Highmark On-line Enrollment Training

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Blue Cross and Blue Shield Association

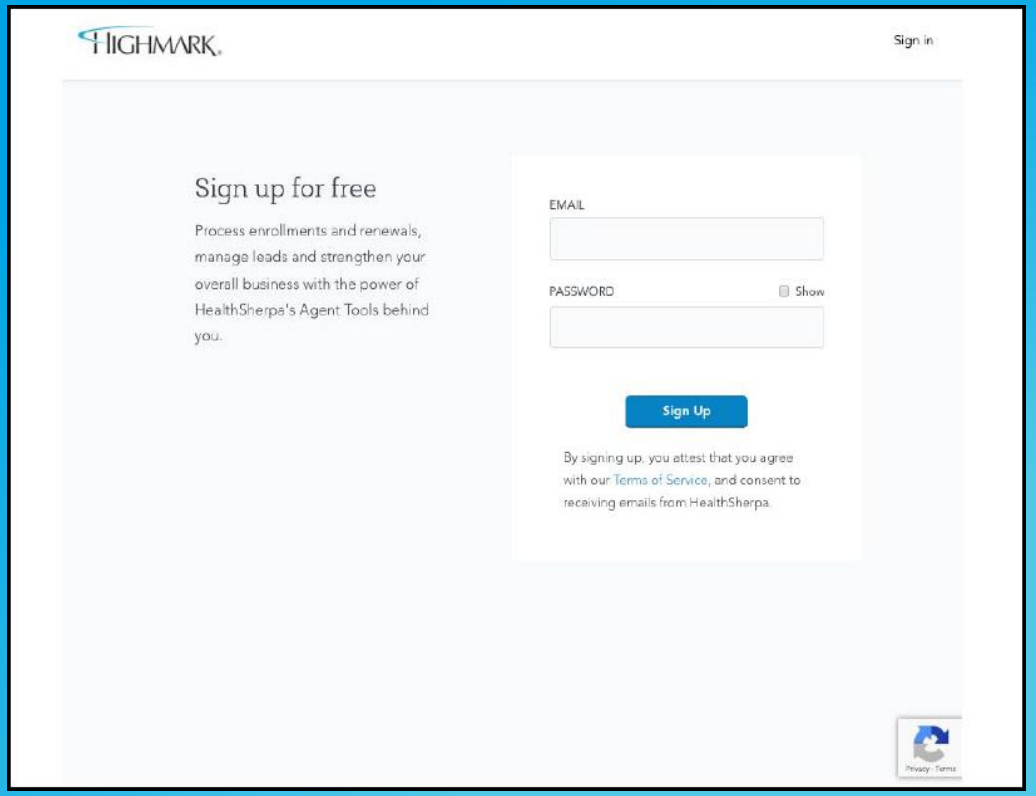
Producer Account Set-Up

Click on link to create an account www.healthsherpa.com/agents/new?_carrier_id=highmark

You will be directed to this page.

You will then enter your email and a password of your choosing

Click “Sign Up”.

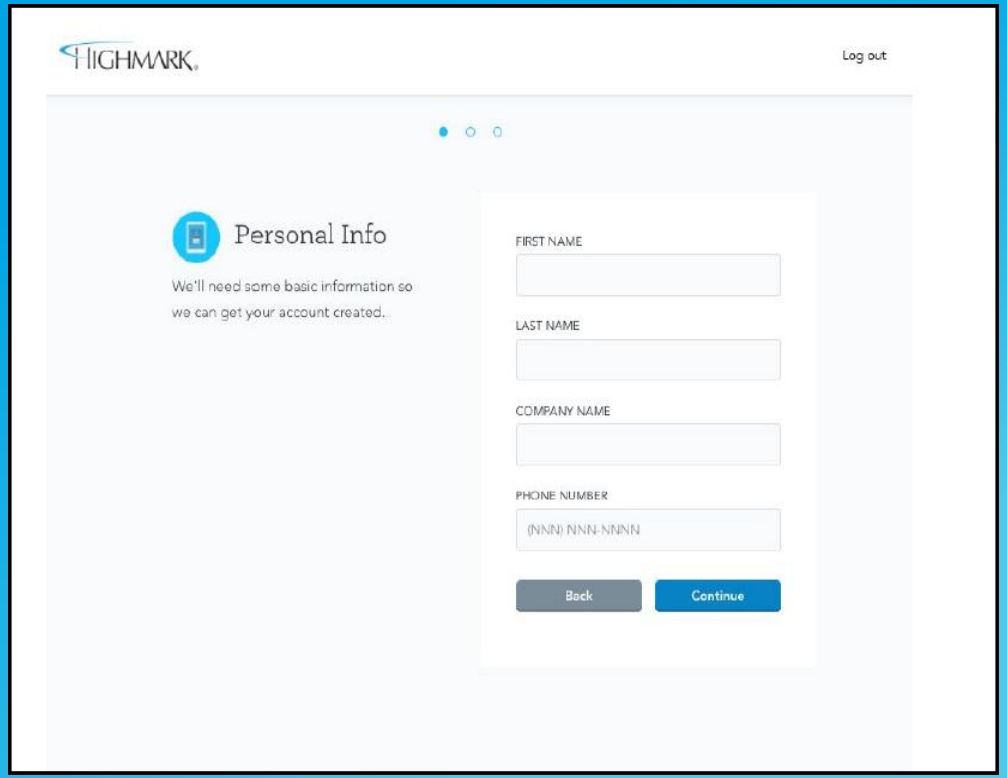


Personal Information

Next, you will fill in the required fields:

- First Name
- Last Name
- Company Name
- Phone Number

Click “Continue”.

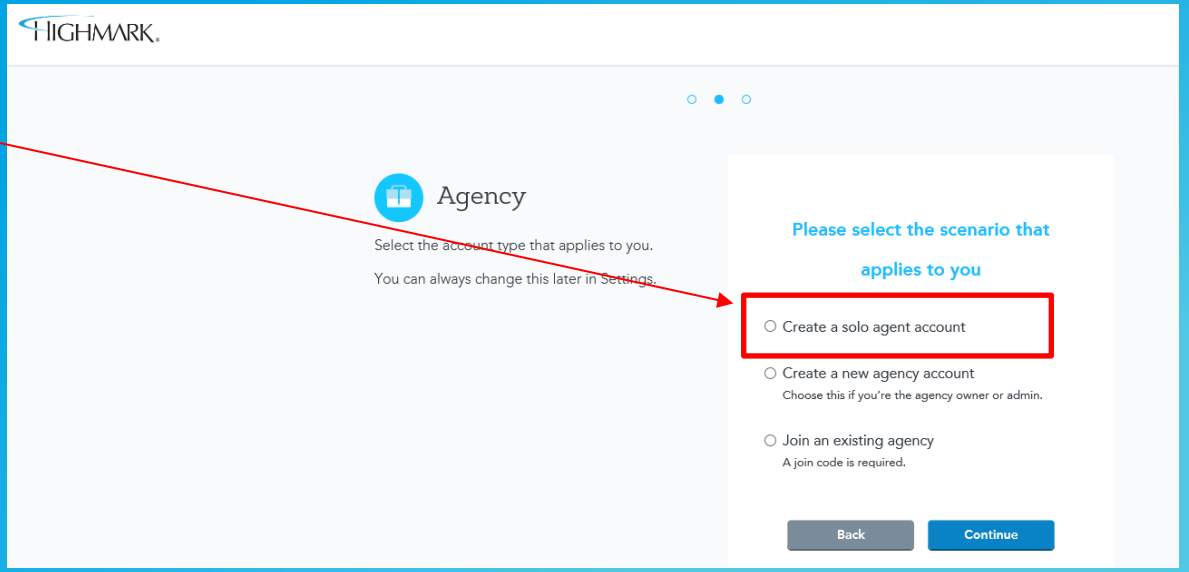


Choose a Scenario

Click “Create a solo agent account”:
This is for ALL agents.

“Create a new agency account”:
This is for agency admins.

“Join an existing agency”:
This is for agents who write through an agency and the admin has given them a “join code”.



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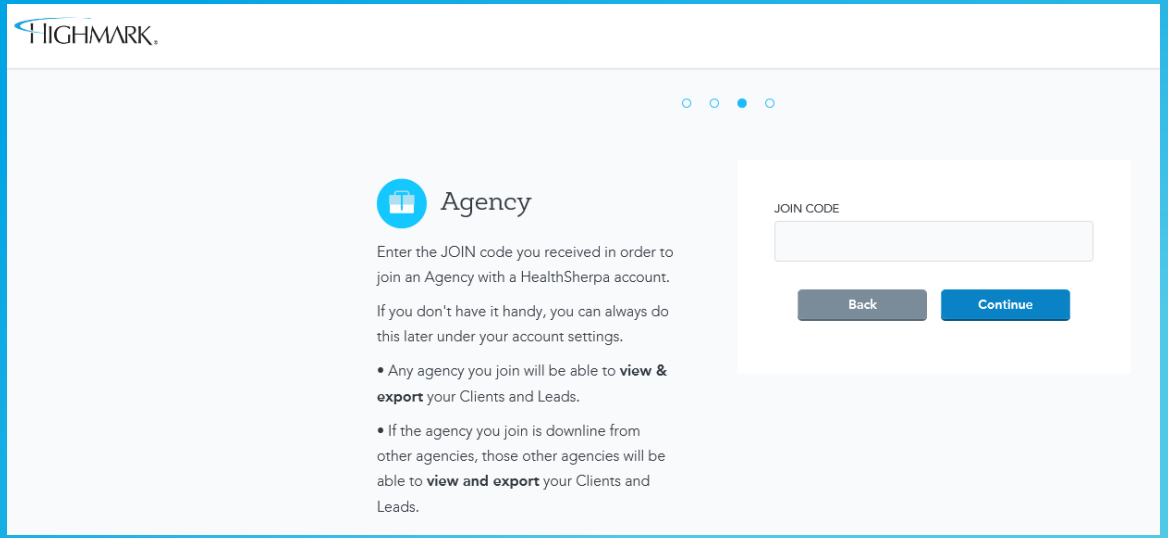
Note: Any agent that would need to be added under the GA’s account would log in and select “Join an existing agency”. This is found in the Agency tab of the agency’s admin account. A “JOIN” code will be created and provided by the agency.

Validation of Agency

If you selected, “Join an Existing Agency”, you will be asked for your Agency Join Code.

An Agency Join Code would come from the agency you write through.

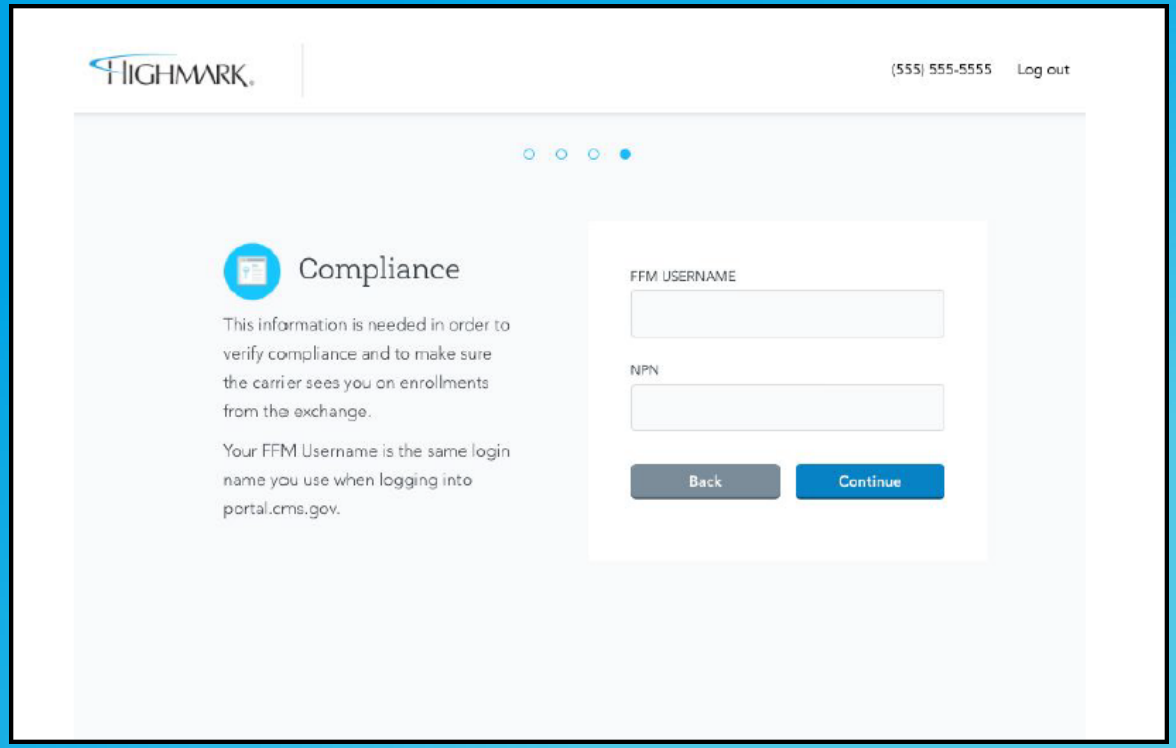


Agent Validation

In order to validate you are an active insurance agent, please complete the following:

- FFM Username
- NPN

This information will be used to valid your CMS certification.

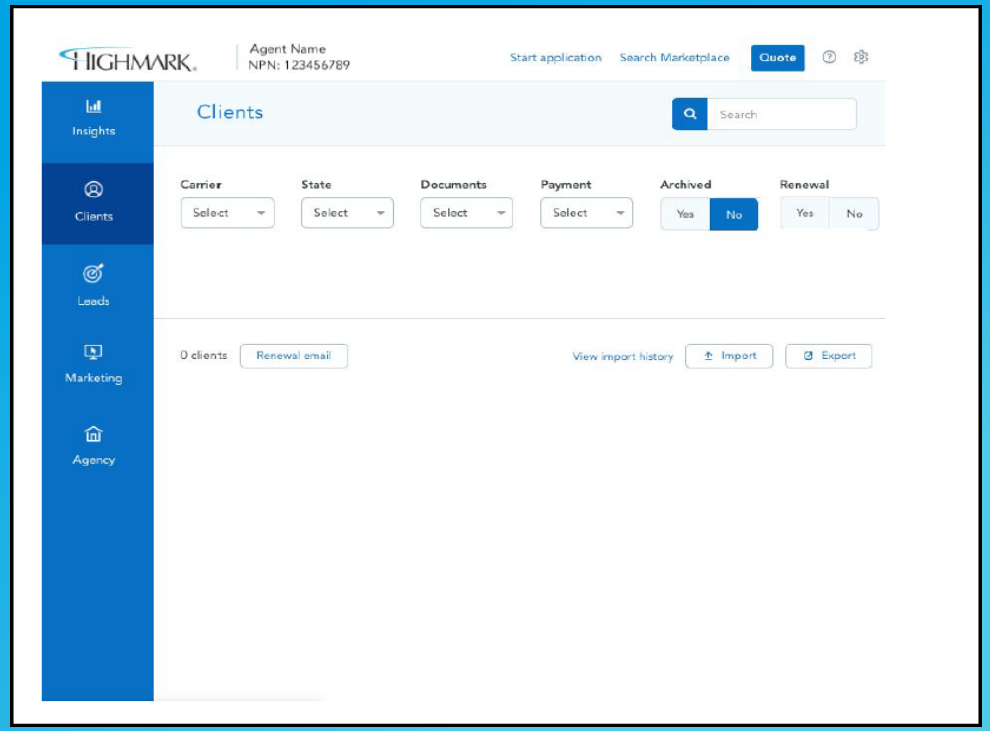


Completion

You will then be at the agent dashboard and the sign up process is complete!

Congratulations!

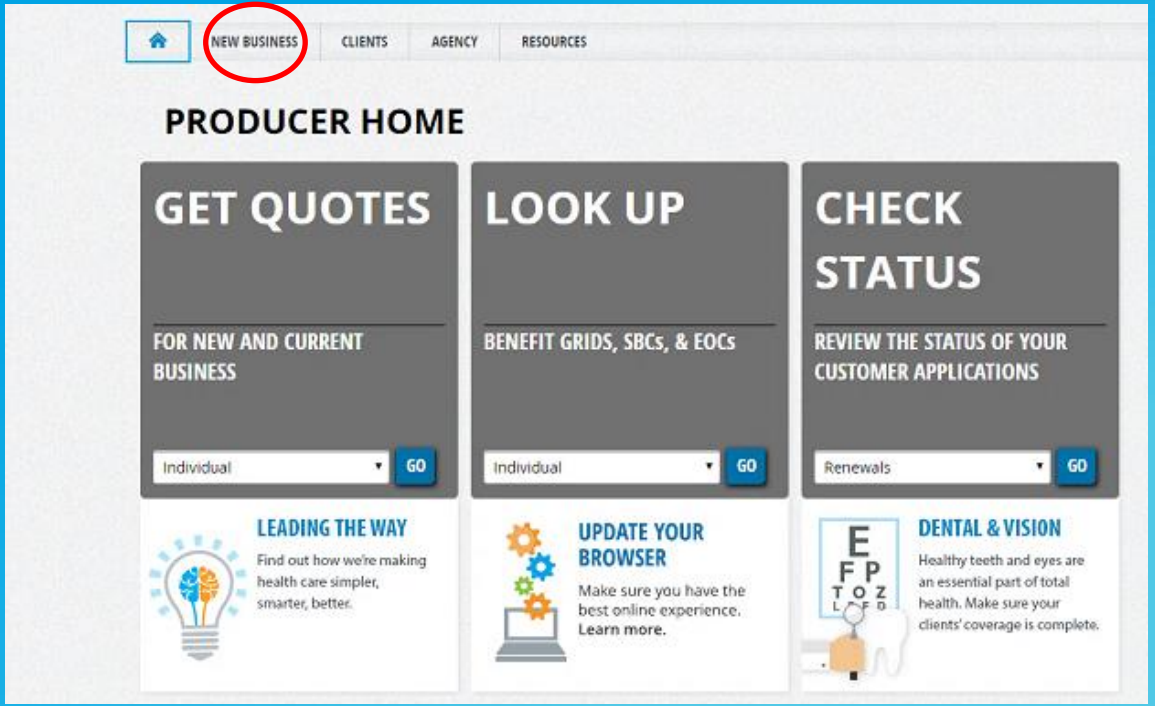
You can now start increasing your business & servicing your customers with Highmark's new on-line portal!



Quote and Enroll

Go to https://producer.highmark.com

Click on “New Business”



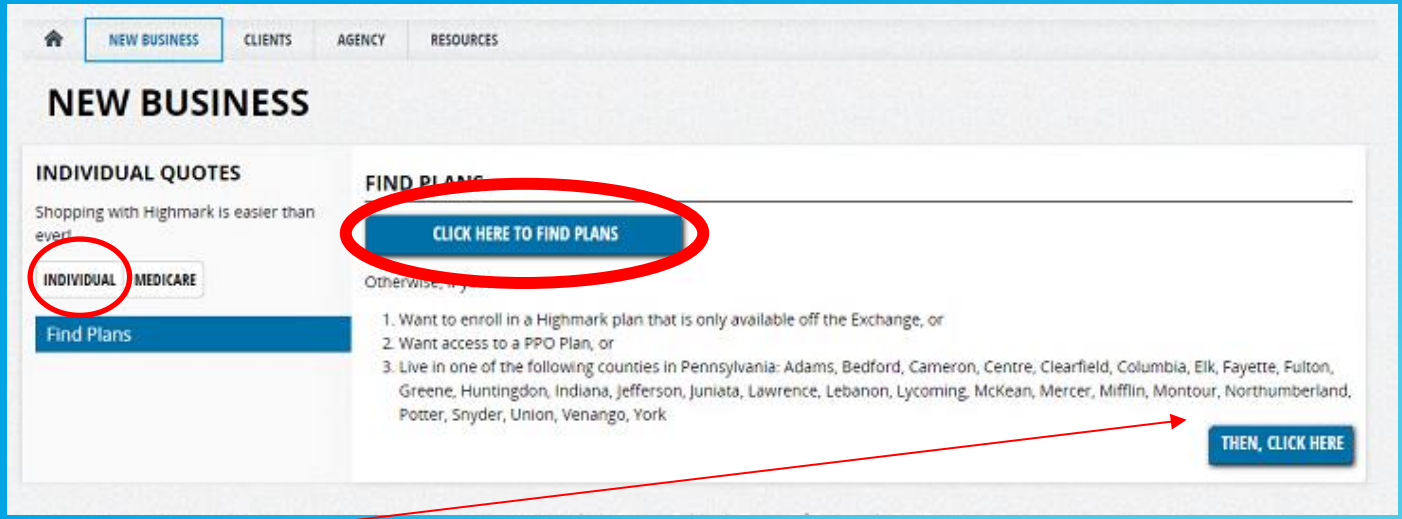
Quote and Enroll

Click on “Individual”

And then Click the

“Click Here to Find Plans” button for on-exchange

or if an off-exchange plan is necessary, click here and be directed to other plan options



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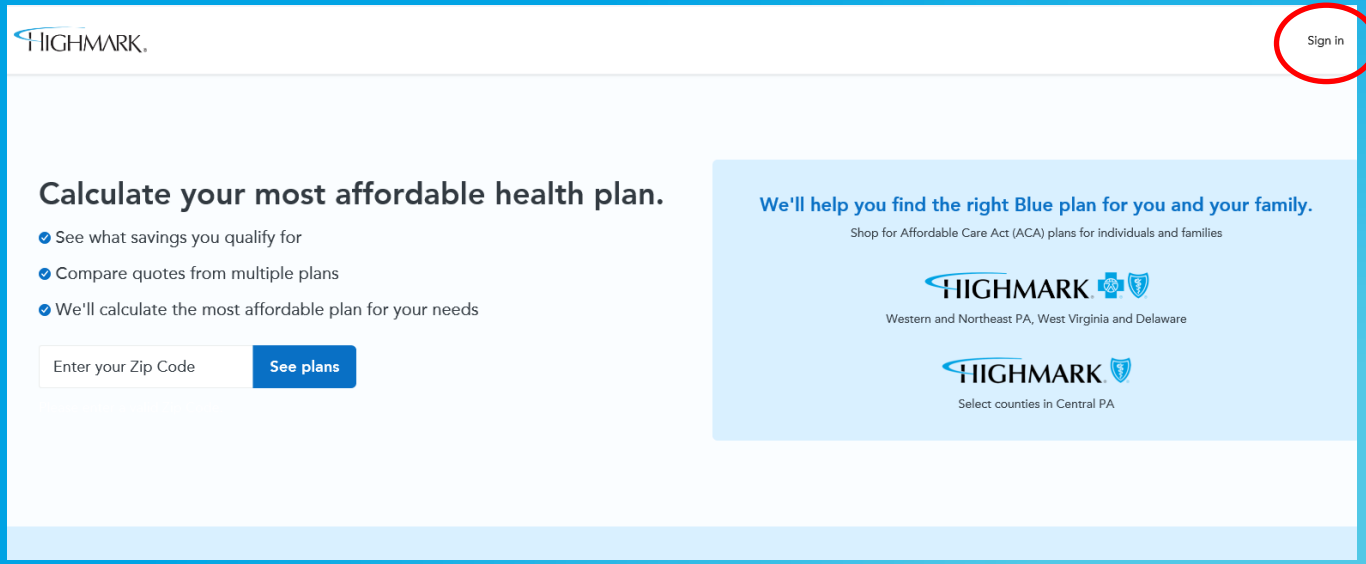
Sign-In


HIGHMARK.
Sign in
Calculate your most affordable health plan.
See what savings you qualify for
Compare quotes from multiple plans
We'll calculate the most affordable plan for your needs
Enter your Zip Code
See plans
We'll help you find the right Blue plan for you and your family.
Shop for Affordable Care Act (ACA) plans for individuals and families
HIGHMARK
Western and Northeast PA, West Virginia and Delaware
HIGHMARK
Select counties in Central PA

Producer Support

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Producer On-exchange Enrollment Support

Support is available for general questions like resetting a password, uploading documents and reporting changes and technical issues that may arise.

Support is available Monday through Friday during the following Eastern Standard time frames:

From December 16th through October 31st: 11 am – 7 pm

From November 1st through December 15th: 9 am – 7 pm with extended hours leading up to the Open Enrollment deadline.

PHONE

(888) 684-1373

EMAIL

agent_support@healthsherpa.com

CHAT

Chat from dashboard

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