indicator shows "Not Started" with "0/6" and "0%".

Once Certification Courses are complete, a congratulations email is sent advising on the next steps. It may take 2-3 days to process the Certification Courses before you may access your dashboard.

***Continue to the next User Guide:
NYSOH Broker Certification - Step 4: Profile Setup**