

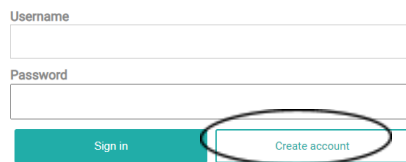
## Agent Portal Instructions

### Creating an account

To create an account, you will need your broker ID number. This number is provided to you by an APC Agent Support team member. You can request the ID number by email at [APCAgentSupport@ushealthandlife.com](mailto:APCAgentSupport@ushealthandlife.com) or by calling 844-828-5968.

Go to [secure.healthx.com/ascenion.broker](https://secure.healthx.com/ascenion.broker)

Click the “Create account” button.



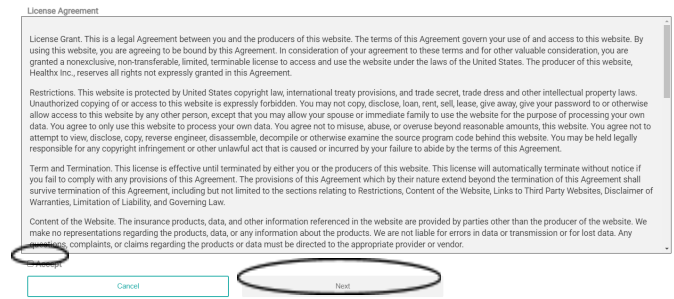
Username

Password

[Forgot your username or password?](#)

### Online services

After reading the license agreement, you will need to click the “Accept” box and then the “Next” button.



License Agreement

License Grant. This is a legal Agreement between you and the producers of this website. The terms of this Agreement govern your use of and access to this website. By using this website, you are agreeing to be bound by this Agreement. In consideration of your agreement to these terms and for other valuable consideration, you are granted a nonexclusive, non-transferable, limited, terminable license to access and use the website under the laws of the United States. The producer of this website, Healthx Inc., reserves all rights not expressly granted in this Agreement.

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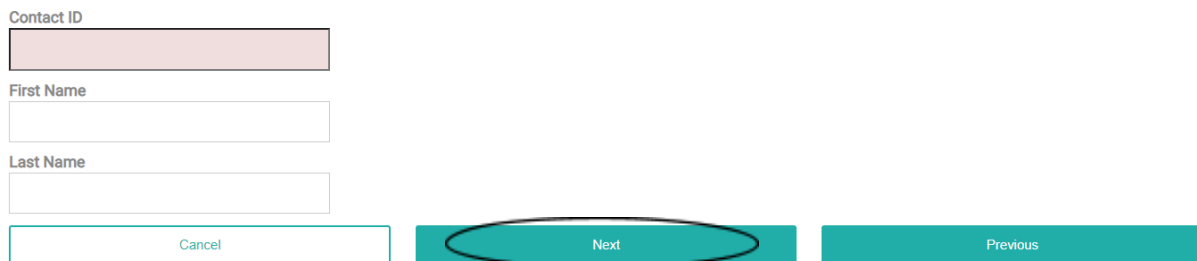
Term and Termination. This license is effective until terminated by either you or the producers of this website. This license will automatically terminate without notice if you fail to comply with any provisions of this Agreement. The provisions of this Agreement which by their nature extend beyond the termination of this Agreement shall survive termination of this Agreement, including but not limited to the sections relating to Restrictions, Content of the Website, Links to Third Party Websites, Disclaimer of Warranties, Limitation of Liability, and Governing Law.

Content of the Website. The insurance products, data, and other information referenced in the website are provided by parties other than the producer of the website. We make no representations regarding the products, data, or any information about the products. We are not liable for errors in data or transmission or for lost data. Any missing, complaints, or claims regarding the products or data must be directed to the appropriate provider or vendor.

Enter the broker ID provided to you in the Contact ID box followed by your first and last name in the appropriate boxes.

### Step 2

Please fill out all of the information on this form to validate your account.



Contact ID

First Name

Last Name

**\*\*Note: Your name must match what was submitted on your W-9 form.**

Click the “Next” button.

Create a unique username.

**\*\*Note:** If you had a previous portal account with us, you will need to use a different username.

Then enter your email address and password.

The password must be at least eight (8) characters in length and can use alpha numeric and only the following special characters: ~!@#\$%^&\*.\?/

Select three security questions and supply the answer.

Click the "Next" button.

Step 3

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Set up your username, password and security questions.

Password: Must be at least 8 characters in length, and can use alpha numeric and the following special characters: ~!@#\$%^&\*.\?/

Username

E-mail Address

Confirm E-mail Address

Password

Confirm Password

Security Question 1  
-- Select Question --

Security Question 2  
-- Select Question --

Security Question 3  
-- Select Question --

Please be sure to confirm that the displayed information below is correct. If it is not, please contact APC Agent Support.

Please confirm the information below is correct and press "Finish" to complete your registration

**Contact Information**

Your Name:  
Address:  
City:  
State:  
Zip

**Account Information**

Username:  
E-mail Address:

Click the "Finish" button.

A confirmation message will appear on your screen..

HOME

Your account is under review. You will receive a notification within 3 business days. If you have any questions, please contact Agent Support by phone at 844-828-5968 or email at [APCAgentSupport@ushealthandlife.com](mailto:APCAgentSupport@ushealthandlife.com).



You will also receive an email confirmation that you created a portal account.

[EXTERNAL] Thank you DENNIS for creating an Agent Portal account with US Health and Life Insurance

External Inbox x

Reply Forward

donotreply@healthx.com via amazonses.com  
to me

8:00 AM (1 minute ago) ☆ ↶ ⋮

Thank you DENNIS for creating an Agent Portal account with US Health and Life Insurance.  
Your account is under review by our Agent Support team. Please allow three (3) business days to review your account. You will receive an email once your account has been reviewed.  
During the review process, contact Agent Support by calling 844-828-5968 or email at [APCAgentSupport@ushealthandlife.com](mailto:APCAgentSupport@ushealthandlife.com), and we'll get you the information you need.  
Thank you,  
Agent Support

Note: This is an electronically generated email message. Please do not reply to this email.

An email notification will be sent once your portal has been approved.

donotreply@healthx.com via amazonses.com  
to me

11:03 AM (0 minutes ago) ☆ ↶ ⋮

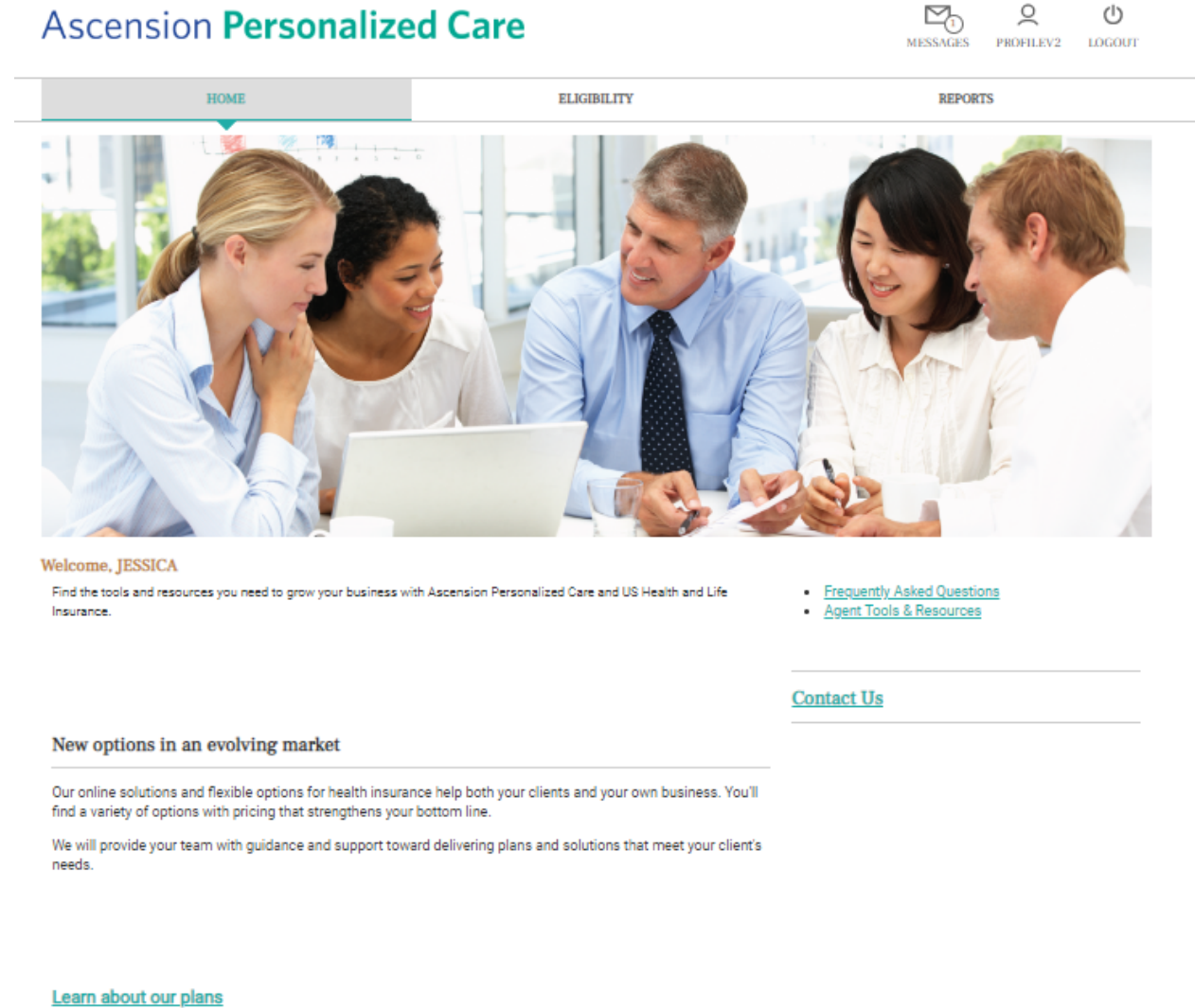
Thank you DENNIS for creating an Agent Portal account with US Health and Life Insurance. Your account request has been reviewed by our Agent Support team. Please login to your account for next steps.  
Your username is [REDACTED].  
[Click here](#) to log into your account.  
Forgot your password?  
[Click here](#) to reset your password using the username listed above and your Broker ID, first name, and last name associated with this account.  
Questions or need some guidance? We're here to help. Contact Agent Support by calling 844-828-5968 or email at [APCAgentSupport@ushealthandlife.com](mailto:APCAgentSupport@ushealthandlife.com), and we'll get you the information you need.  
Thank you,  
Agent Support

Note: This is an electronically generated email message. Please do not reply to this email.

Once approved you can log into your portal account.

**Portal capabilities**

Once your access has been granted you will be able to log into your account to view your clients.



There are a few quick links on the landing page that will take you to the corresponding pages on our website, [ascensionpersonalizedcare.com](https://ascensionpersonalizedcare.com).

Click the Eligibility tab at top of the screen to view your clients.



### Coverages and benefits

To search for a Member using the Basic Search, select the option to search by Member ID or SSN

- If entering multiple Member IDs or SSNs, separate each one with a comma
- Click on the 'Search' button.

To list all Members and any dependents, click on 'View All Members'.

To search for a Member using the Advanced Search, enter:

- 'Group' to list all Members and any dependents. You must enter at least one group number
- 'Last Name' and 'Group' to search for a specific Member. You can also enter the 'First Name' and/or 'Date of Birth'
- Click on the 'Search' button

Any Member(s) found will be listed below. To review the current eligibility status for a specific Member, click on the Member's Name.

Eligibility

Basic Search

Search By

Member ID

Separate values by commas

Advanced Search

Search

[View all Eligible Members](#)

If you know the member ID number you can enter it in the box, or you can click the "View all Eligible Members" link.

When viewing all members, you can click the column headers to sort the information.

[View all Eligible Members](#)

Name	Member ID	Group	Date of Birth	Status
<a href="#">AC... REA</a>	7... 10	ACAINDVEX	4... 3	Active
<a href="#">BA... AIL</a>	7... 11	ACAINDVEX	1... 0	Active
<a href="#">E... JE</a>	7... 12	ACAINDVEX	1... 09	Active
<a href="#">BR... IIE</a>	7... -01	ACAINDVEX	2... 13	Active
<a href="#">BK... A</a>	7... 12	ACAINDVEX	7... 1	Active
<a href="#">CL... JOAN</a>	7... 15	ACAINDVEX	2... 8	Active
<a href="#">DJ... TH</a>	7... 10	ACAINDVEX	2... 14	Active
<a href="#">GI... JLE</a>	7... 12	ACAINDVEX	8... 3	Active
<a href="#">G... AS</a>	7... 01	ACAINDVEX	1... 2	Active
<a href="#">G... HN</a>	7... 12	ACAINDVEX	2... 17	Active

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To view more detailed information, click the member's name. Please note: Dependents do appear in the list view. A dependent can be identified by their member suffix that follows the ID number (ex. -01, -02).

HOME ELIGIBILITY REPORTS

< Back Collapse all Print View

View all family members Member No: 742  
DOB: 1/1/1969

Group Details

**Subscriber**

Member:	BRUCE BROWN	Group Name:	US HEALTH AND LIFE INDIVIDUAL EXCHANGE
Member ID:	7742	Group Number:	ACAINDVEX
Status:	Active		

**Coverages**

MED - MEDICAL

Current Benefit Effective Date	12/01/2022	Termination Date	Tier
Plan	MACKS001	Class	Volume \$0.00

RXD - PRESCRIPTION DRUG

Current Benefit Effective Date	12/01/2022	Termination Date	Tier
Plan	RACKS001	Class	Volume \$0.00

**Accumulators**

ACA Out of Network	Met	Amount
ACA OUT OF POCKET MAXIMUM	\$0.00	\$9,100.00
ACA OUT OF POCKET MAXIMUM	\$0.00	\$9,100.00
INN TIER 1 DEDE	\$0.00	\$9,100.00
INN TIER 1 DEDE	\$0.00	\$9,100.00

Family - In Network	Met	Amount
ACA FAMILY OUT OF POCKET MAXIMUM	\$0.00	\$18,200.00
ACA FAMILY OUT OF POCKET MAXIMUM	\$0.00	\$18,200.00
INN TIER 1 DEDE	\$0.00	\$18,200.00
INN TIER 1 DEDE	\$0.00	\$18,200.00

You can see any dependents tied to the subscriber by clicking the “View all family members” link.

< Back

BROWN

[Hide family info](#)

- BRUCE BROWN
- J. BROWN
- E. BROWN

Group Details

Report tab – coming soon

Ascension Personalized Care

MESSAGES PROFILE2 LOGOUT

HOME ELIGIBILITY **REPORTS**