

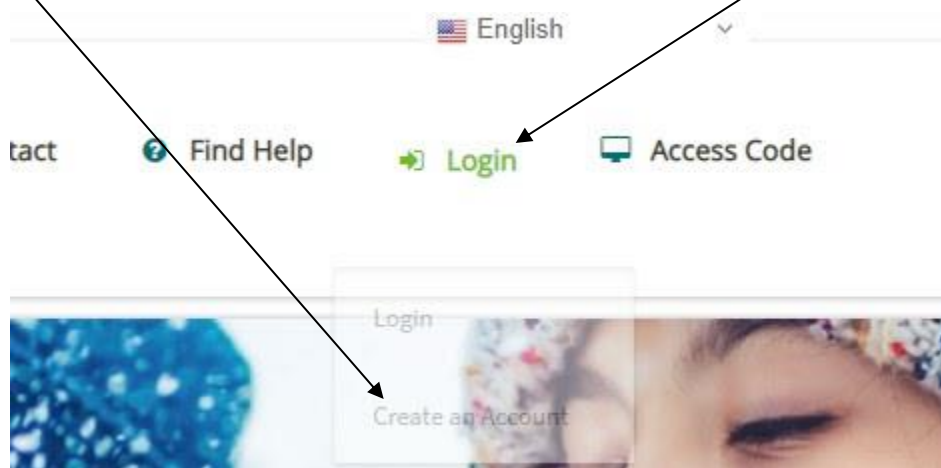
In order to assist you with your health insurance, we will need to have you designate us as your agent. Once that happens, we will have access to your accounts and be able to provide you with professional guidance.

The guide below will walk you step-by-step through the process. It is actually much easier than it looks. However, if you need help, please give us a call and we can assist you over the phone.

Step 1 (Skip if you already have an account with Your Health Idaho and go to Step 2)

Create an account with Your Health Idaho [<http://www.yourhealthidaho.org>]. This is known as the health exchange.

- In the upper right-hand corner of your screen, you should see "Login" and then "Create an Account". See picture below:



NEXT PAGE

Now you need to create an account. Please fill in all the information it is asking for. Since this is for your insurance, please create a good password. Read the Privacy Policy and then check the box that you have read and agree to that policy. When done, click SUBMIT. If you need help, please give me a call.



LOG INCET ASSISTANCE -

Set Up Your Individual Account on Your Health Idaho

All fields on this form marked with an asterisk (*) are required.

Basic Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone Number * 

SSN *

Confirm SSN *

Date of Birth * MM/DD/YYYY

Security Question

Security Question*

Select

Set Password

Password *

Confirm Password *

☐ I have read and agree to the [Privacy Policy](#)

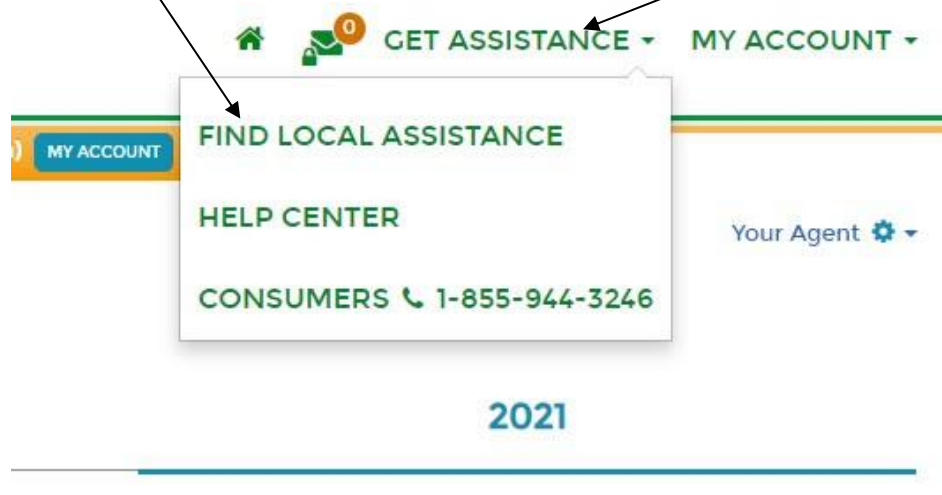
CANCEL

SUBMIT

NEXT PAGE

Step 2 (Designate me as your agent)

- For me to be able to assist you, I will need to be selected as your agent. Please note that there is no charge to you for my services. Whether you choose to have an agent or go it alone, your premium will be the same. Having an agent to call when you have questions or need help is why I am here. Thank you for your trust!
- Login to your account with your email address and the password you created in Step 1.
- In the upper right-hand corner of your screen, you should see **GET ASSISTANCE-** and then **FIND LOCAL ASSISTANCE**



NEXT PAGE

You should now see the image below. Click on the blue box on the left:

FIND A YHI CERTIFIED AGENT OR BROKER NEAR YOU.

Or you can click on this

link: <https://idahohix.yourhealthidaho.org/hix/broker/search/individual>

Find Local Assistance at No Cost to You



Agents and brokers are licensed by Idaho's Department of Insurance and have completed additional training to become certified with Your Health Idaho. Only an agent or broker can make specific recommendations about which plan you should buy. Note that some agents and brokers may only be able to sell plans from specific health insurance companies.

FIND A YHI CERTIFIED AGENT OR BROKER NEAR YOU



Your Health Idaho Certified Enrollment Counselors belong to Enrollment Entities, which include hospitals and not-for-profit organizations from around the state that have been trained by Your Health Idaho to help you understand what options are available to you and your family. They cannot make specific recommendations about which plan you should buy.

FIND A YHI CERTIFIED ENROLLMENT COUNSELOR NEAR YOU

- Now you need to search for me. In the box on the right type in my First Name: **Robert** and my Last Name: **Pierson** and then the blue button **SEARCH**

Search for a Certified Agent or Broker ×

Search by location

Zip code *

Distance

5 ▼

miles

Languages

Select an Option

SEARCH

OR

Search by Name

First Name

Last Name

Agency Name

SEARCH

- Now click on my name: [Robert Pierson](#)

1 Agents found [Robert Pierson](#)

Name	Contact info	Product Expertise	Languages
Robert Pierson	Pierson Insurance, Inc 5926 PO Box Boise, ID 83705 208-869-8024 rpierson@piersoninsurance.net	Health, Dental, Vision, Life, Medicare, Property/Casualty	English

- You should now see my photo and my contact information. In the upper right-hand corner, click on **SELECT AGENT**

Agent Selection
Selecting an agent as your representative allows them to access your account, see your information, and make changes on your behalf.



Robert Pierson
5926 PO Box, Boise, ID 83705
208-869-8024
rpierson@piersoninsurance.net

Product Expertise
Health, Dental, Vision, Life, Medicare, Property/Casualty

Languages Spoken
English

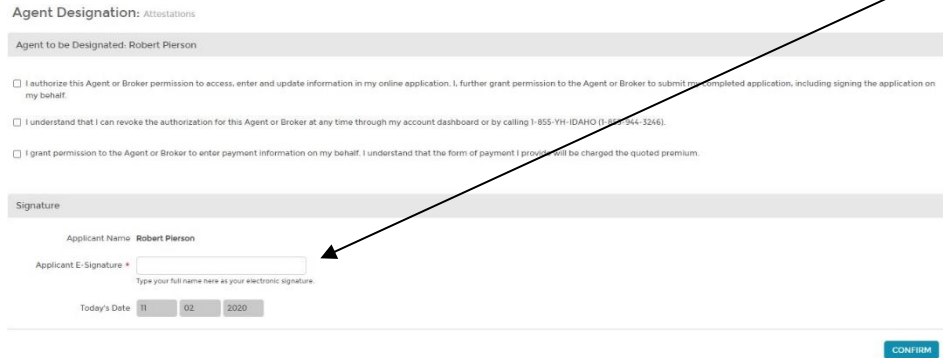
State License Number
722916

Clients Served
Individuals / Families

BACK SEARCH AGAIN **SELECT AGENT**



Here is where you will designate me as your official agent. If you agree to the 3 boxes on the left, checkmark them each and then type your name in the box that says: Applicate E-Signature



Agent Designation: Attestations

Agent to be Designated: Robert Pierson

☐ I authorize this Agent or Broker permission to access, enter and update information in my online application. I further grant permission to the Agent or Broker to submit my completed application, including signing the application on my behalf.

☐ I understand that I can revoke the authorization for this Agent or Broker at any time through my account dashboard or by calling 1-855-YH-IDAHO (1-855-944-3246).

☐ I grant permission to the Agent or Broker to enter payment information on my behalf. I understand that the form of payment I provide will be charged the quoted premium.

Signature

Applicant Name: Robert Pierson

Applicant E-Signature *

Type your full name here as your electronic signature.

Today's Date 01 02 2020

CONFIRM

- You should now see Congratulations! You have successfully designated Robert Pierson



Congratulations!

You have successfully designated Robert Pierson.

BACK TO SEARCH PAGE

CLOSE

You made it this far, great job! I will now have access to see your account and be able to guide you through the process of selecting a health insurance plan. Please give me a call so we can schedule a time to complete your enrollment.

My number is 208-869-8024 or you can see my calendar online at www.pieresoninsurance.net

However...

NEXT PAGE

If you are wanting to apply for a tax credit, which will help pay for your premium, there is another process we need you to do. If you are unsure about whether you should apply for the tax credit, please give me a call first and I'll explain the requirements to apply.

Step 1: Now that you have an account with Your Health Idaho or also have an account with the Department of Health and Welfare. Please click on this link: <https://idalink.idaho.gov/>

- Now click on Login



- Your username is your email address, and your password is the same as you created in yourhealthidaho.org



- Once you click on **ENTER**- the website will ask you some questions to verify your identity. It may also ask you to click on certain pictures to verify that you are a human and not some automatic system that is trying to steal your identity. This is a good thing!

Step 2: You now can designate me as your agent. This will allow me to see any notices that are sent out and help us both keep ahead of any potential problems with your tax credit. On the left side, you should see under the Benefits Summary an option that says: **Designate an Agent Authorized Representative**

ALERTS

Health Coverage Assistance
"You are Here" Health Coverage Assistance Re-evaluation Timeline
Click the View Timeline button below to see the progress and current status of your re-evaluation.

VIEW TIMELINE

MY BENEFITS

HEALTH COVERAGE ASSISTANCE - MEDICAID

If you need a referral, prior authorization, have questions about what services are covered or if you have billing questions, please call (866) 686-4752.

BENEFIT MEMBERS	NOVEMBER	DECEMBER

- You should now be able to type in my name: **Robert Pierson** as your agent name. Please also type in Agency Name: **Pierson Insurance, Inc** [If this doesn't work, please let me know. I have seen a few issues with this]

Authorized Representative ✓

Review & Submit

UPDATE AN AGENT AUTHORIZED REPRESENTATIVE

Use this section to designate someone as an Agent Authorized Representative. Your Agent Authorized Representative will then be able to receive information related to your family's situation and view notices from DHW related to the Health Coverage Assistance program. If you do not find your agent's name in the list, please use the help link and submit an email request indicating that your agent is not available.

If you wish to designate a new Authorized Representative that is not an agent or remove an existing one, please use the [Report a Change](#) link.

Agent Name: **Remove**

Would you also like to designate an agency as an Agent Authorized Representative? Designating an agency means that any employee of that agency is able to receive information related to your family's situation and view notices related to the Health Coverage Assistance program.

☒ Yes ☐ No

Agency Name: **Remove**

Next

NEXT PAGE

Step 4: You have three options at this point

- **OPTION 1:** You can fill out the online application yourself. If it says you are denied at the end of the process, don't let your heart skip a beat. It means that an actual human needs to look at the application. Please let me know what is happening, and I'll keep an eye on it or help direct you.
- **OPTION 2:** We can fill it out together. Simply schedule a time with me and I help you through the process
- **OPTION 3:** Calling the Department of Health and Welfare. If your case is complicated, income is difficult to pinpoint or you just have a unique set of circumstances, then this might be the best route to take. Please give me a call first. During open enrollment the phone lines are very busy and it might take some time to get a call back. FYI: That phone number is: 866-326-2485
 - Expect to leave a message and have a representative call you back. So, please make sure you are around a phone.
 - I suggest calling first thing in the morning. When you do talk to someone, tell them that you would like to apply for a tax credit for health insurance.
 - Please make sure you have your income documents and social security numbers for everyone in the household available. In complex cases, they might need you to email, fax, or mail proof of income

I look forward to working with you!
Warm Regards,

Robert



Robert A. Pierson

ID Lic: 722916 NPN: 19170930

☎ 208-869-8024
✉ rpierson@PiersonInsurance.net
🌐 www.PiersonInsurance.net

P.O Box 5926
Boise, ID 83705

MEDICARE- HEALTH- ACA- LIFE- GROUP- DENTAL