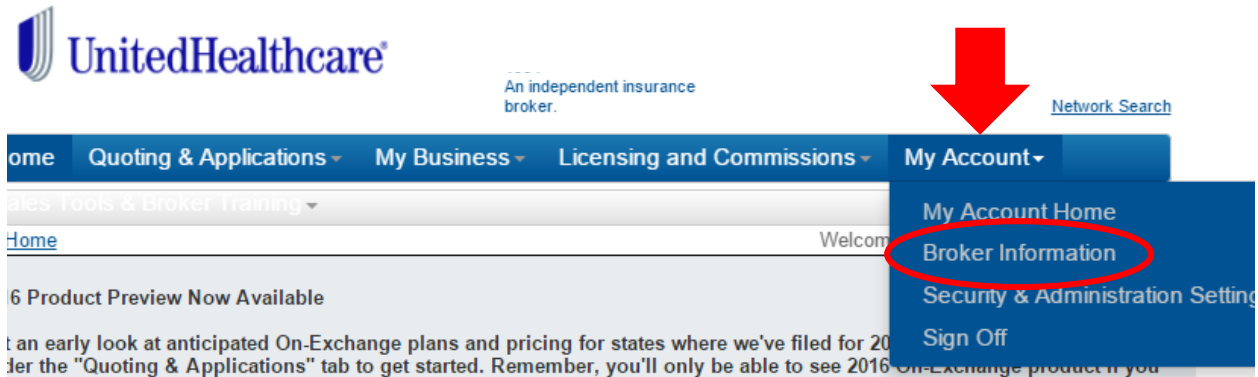


# Adding FFM cert to United accounts

1. Log onto your United account
2. Under “My Account”
  - Click on “Broker Information”



3. Scroll to the bottom of the page.
4. Under “Federal Marketplace”
  - Input your username from portal.cms.gov into the FFM User ID
5. Click “Submit”

A screenshot of the 'Federal Marketplace' section of the portal. It contains a text input field labeled 'FFM User ID:' which is circled in red. To the right of the input field is a button labeled 'Find In EAC'. Below the input field are two buttons: 'Reset' and 'Submit'. A red arrow points down to the 'Submit' button. Above the input field, there is a paragraph of text: 'Important: To enroll clients on the Exchange and ensure the business is credited to you, please provide your FFM User ID below. Your FFM User ID is the unique ID you created when you registered for the Marketplace (as part of the Certification process). Your FFM User ID is NOT the same as your Certificate number.'