



Subject: Required Credentialing to Sell on Behalf of Highmark – Website Address Attached

Hi <<AGENT NAME>>

You have completed your required certification and now are required to complete some documentation in order to be ready to sell for Highmark. The link below will take you to the documents online in order to complete the required forms electronically for the 2011 contract year:

Website: <https://www.ainsight.com/nomoreforms/logon?type=client&clientCode=HMRK>

Package Code: highmark2011 (you will need this to login and it is case sensitive)

Use the computer's mouse and click on the Registration URL (web address) listed above.

The website address must be opened or entered into an Internet Window Address Bar in its entirety to work properly. When clicking on the link, if the ***website address*** does not open the Registration page in an Internet Window:

- hold down the 'CTRL' key on the keyboard while clicking on the link, or
- using the mouse, highlight the entire link, click the right mouse button, select 'copy' from the pop-up window, paste the copied link into an Internet Window Address Bar, then press 'enter' on the keyboard.

After you have registered, accessed and completed the documentation you will want to submit your documentation (you will be required to use a password and push the submit button twice) until you receive a confirmation number on the screen.

If you have any questions about this process or need assistance with completing the forms, please contact **the Broker Sales Certification Support Line at (888) 439-3337.**

Good Luck!