

## Step by Step Instructions on How To Access AHIP through Aetna's Website

1. Click on the link to access the certification training. <https://aetna.cmpsystem.com/page/login>
2. You will be directed to Aetna's "Welcome to the Individual Medicare certification site". Sign into your account by using your Username and Password.
3. Once logged in, follow the instructions regarding your User ID Number. If none of the following apply, click "Continue Producer Registration".
4. On the next page, double check that your information is up to date and correct then hit next.
5. Under "#1. 2024 Aetna individual Medicare Certification", you will see "AHIP Medicare Training". This is where you will find the AHIP certification link.
6. Complete AHIP through Aetna to continue with your certifications!