University of Utah ACA Contracting Directions

IMPORTANT!

- If you are already contracted with University of UT, please refer to **TRANSFER INSTRUCTIONS FOR UNIVERSITY OF UT**.
- ***University of Utah is under Upline Agent Boost Marketing.***

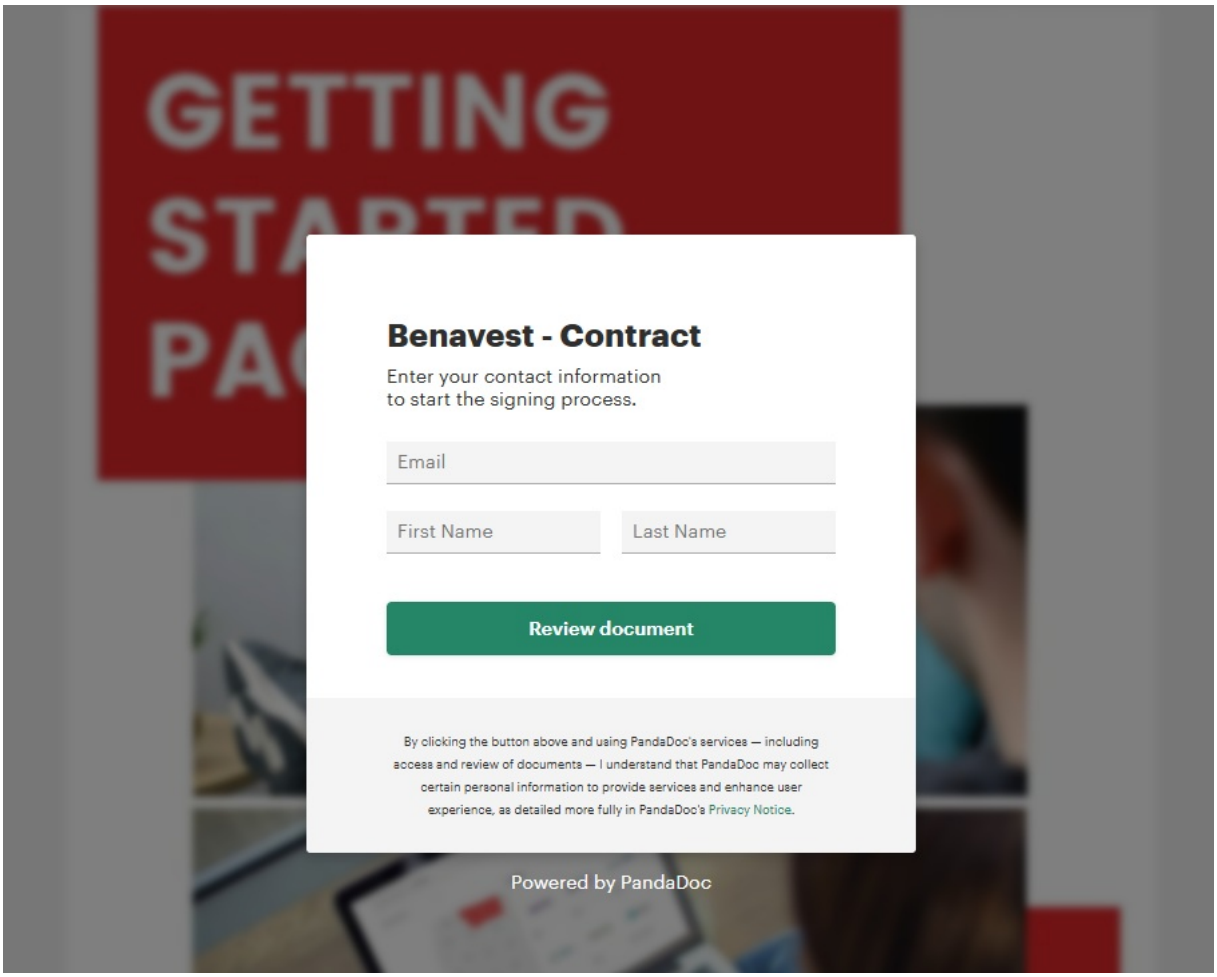
Carrier Portal

Navigate through University of UT Broker Portal:
https://enroll.uhealthplan.utah.edu/ehpportal/eapp/login

University of UT Contracting For New Agent

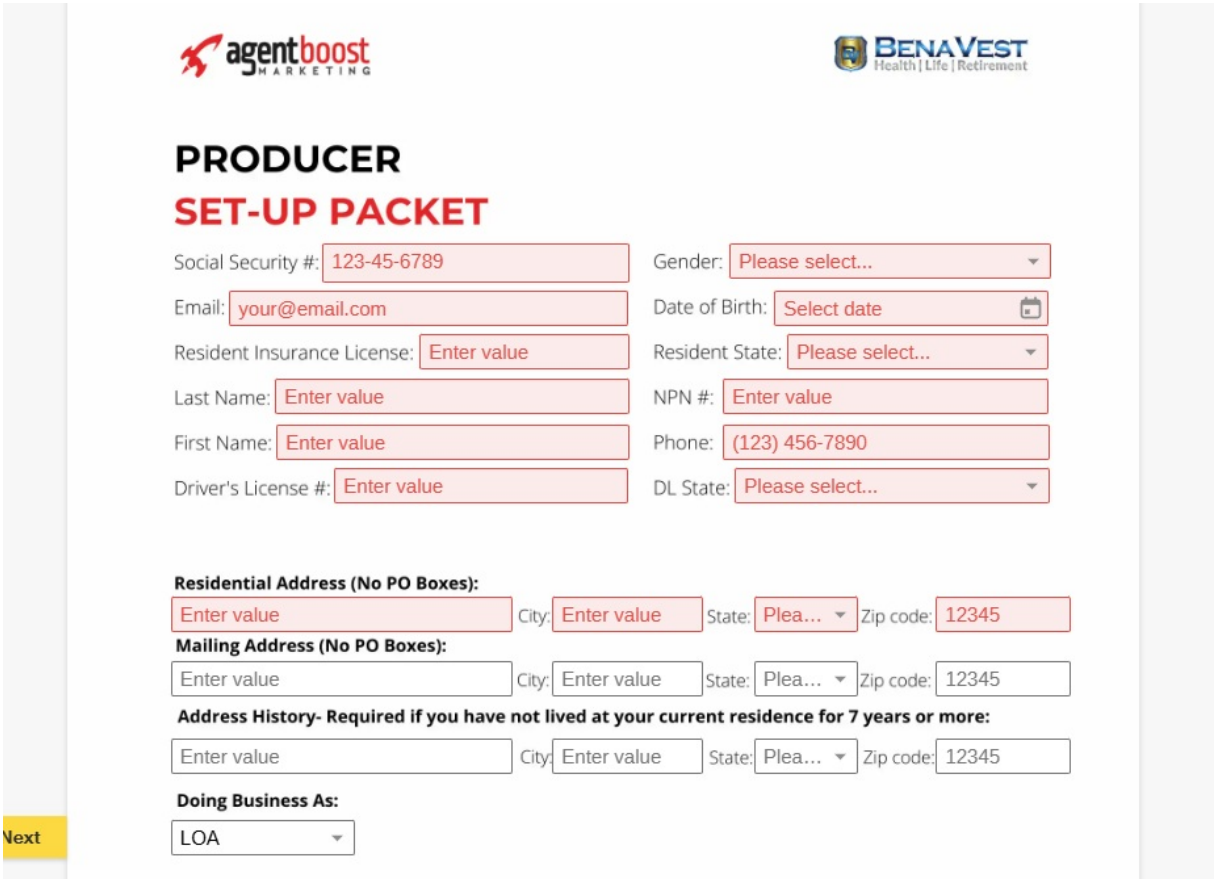
Step 1: Fill Out the Form

Fill out **this form** and click ***REVIEW DOCUMENT***.



Step 2: Complete the Contract

Fill out the contract, making sure to complete all required fields highlighted in red.



Step 2: Upload Necessary Documentation

You will be asked to upload the following information within the contract:

- CMS FFM Certificate
- Errors and Ommissions Insurance
- W9
- *Release Letter from your current upline if applicable* ***
- ***If you are new to the University of Utah and do not require a release letter, you will need to upload a document stating the following: "I am new to the University of Utah and no release is needed." or use the below document:***

Your browser does not support PDF. Click here to download.

Step 3: Appointment Confirmation

Once you get approved, you will receive 2 emails:

1. **Welcome Email**- this is your appointment confirmation.

> Subject: **Welcome Email - University of Utah Health Plans Utah Individual Plans w/2025 Plan Info attached - Please Read**
> From: ***broker.support@hsc.utah.ed***

2.**Account Notification**- this is the link to verify your account, and it will also contain your username and temporary password.

> Subject: **Account Notification - New Agent**
> From: ***noreply-uuhp@uuhp.hsc.utah.edu***

Transfer Instructions For University of UT

IMPORTANT!

- **Transfer Blackout Period:** ***July 15- December 31***. Release requests received during this time will be deferred to Jan 1st of the following year.

Step 1: Secure a Release Letter From Your Current Upline

Step 2: Follow University of UT Contracting For New Agent

Please follow the steps above for ***University of UT Contracting For New Agent*** directions above. Within the contract, you will have the ability to upload your release letter

University of UT Support Contact Details

ACA Individual Broker Services
✉ broker.support@hsc.utah.edu
📞 801-587-2875

Benavest Contact Details

✉office@benavest.com
📞(800) 893-7201 x 1610
📞💬(954) 947-8694

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