



# Preparing To Certify For ACA 2016

Agents & brokers who wish to participate in the FFM must complete the following actions on the CMS Enterprise Portal (<http://portal.cms.gov/>)

- Create an account
- Request the FFM agent/broker role
- Complete remote identity proofing through the Enterprise Identity Management (EIDM) system

- Agents that have certified in the past do **NOT** have to start a new account in the CMS portal or complete the identity proofing
- Please log in with your previous username and password
- Passwords must be changed every 180 days

All agents and brokers must complete the following...

- Complete an agent/broker profile on the NEW Marketplace Learning Management System(MLMS)
- Enroll in the desired Marketplace training on the MLMS
- Complete assigned training courses and pass exams through MLMS
- Read and accept the applicable Marketplace Agreement on the MLMS

The new MLMS will replace the previously-used MLN and can be accessed via the Agent Broker Registration Status page on the CMS Enterprise Portal.

# Training Modules

- Welcome
- Affordable Care Act basics
- Marketplace basics
- Individual marketplace eligibility for enrolling in a QHP(qualified health plan)
- Individual marketplace eligibility for enrolling in an Insurance Affordability Program
- Individual marketplace enrollment
- Privacy standards and definitions
- Protecting and handling personally identifiable information
- Information security
- FF – SHOP Marketplace Employer
- FF – SHOP Qualified Employee

## Exams

- Affordable Care Act and Marketplace Basics
- Individual Marketplace
- Privacy and security standards
- SHOP Marketplace

## NPN

- Agents and brokers must enter a correct NPN and should ALWAYS verify it is correct
- The NPN can be up to 10 digits and must NOT begin with a zero
- The NPN must not include any special characters
- The NPN is not the same as your license number
- To update the NPN, click on "Complete Agent Broker Training" hyperlink and update the information in the MLMS profiles
- NPNs can be found at <http://pdb.nipr.com/html/PacNpnSearch.html>



Entering the incorrect NPN can result in denial of compensation or credit by an issuer!

Agents and brokers must...

- Register on CMS Enterprise Portal
- Complete Individual Marketplace Training Modules
- Execute the Individual Marketplace Agreements

New ACA agents need to complete the following steps:

- Go to [portal.cms.gov](https://portal.cms.gov)
- Click new registration
- Read terms and conditions
- Click next
- Enter basic information (social security number not required)
- Click next
- Create FFM user account
- Click next

- Log in with the information just created
- Click 'request access now' under request application access
- Under my access, select request new application access
- Next to application description, select FFM-FFM application
- Select role FFM-agent/broker
- Enter NPN & MLS user ID (must be entered correctly)
- Click submit

- Page will be returned to my access page
- Read explanation
- Click next
- Read terms and conditions
- Click next
- Enter identifying information
- Click next
- Answer questions
- Click submit