

APPOINTMENT PROCESS



1. In order to get contracted with Health Net, you will need to have written or assumed your first piece of business.
 - a. You can add Jane Doe group with EIN 999-99-9999 to the application
**This was advised by Health Net Rep as to not hold up the appointment process
 2. The following will need to be completed through the Broker Self Service Web Tool ([click here](#) to access HN Self Service Tool Registration information).
 - a. Health Net Agent/Broker Agreement
 - b. Web Registration
 - c. Online W-9 form
 - d. E&O report
 3. Both New and Existing brokers need to create a Contract Account using the Broker Self Service Web Tool. If you are already contracted with Health Net you can use this page to do the following
 - a. Update your name (only applicable if your TIN/SSN or license number Changes)
 - b. Update your address/phone/fax number
 - c. Enroll in EFT or change bank accounts
 - d. Complete web registration
- Please note:** Your HealthNet.com website account access is separate from this online broker registration process and needs to be accessed separately.
4. When completing the online contacting documents, please ensure the following:
 - a. The name on the agreement, license and W-9 form match **exactly**
 - b. If paid to a corporation, make sure the corporation's tax ID is provided
 - c. If paid to the broker, make sure the broker's SSN or Tax ID is provided
 - d. License is current and active with the appropriate lines of authority, Accident, Health and Life
 5. If you have additional questions or need further assistance on how to become a Commercial Broker, please contact the Health Net Broker Services unit at **1.800.448.4411, option 4.**