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[IMPORTANT NOTES]

The Agent Contracting program works best in Internet Explorer. Please disable your pop up blocker because the program will open new windows in several sections. Delete “cookies” in your internet browser settings. If your session freezes, refresh your screen and return to your Dashboard. You can re-enter the incomplete section. To complete Certification, you will need electronic copies of the following*:

- 1. Errors and Omissions Insurance Coverage
- 2. AHIP Certification
- 3. Agent License Number
 - Document file name should NOT include the following special characters ~ # % & ‘ * { } \ : < > ? / + | “
 - Long files names may also cause upload errors. If errors occur, shorten remove any special characters and shorten your file name. For all technical questions, contact **Sentinel Elite Customer Service at 844-271-8567**.

1 LOG IN

- 1.1 Go to www.SentinelElite.com
- 1.2 Enter username and password
- 1.2.1 If you are a first time user, click **Register as an Agent**

Registration code

All Texas: **PHPARM19**

2 CERTIFICATION

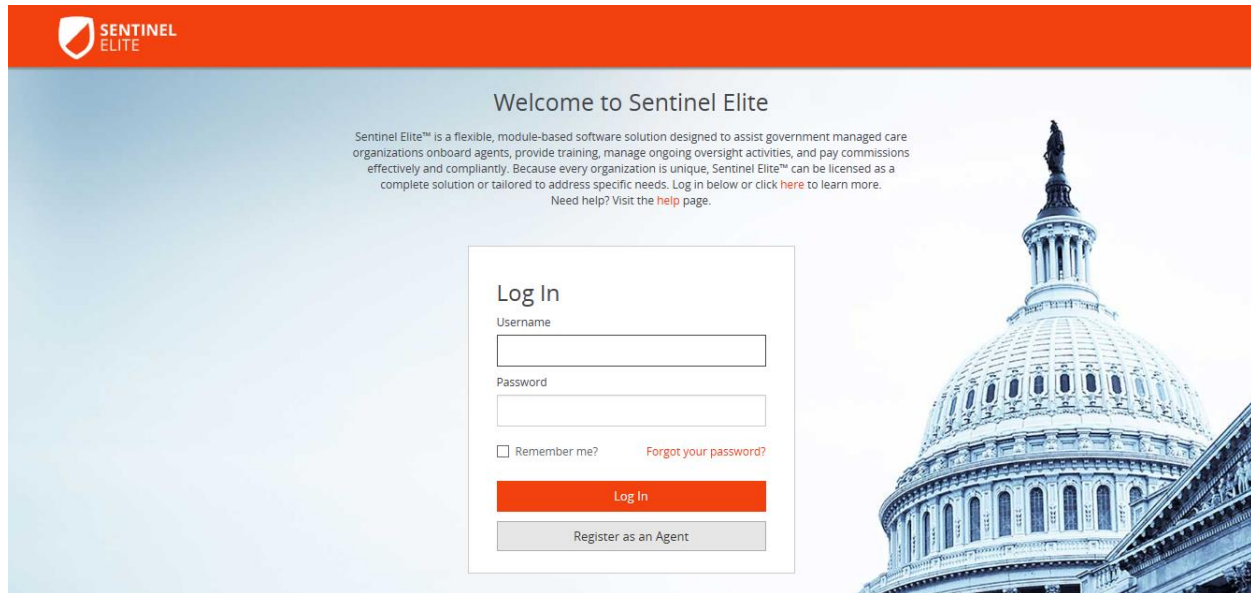
- 2.1 On the Dashboard, click **Register New**
- 2.2 Enter registration code:
- 2.3 Click **OK** when you are successfully registered in the **Prominence MA 2019** program
- 2.4 Click **Start** on the **Prominence MA 2019 Certification**
- 2.5 Click **OK** when you successfully kick off the **Prominence MA 2019 Certification**
- 2.6 program Refresh screen to view next step
- 2.7 Click **Welcome Form** on the **Prominence MA 2019 Certification**
- 2.8 Follow steps until the end

**If you have questions, please contact
AgencyRM at 855-721-8088
or
Service@AgencyRM.com**

Pre-Enrollment Registration Instructions

New Users:

Sentinel Elite™ is accessible at www.sentinelelite.com. If you do not already have an agent account, click **Register as an Agent**.



SENTINEL ELITE

Welcome to Sentinel Elite

Sentinel Elite™ is a flexible, module-based software solution designed to assist government managed care organizations onboard agents, provide training, manage ongoing oversight activities, and pay commissions effectively and compliantly. Because every organization is unique, Sentinel Elite™ can be licensed as a complete solution or tailored to address specific needs. Log in below or click [here](#) to learn more.
Need help? Visit the [help](#) page.

Log In

Username

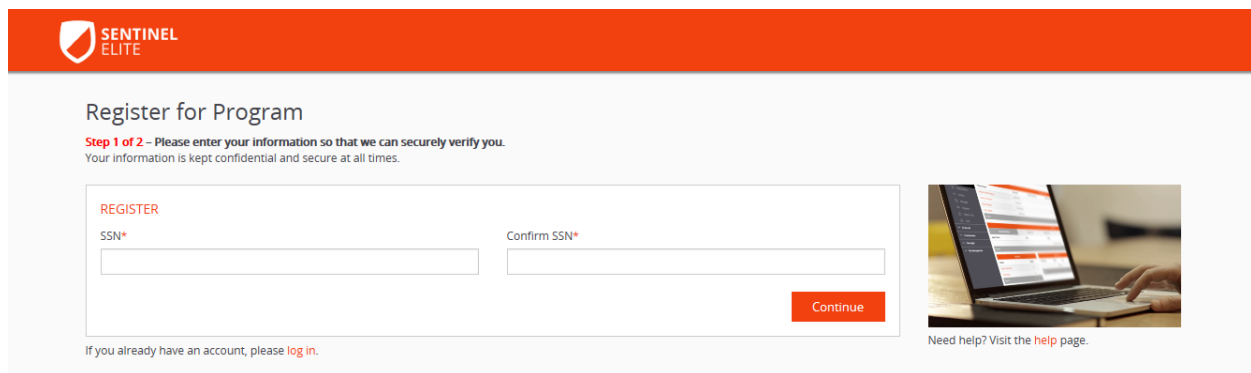
Password

Remember me? [Forgot your password?](#)

Log In

Register as an Agent

Enter your Social Security Number and confirm that it is correct. Click **Continue**.



SENTINEL ELITE

Register for Program

Step 1 of 2 – Please enter your information so that we can securely verify you.
Your information is kept confidential and secure at all times.

REGISTER

SSN*

Confirm SSN*

Continue

Need help? Visit the [help](#) page.

Fill out your agent profile with the required information. Please fill out all fields and click **Complete Registration**.

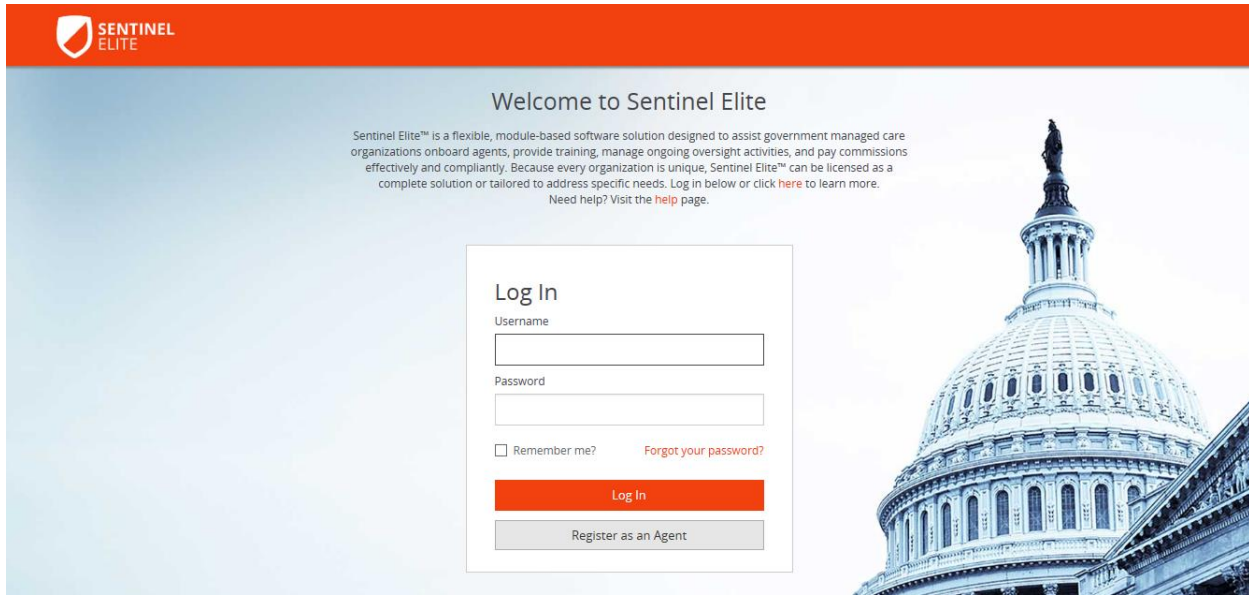
The screenshot shows the 'Account Setup' page for Sentinel Elite. It is titled 'Step 2 of 2 - We have validated your information.' and includes instructions to specify demographic information and create login credentials. The form is divided into three main sections: 'DEMOGRAPHIC INFORMATION', 'PRIMARY ADDRESS', and 'MAILING ADDRESS'. The 'DEMOGRAPHIC INFORMATION' section includes fields for First Name, Initial, Last Name, Suffix, Date of Birth, Gender (Male/Female), Social Security Number, National Producer Number, NPN License, Email, Primary Phone Number, and three Additional Phone Numbers with their respective types. The 'PRIMARY ADDRESS' section includes Address Line 1, Address Line 2, City, State, and Zip. The 'MAILING ADDRESS' section is partially visible. A 'Complete Registration' button is located at the bottom right of the form.

Once you have completed registration, your 2019 program will be waiting for you to start on your agent dashboard. Click **Start** next to the program name to begin the program.

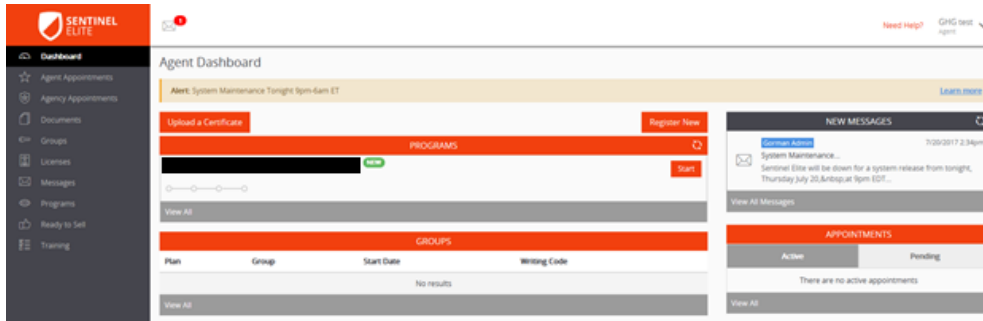
The screenshot shows the 'Agent Dashboard' for Sentinel Elite. It features a navigation sidebar on the left with options like Dashboard, Agent Appointments, Agency Appointments, Documents, Groups, Licenses, Messages, Programs, Ready to Set, and Training. The main content area includes an alert for 'System Maintenance Tonight 5pm-6am ET'. Below the alert, there is a 'PROGRAMS' section with a 'Register New' button and a 'Start' button next to a program entry. A 'GROUPS' table is shown below with columns for Plan, Group, Start Date, and Writing Code, and it displays 'No results'. On the right side, there are sections for 'NEW MESSAGES' (showing a system maintenance message) and 'APPOINTMENTS' (showing 'There are no active appointments').

Existing Users:

Sentinel Elite™ is accessible at www.sentinelelite.com. If you have already created an agent account, enter your username and password and click **Log In**.



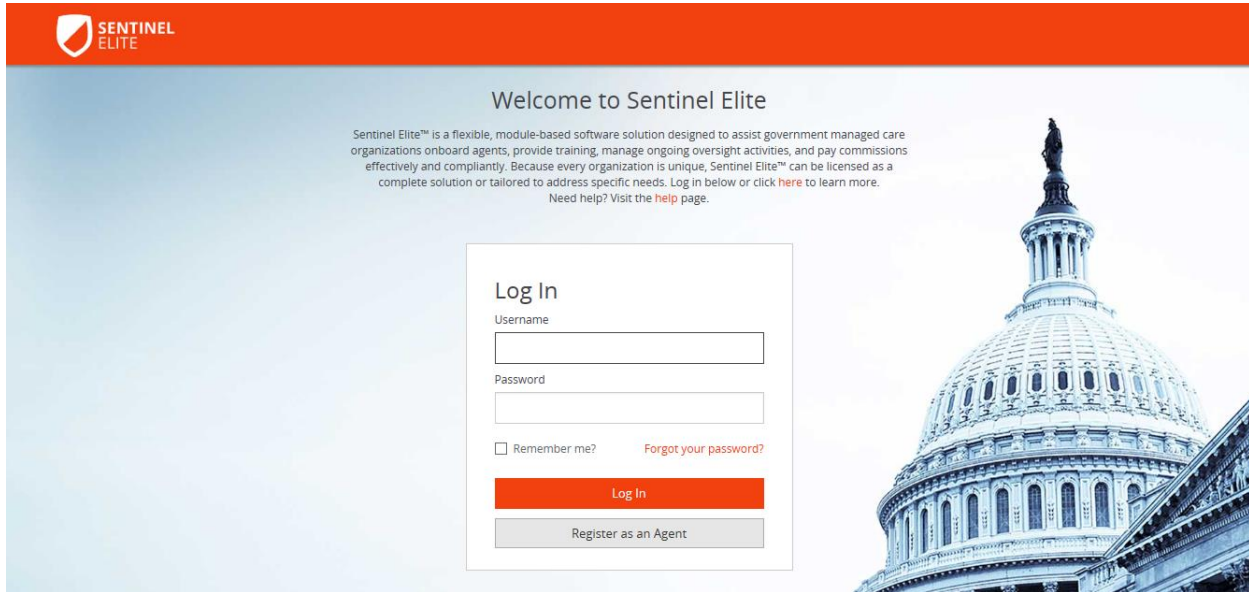
Once you log in to your agent account, your 2019 CHRISTUS Health Plan Annual Certification Program will be waiting for you to start on your agent dashboard. Click **Start** next to the program name to begin the program.



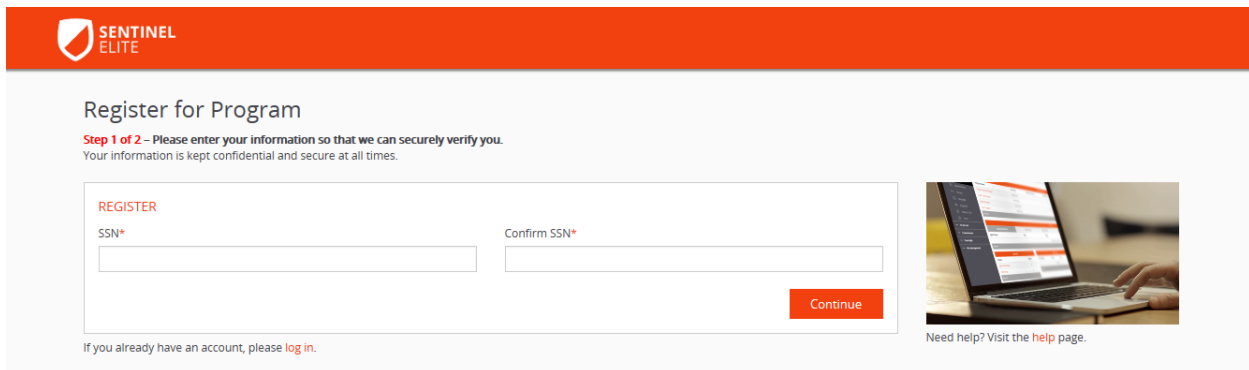
Enrollment with Registration Code Instructions

New Users:

Sentinel Elite™ is accessible at www.sentinelelite.com. If you do not already have an agent account, click **Register as an Agent**.



Enter your Social Security Number and confirm that it is correct. Click **Continue**.



Enter the Registration Code that was provided to you. Click **Continue**.

REGISTER

Registration Code*

Continue

If you already have an account, please [log in](#).

Need help? Visit the [help](#) page.

Fill out your agent profile with the required information. Please fill out all fields and click **Complete Registration**.

Account Setup

Step 2 of 2 - We have validated your information.
Please specify your demographic information and create login credentials below.
Upon completion, you will be a member of the [redacted] group and will be registered to the [redacted] program if/when the program is started.

DEMOGRAPHIC INFORMATION

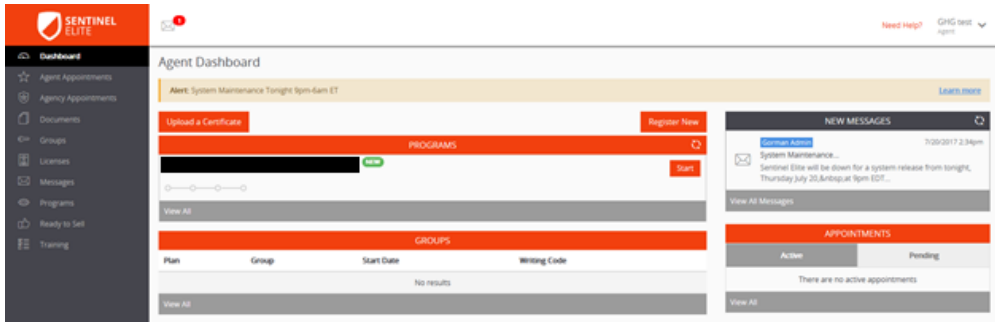
First Name* Initial Last Name* Suffix
Date of Birth* Gender*
 Male Female
Social Security Number* National Producer Number
000-00-3498
Email*
Primary Phone Number* Phone Number Type*
Additional Phone Number 1 Phone Number Type
Additional Phone Number 2 Phone Number Type

LOGIN CREDENTIALS

User Name*
Password*
Confirm Password*
Security Question*
Security Question Answer*

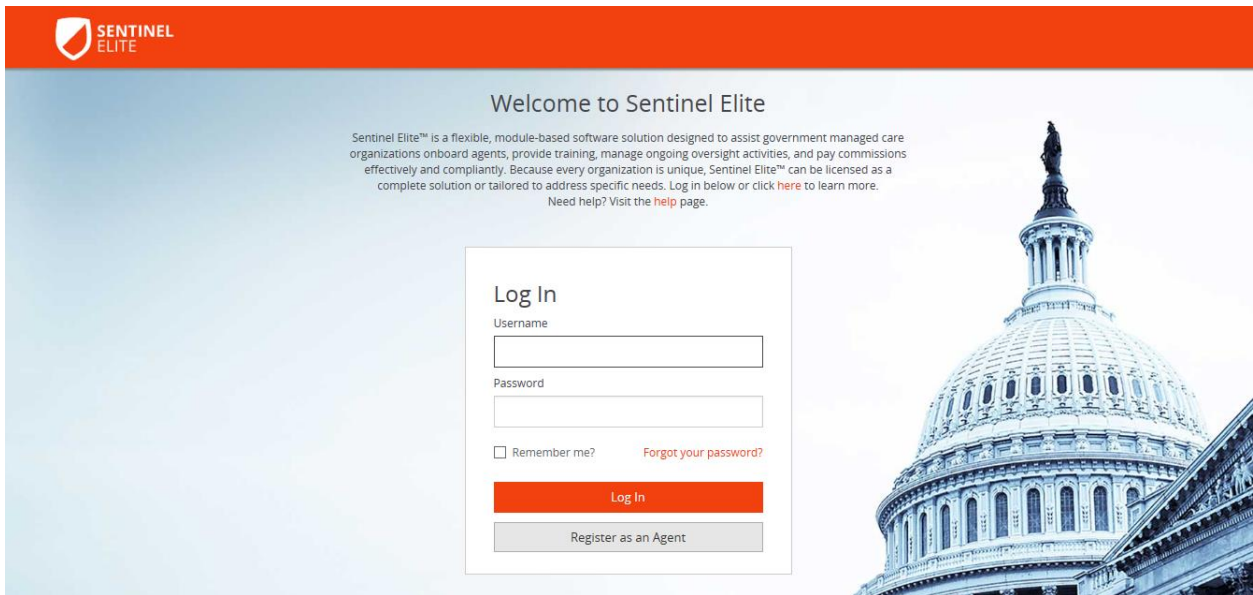
Complete Registration

Once you have completed registration, your 2019 CHRISTUS Health Plan program will be waiting for you to start on your agent dashboard. Click **Start** next to the program name to begin the program.

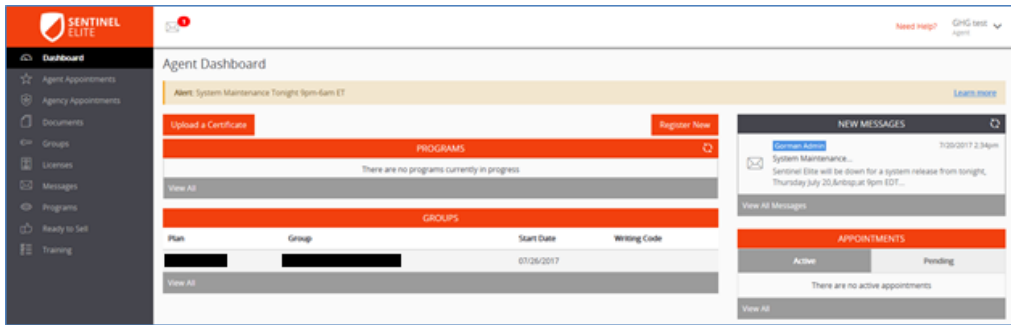


Existing Users:

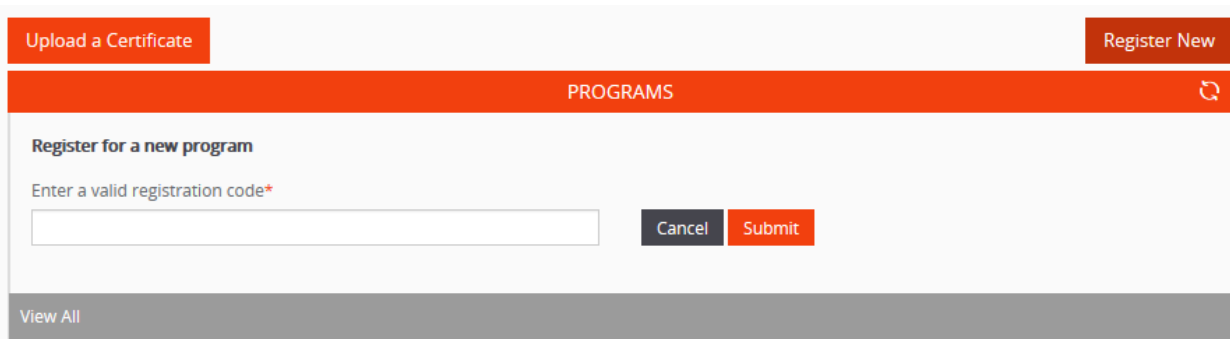
Sentinel Elite™ is accessible at www.sentinelelite.com. If you have already created an agent account, enter your username and password and click **Log In**.



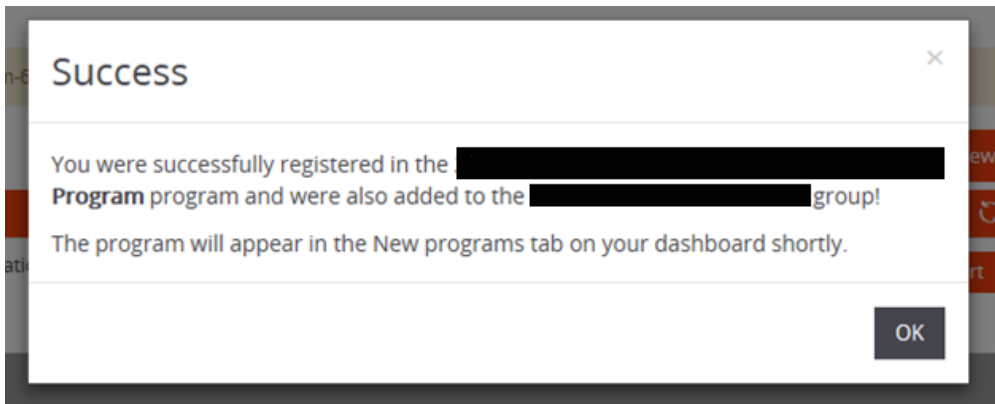
Once you have logged in and are on your agent dashboard, click **Register New**.



Enter the registration code that was provided to you. Click **Submit**.



You will receive the following message upon successful registration. Click **OK**.



Once you have completed registration, your 2019 CHRISTUS Health Plan program will be waiting for you to start on your agent dashboard. Click **Start** next to the program name to begin the program.

