

## INSTRUCTIONS TO BE APPOINTED AS AN INDEPENDENT AGENT

### Independent Agent Agreements

If you need to be appointed for our HMO products (HealthPlus of Michigan, or “HPM”) and our PPO products (HealthPlus Insurance Company, or “HPI”), please complete both the HMO Independent Agent Agreement and the PPO Independent Agent Agreement.

Page 1: Fill in your name as you are appointed with the State of Michigan, and the correct physical address.

Please leave the effective date blank, as we will use the appointment date assigned by the State of Michigan.

Page 12: Insert your name and address for legal notifications where indicated.

Sign your name, and then print your name and the date of your signature.

**NOTE:** You need to return only Pages 1 and 12 of the Agreements (not the entire agreement), and the other documents listed below:

### Independent Agent Application

Please complete this document once and attach a photocopy of your Agent License.

### Direct Deposit Form

Please fill out the Direct Deposit Form, which allows your commission payments to be deposited quickly and securely into the bank account of your choice. Please provide us with a voided check, if possible.

### Errors & Omissions Insurance

Please provide a copy of your Errors & Omissions insurance statement (Certificate of Liability Insurance).

### Medicare Certification

Agents must be certified annually in order to sell HealthPlus MedicarePlus Medicare Advantage plans. This certification consists of two parts: completion of either the AHIP or Gorman Medicare certification course, and completion of the HealthPlus MedicarePlus Medicare Advantage product certification.

### Send the completed documents via mail, fax or email to:

NMG / UandIWIN  
Attn: Contracting  
3060 South Dye Rd.  
Flint, MI 48507  
Fax: (810) 744-3301  
Email: [kmclean@nmgins.com](mailto:kmclean@nmgins.com)