ENROLLMENT PROCESS

For agent use only. Not for distribution to customers.

USA+_ENROLLMENTWALKTHOUGH_AGENTTRAINING (7/2025)

ENROLLMENT PROCESS

Agent walkthrough

Customer walkthrough

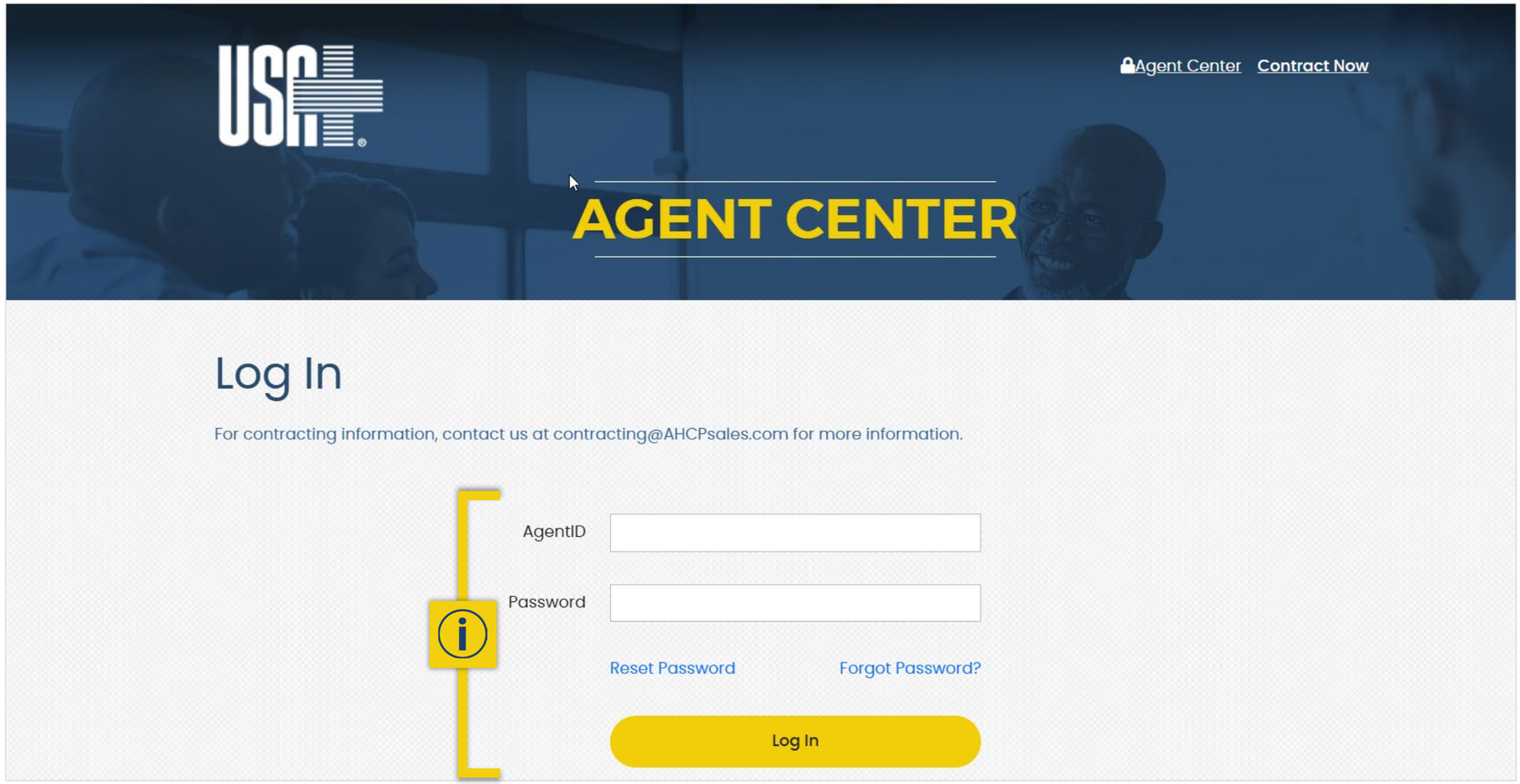
AGENT WALKTHROUGH

Agent Walkthrough

- Navigate to https://ahcpagents.usahc.com.
  - Click on **Agent Center**.

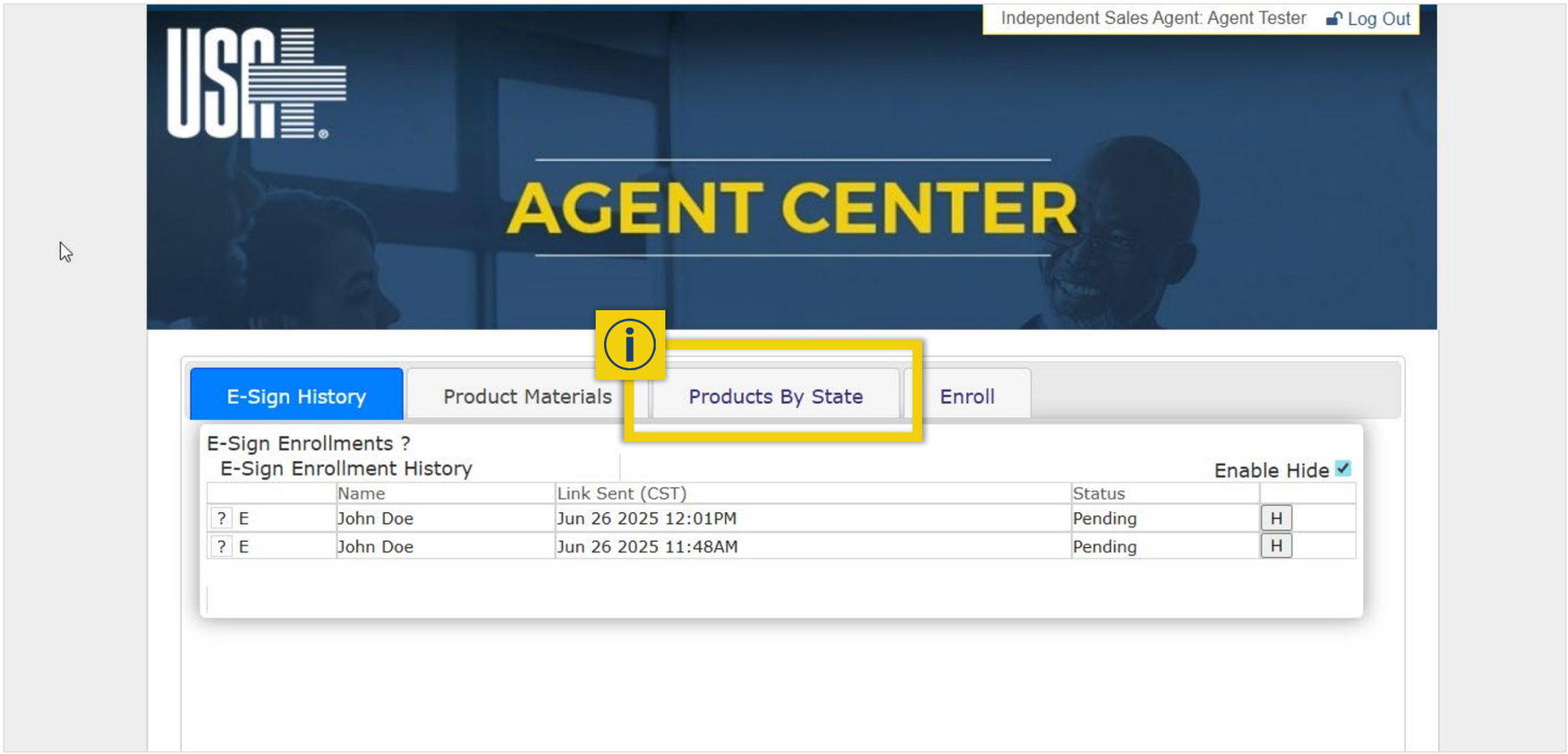
Agent Walkthrough

- Enter AgentID and Password to log in to Agent Center.



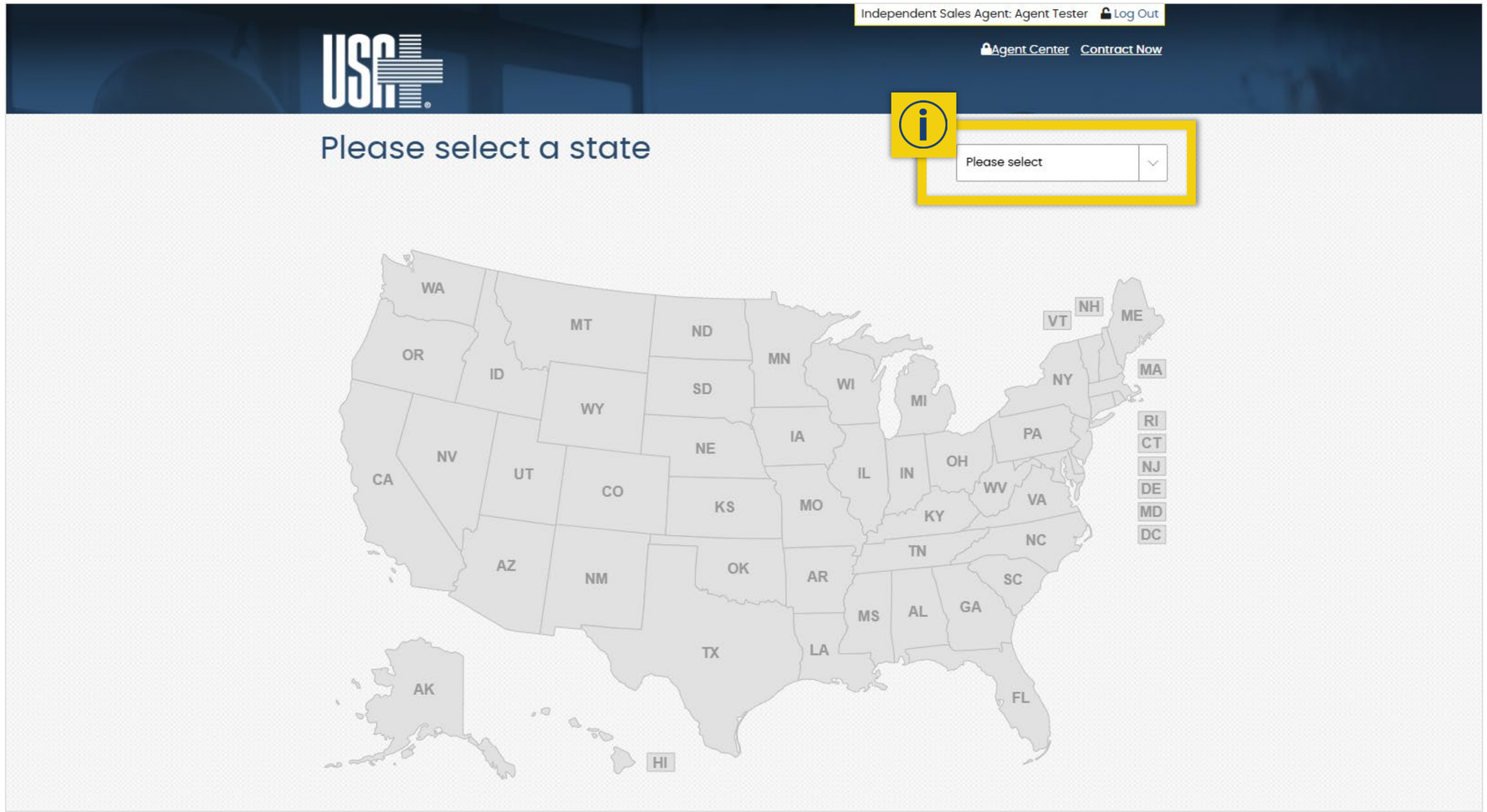
Agent Walkthrough

- On the Home Screen, click on **Products By State**.



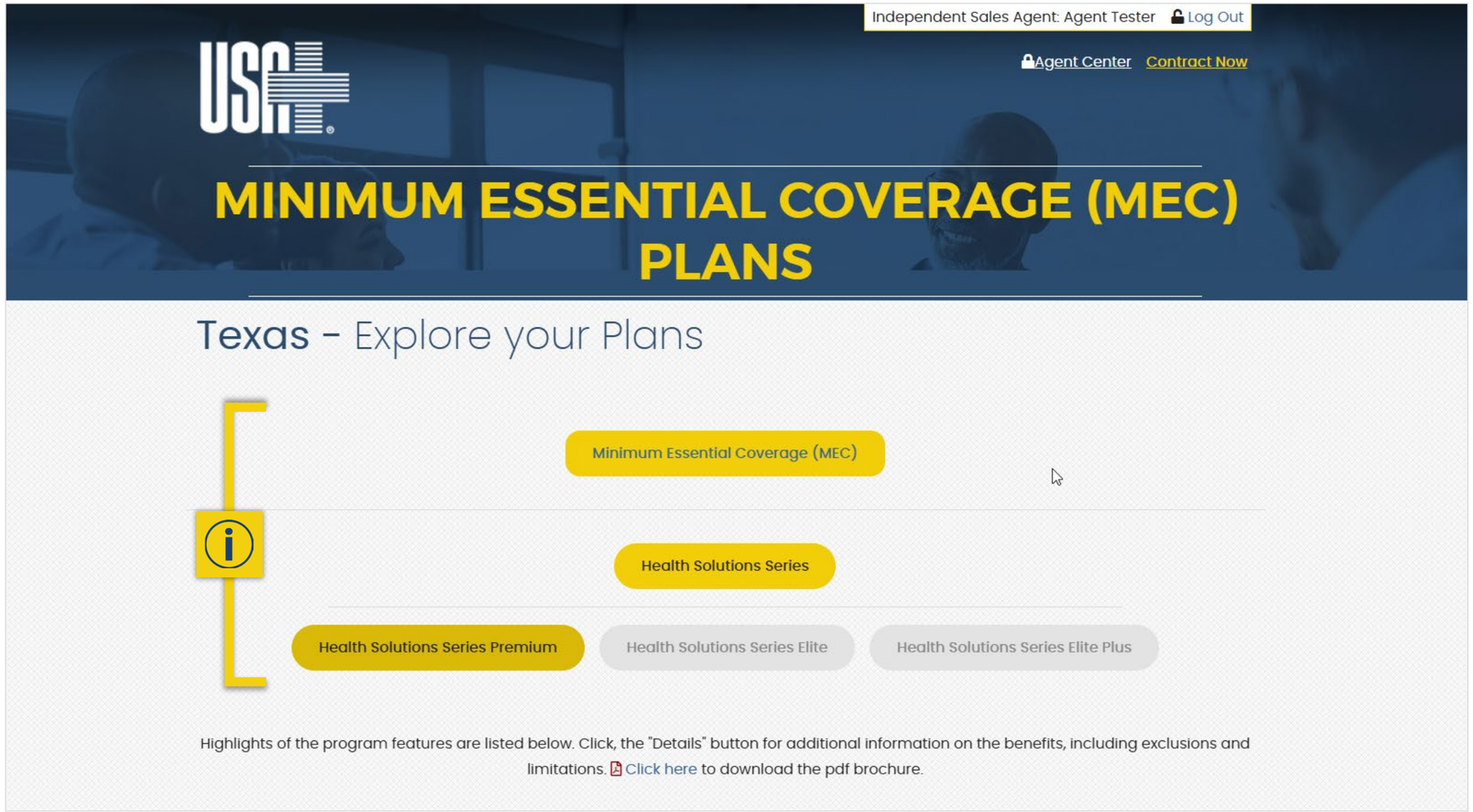
Agent Walkthrough

- Select customer's resident state from drop-down menu.



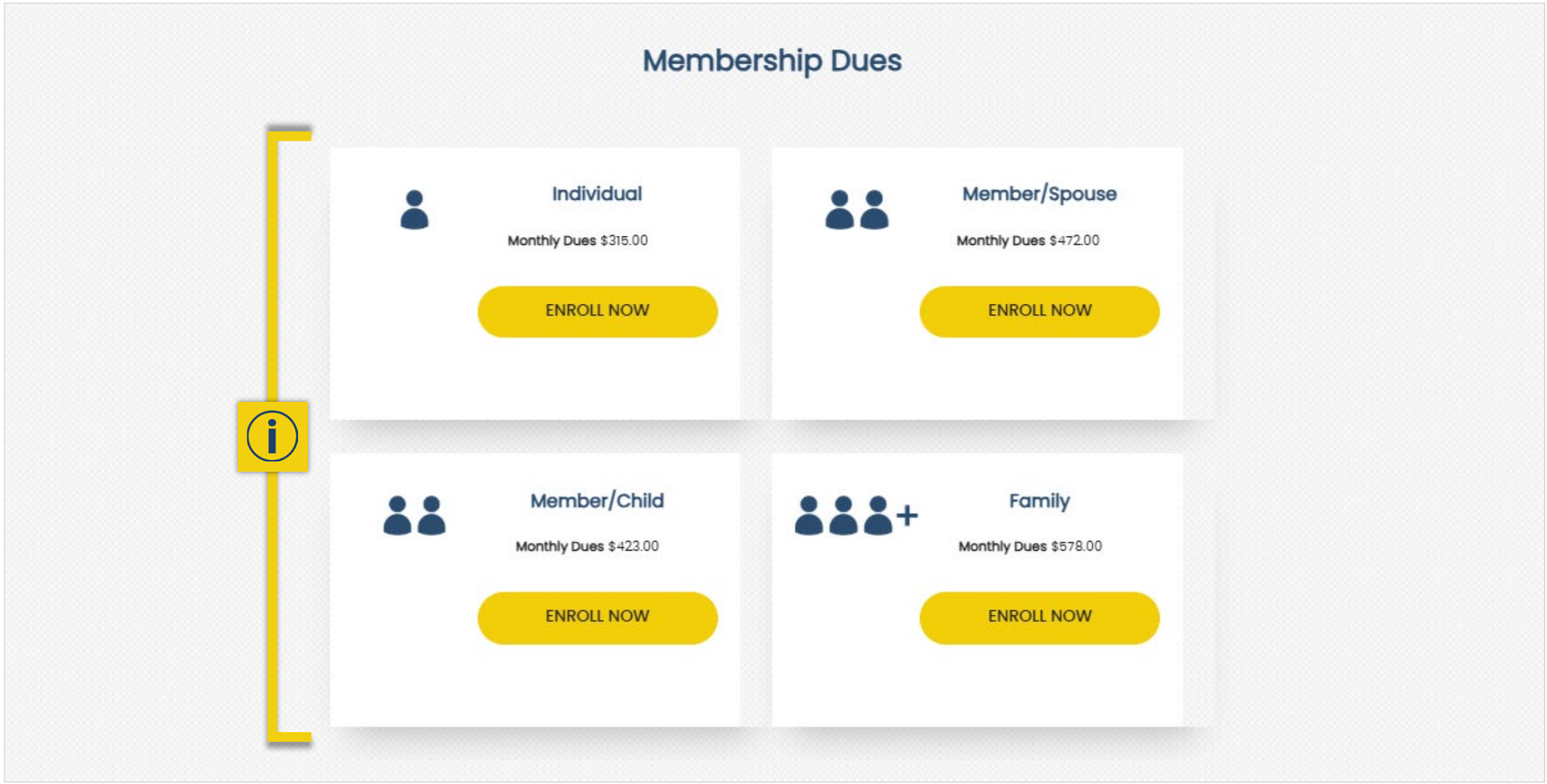
Agent Walkthrough

- Click on the desired plan and plan level to select.



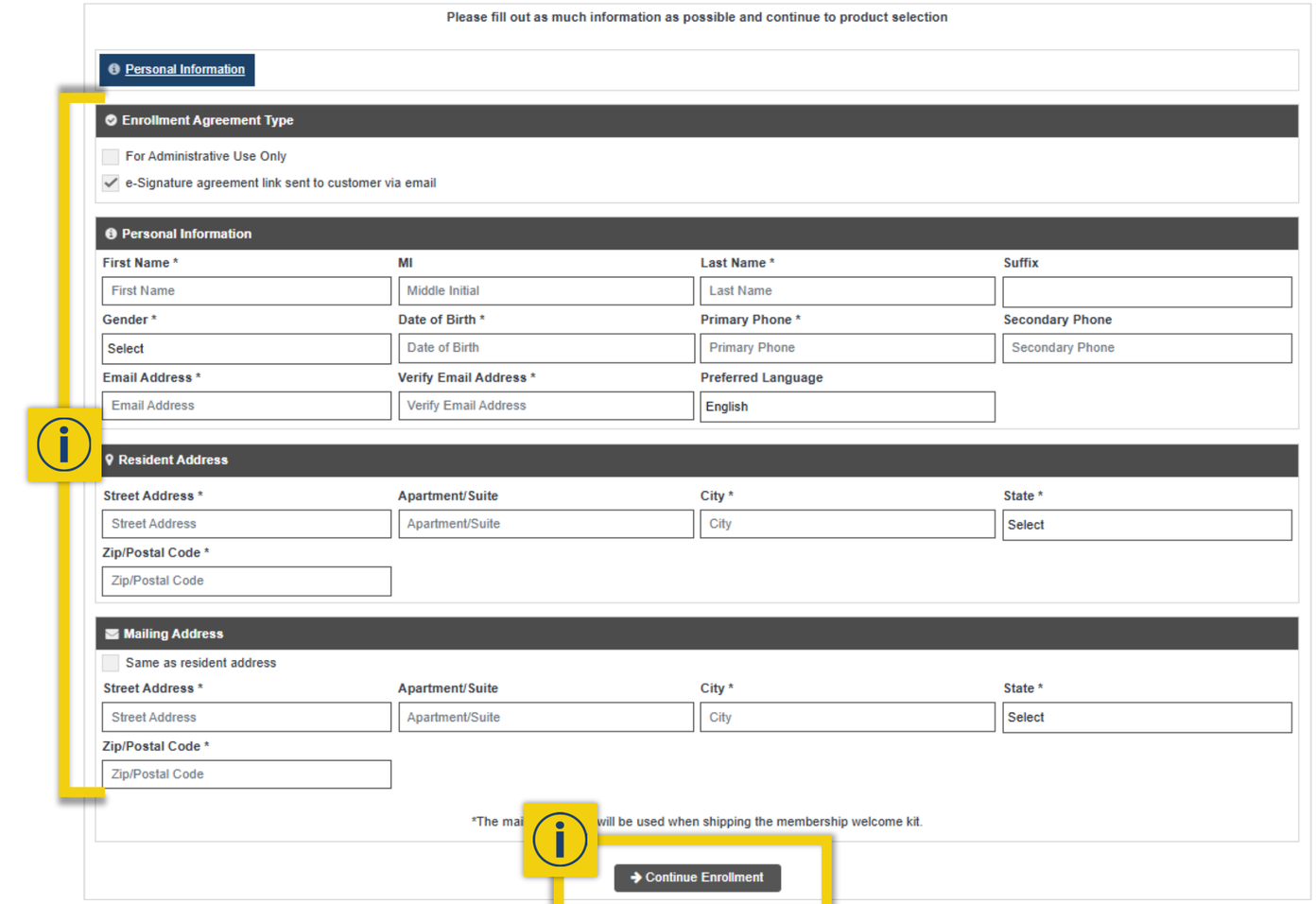
Agent Walkthrough

- Under Membership Dues, click on **Enroll Now** to select who is going to be insured and begin enrollment process.



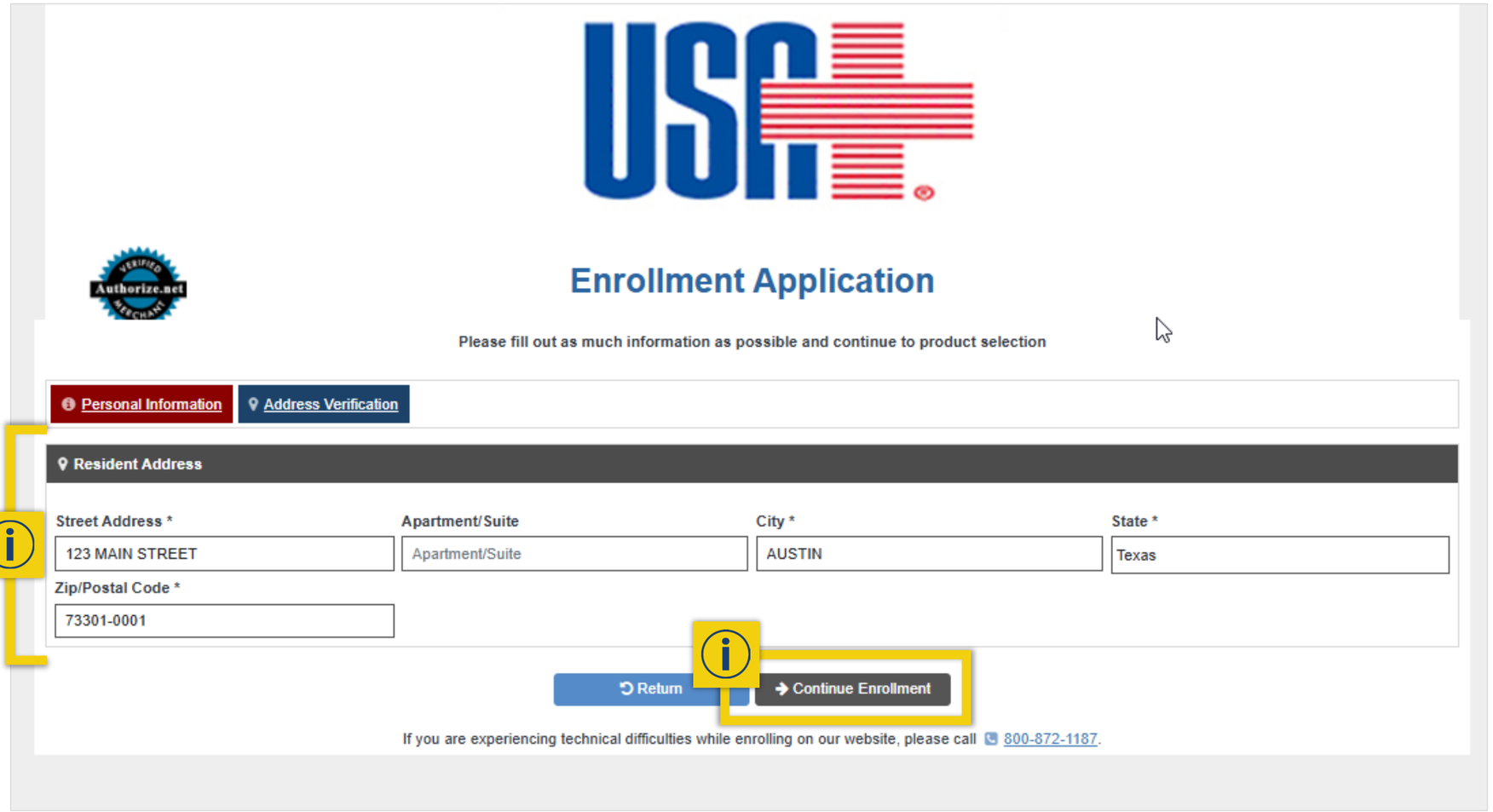
Agent Walkthrough

- Enter the required information on the enrollment application.
  - Click on **Continue Enrollment**.



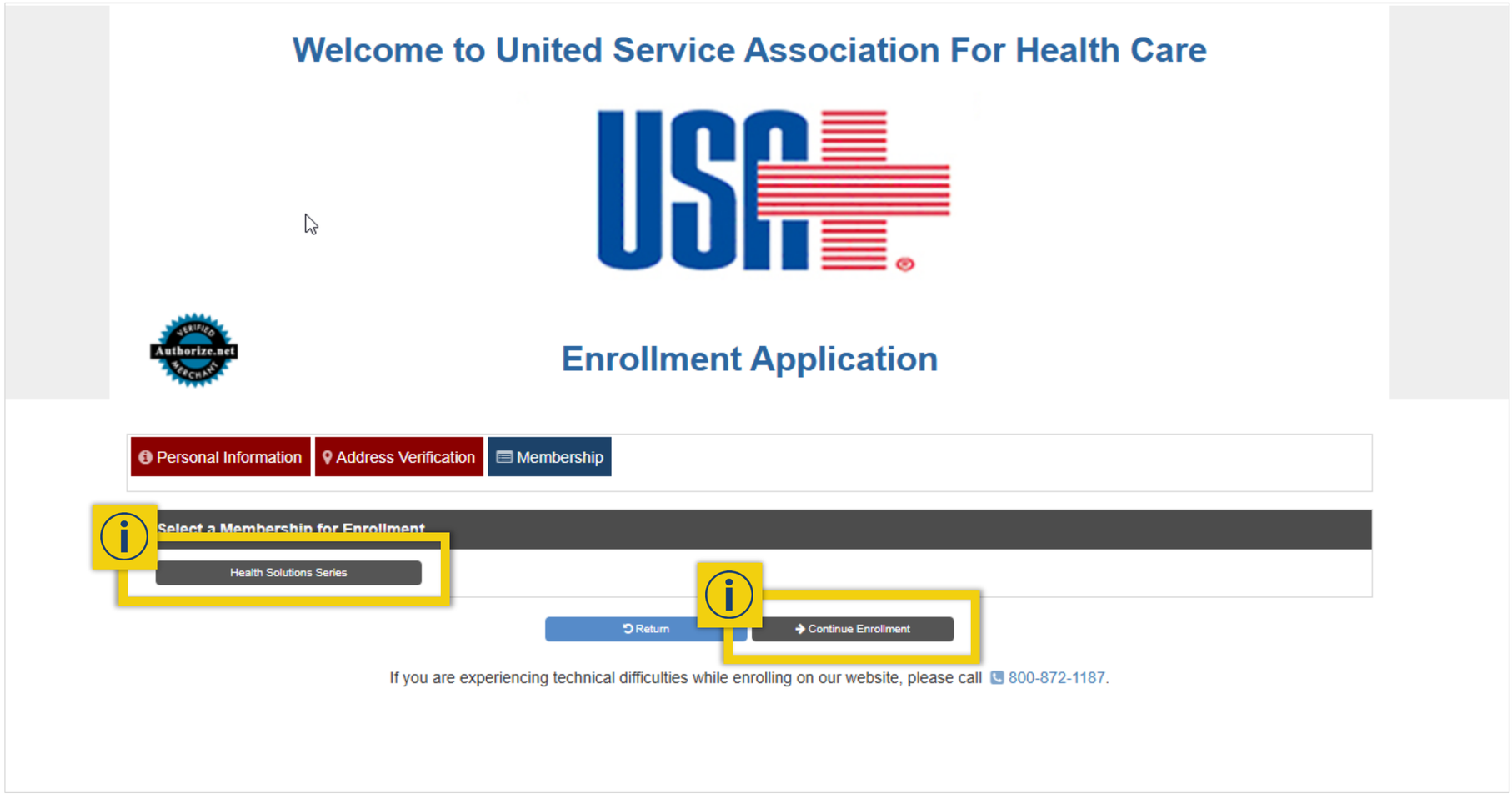
Agent Walkthrough

- Verify customer's residential mailing address is correct.
  - Click on **Continue Enrollment**.



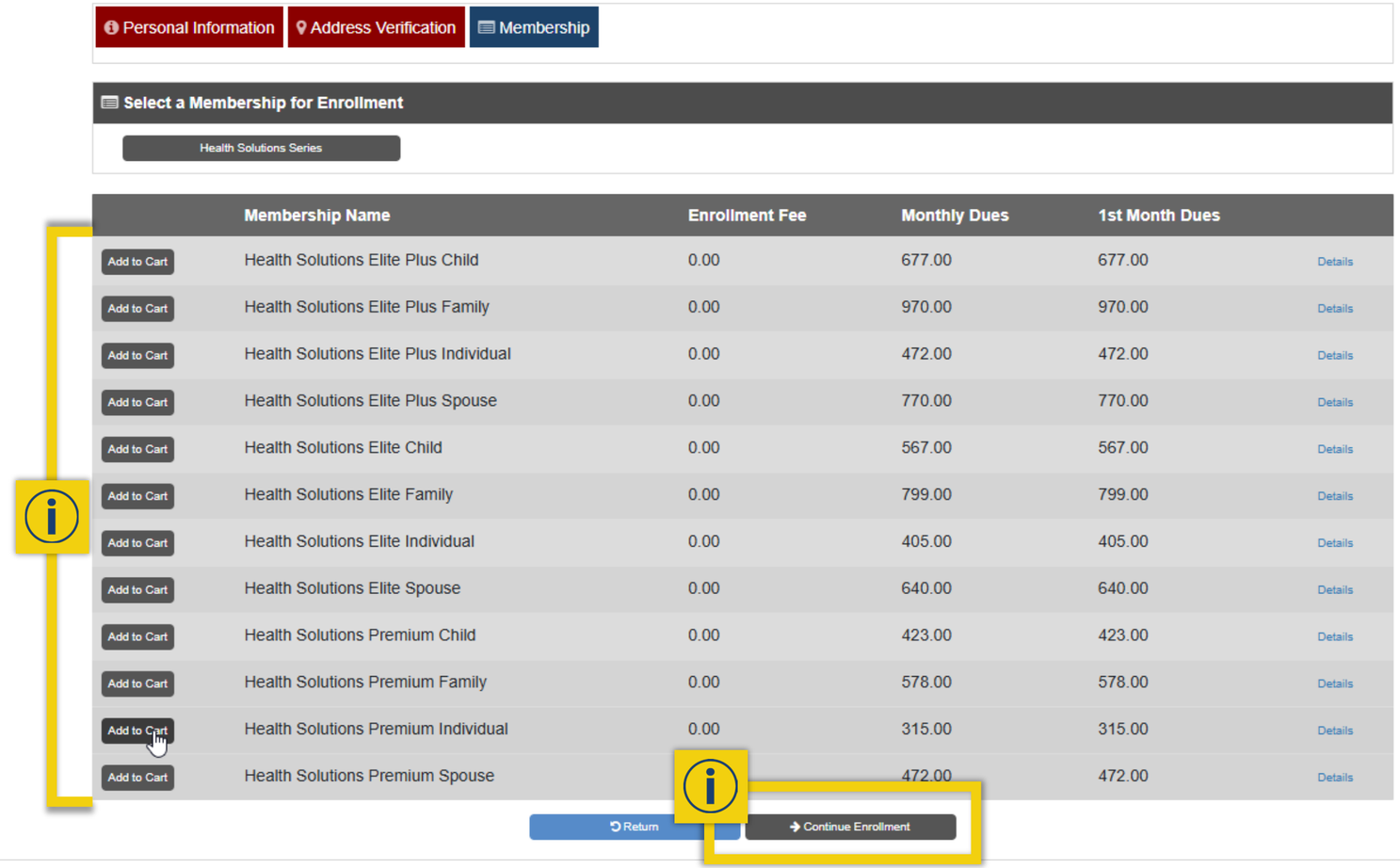
Agent Walkthrough

- Click on appropriate membership to begin enrollment process.
  - Click on **Continue Enrollment**.



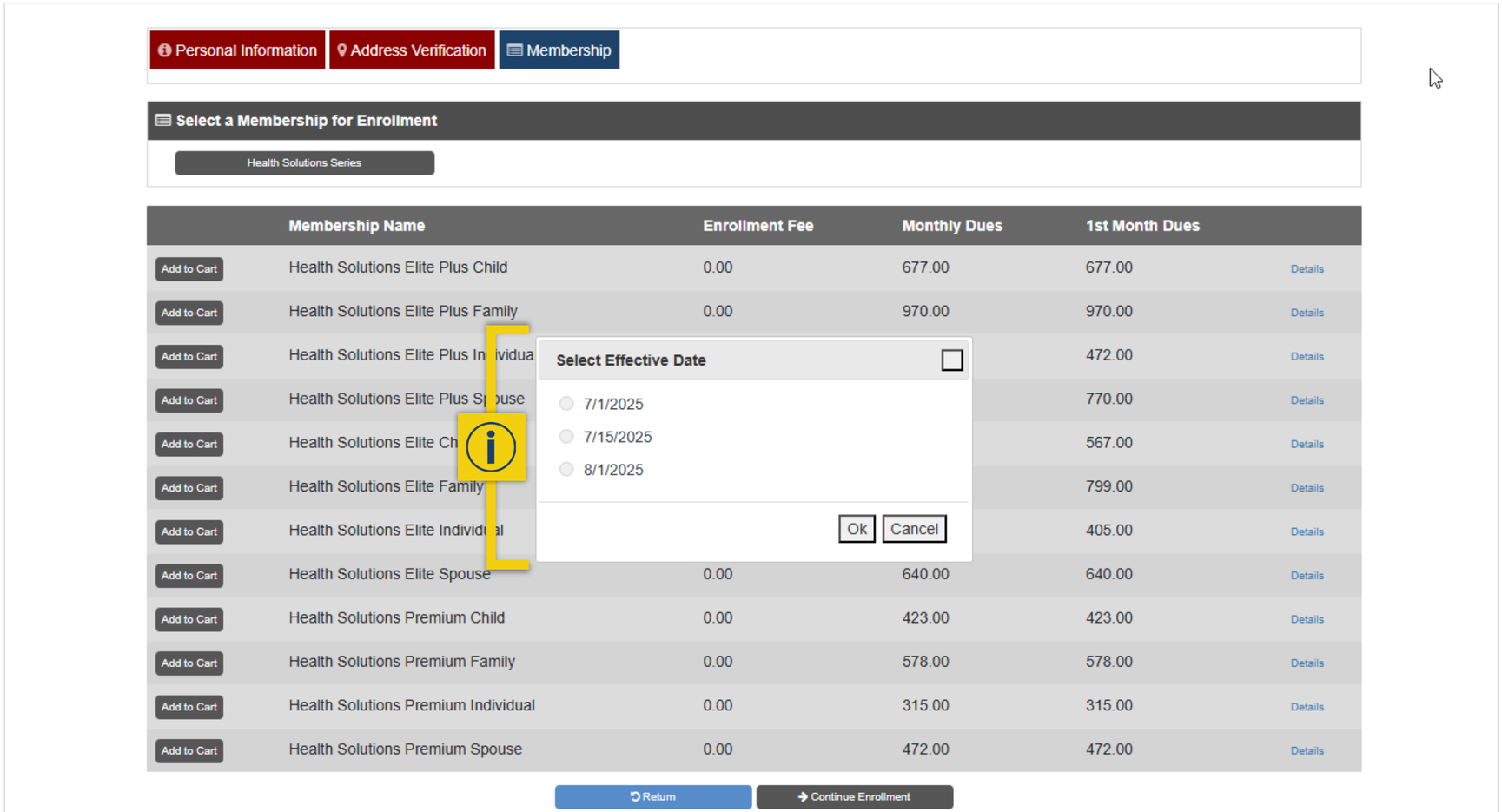
Agent Walkthrough

- Click on **Add to Cart** next to selected plan.
  - Click on **Continue Enrollment**.



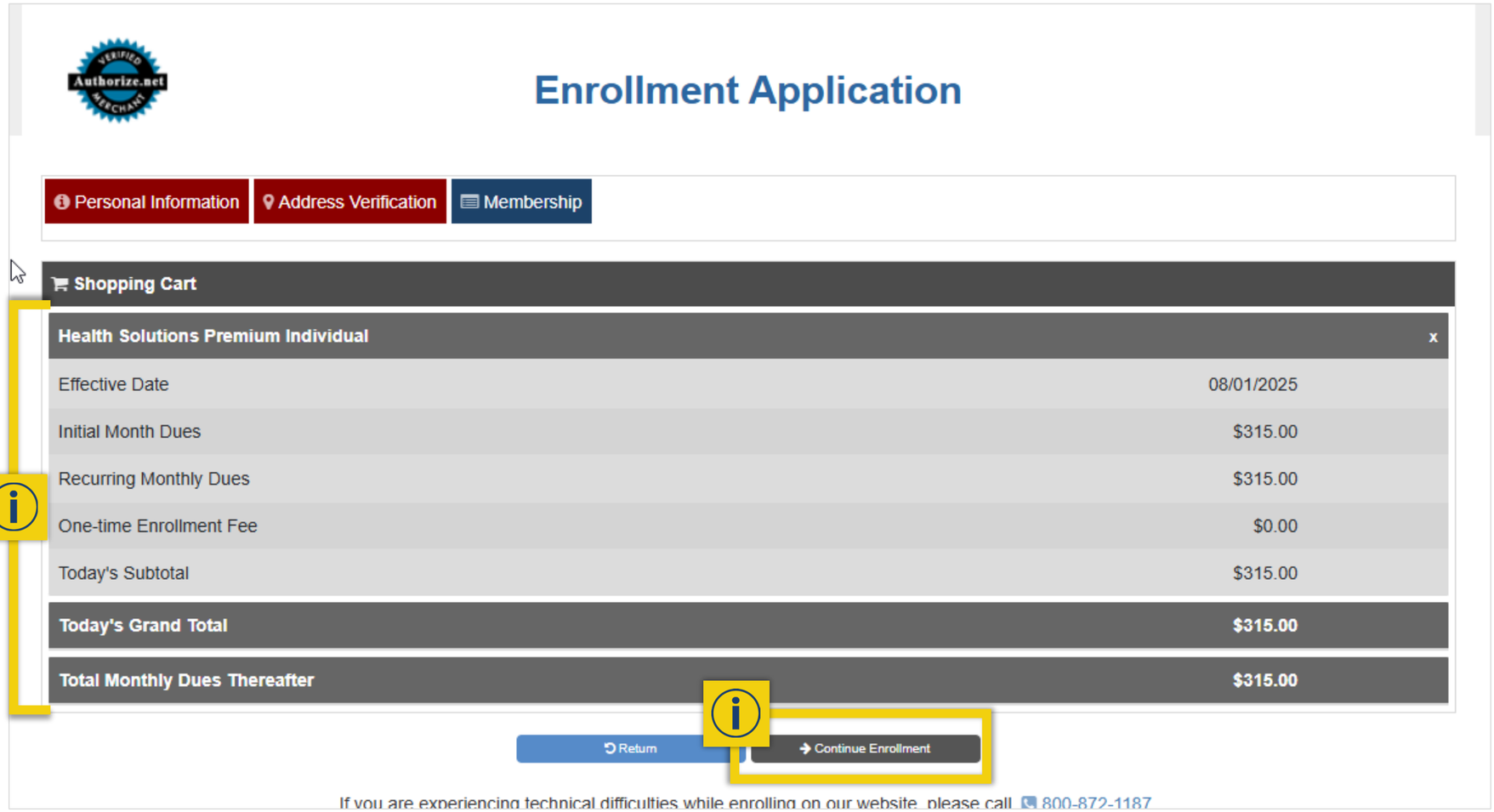
Agent Walkthrough

- Select the appropriate effective date.
  - Click **Ok** to continue.



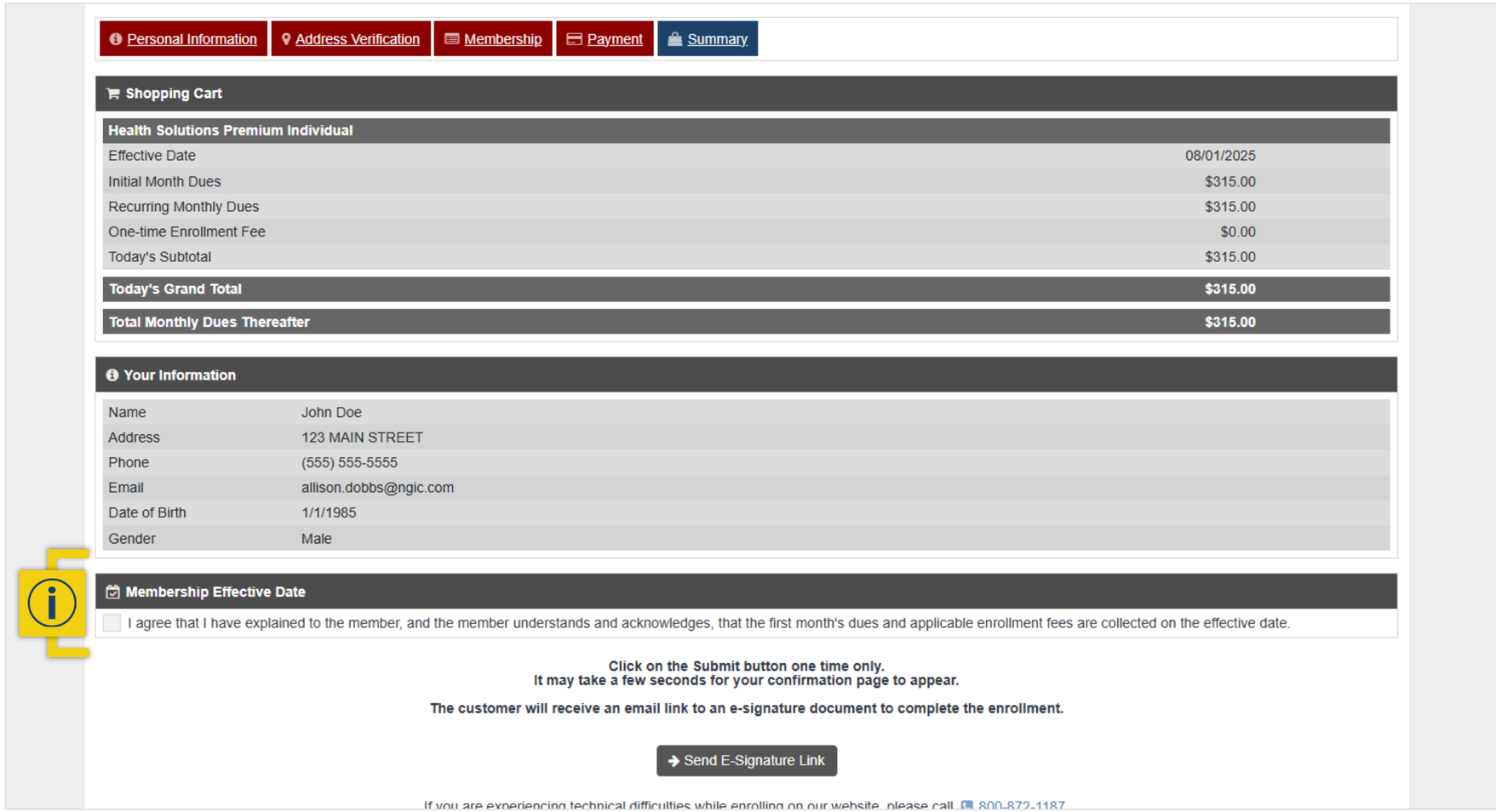
Agent Walkthrough

- Verify all information shown in cart is correct.
  - Click on **Continue Enrollment**.



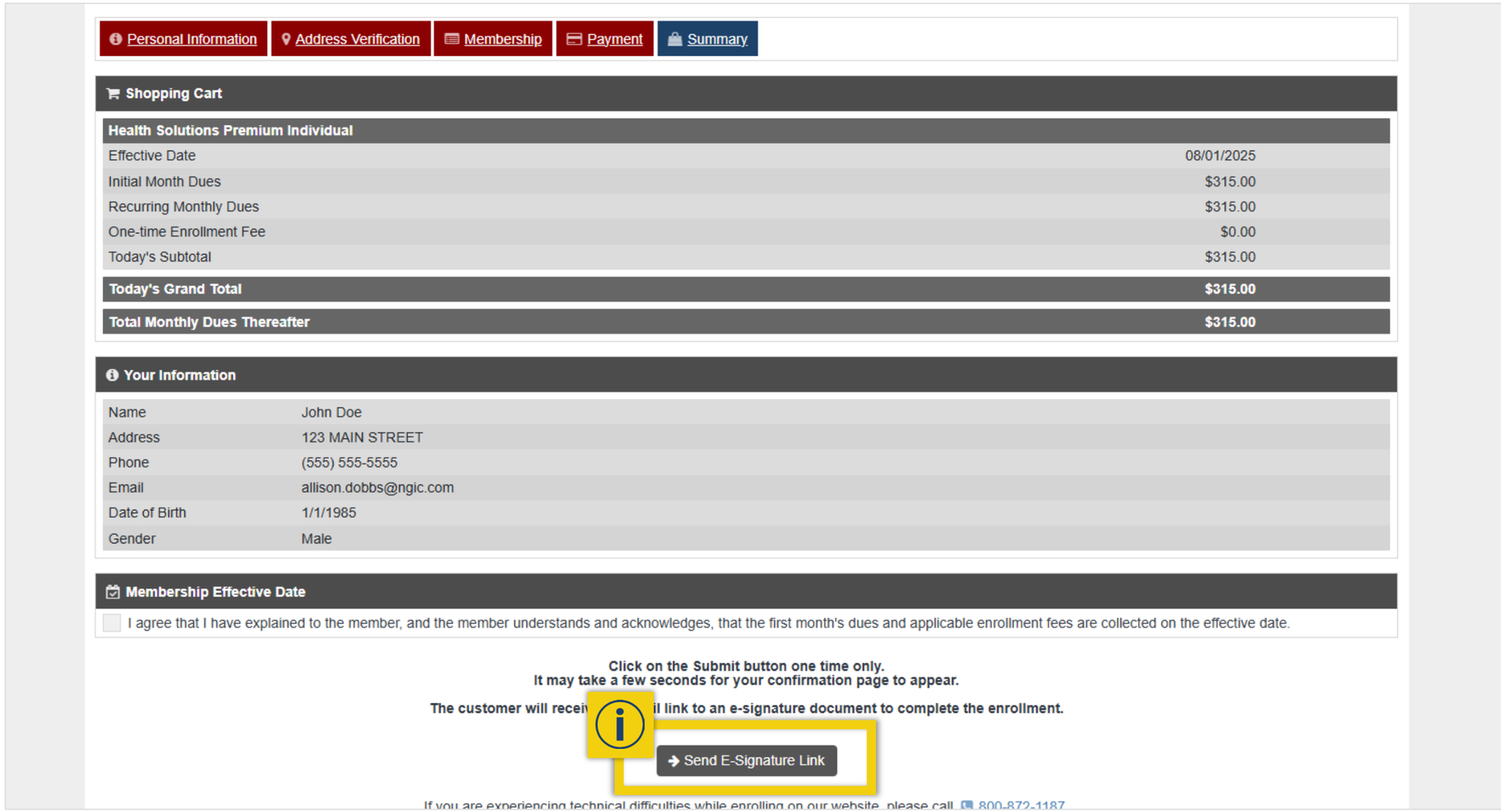
Agent Walkthrough

- Read agent acknowledgment box, and check box to agree.



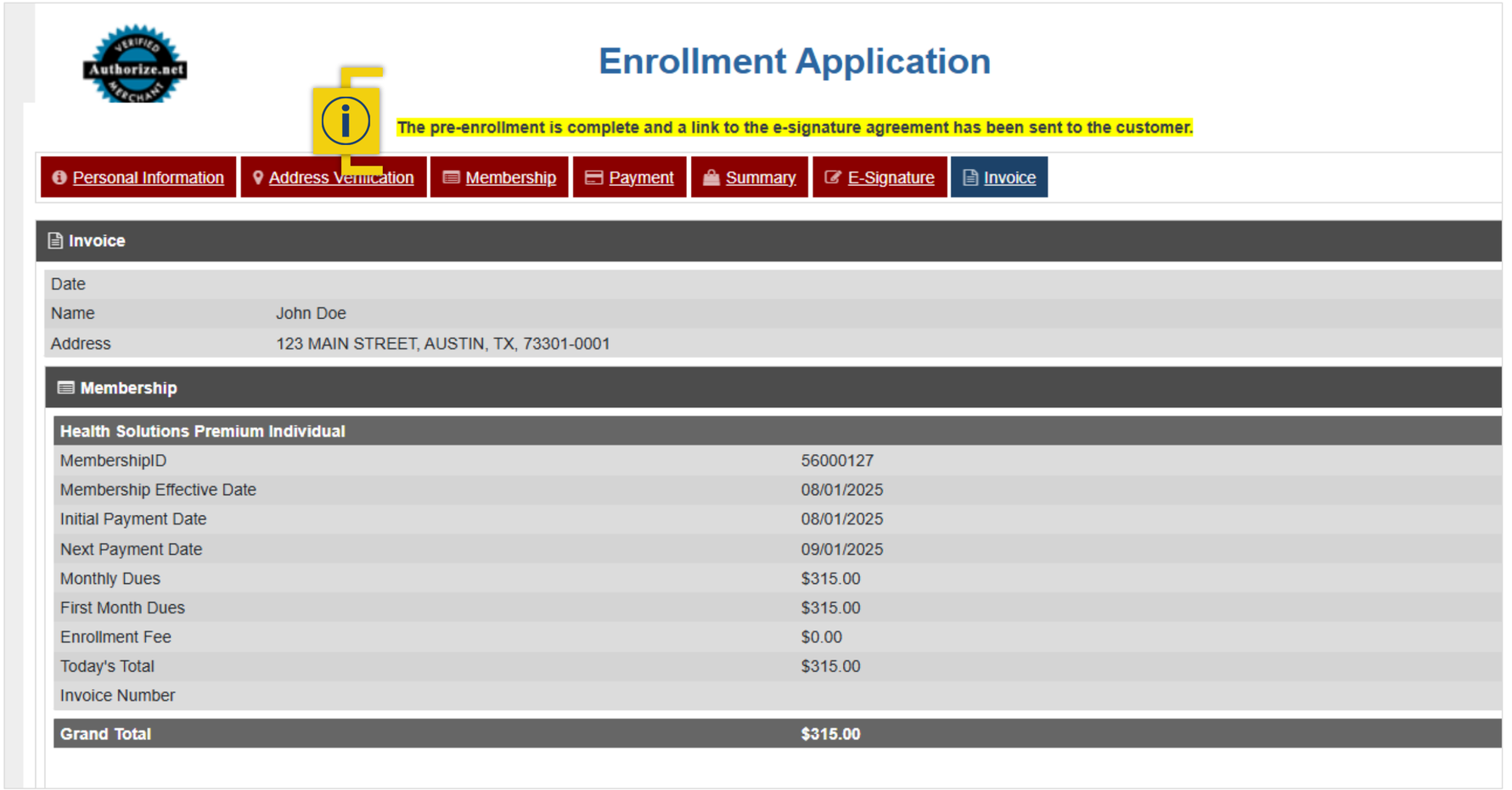
Agent Walkthrough

- Click on **Send E-Signature Link** to email customer.



Agent Walkthrough

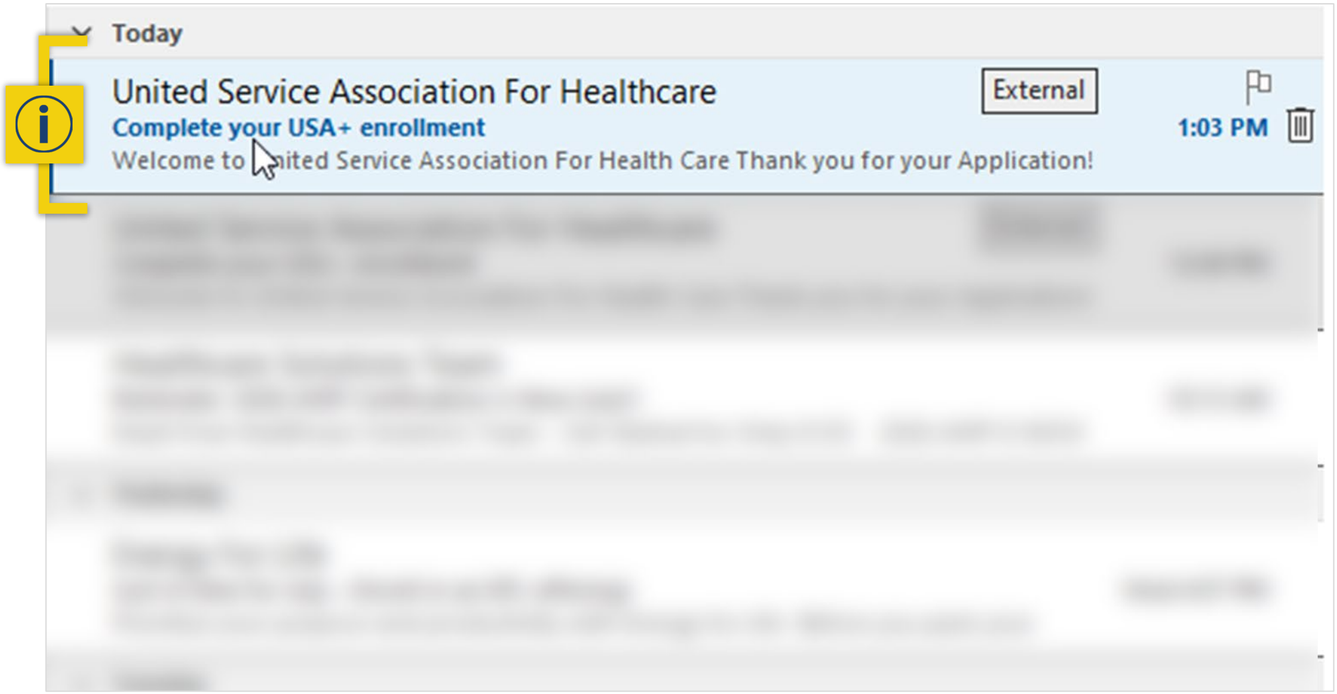
- A highlighted notice will appear above application sections confirming that email was sent.



APPLICANT WALKTHROUGH

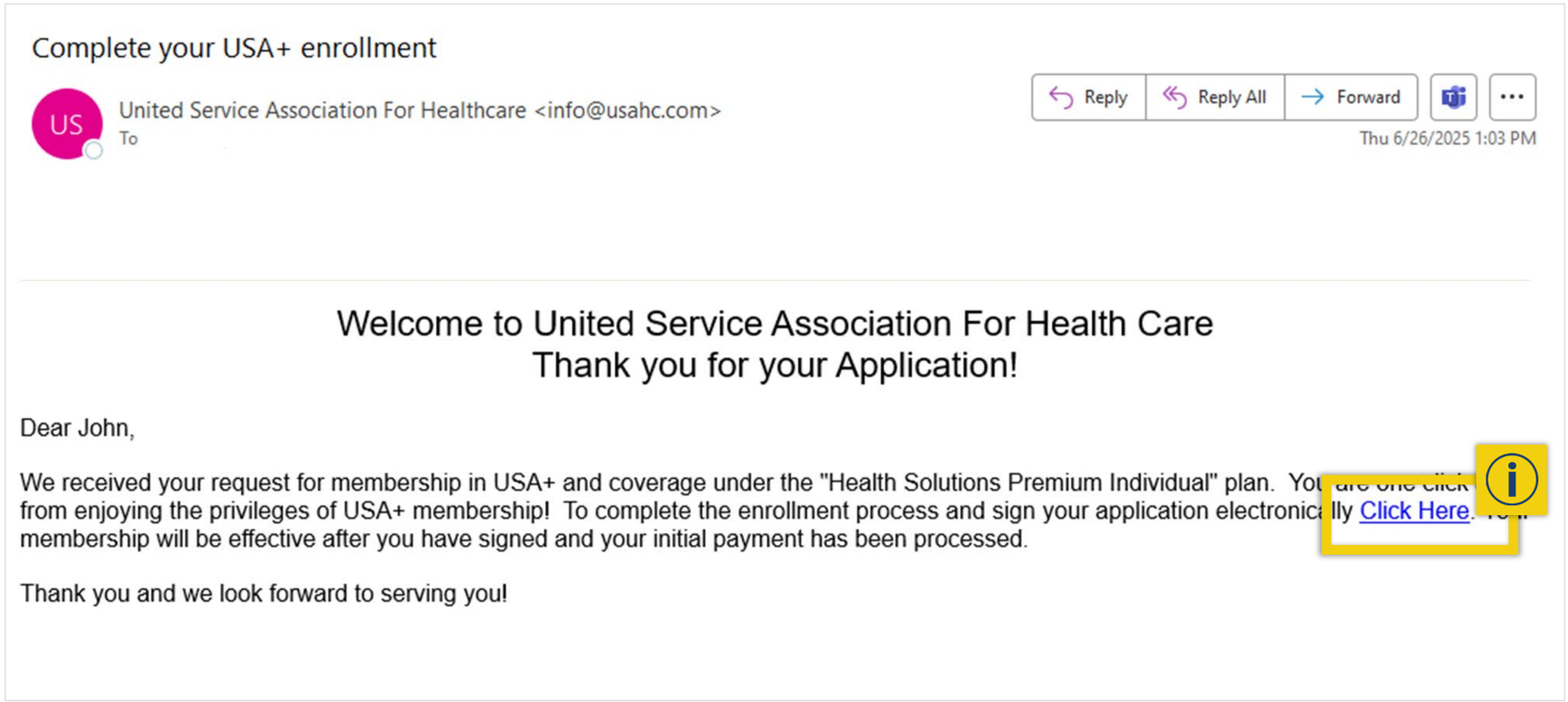
Applicant Walkthrough

- Customer will receive email with link to complete enrollment.
  - Sender: United Service Association for Healthcare
  - Subject line: “Complete your USA+ enrollment”
- **Note:** If customers do not see email in their inbox, they should check their spam/junk folder.



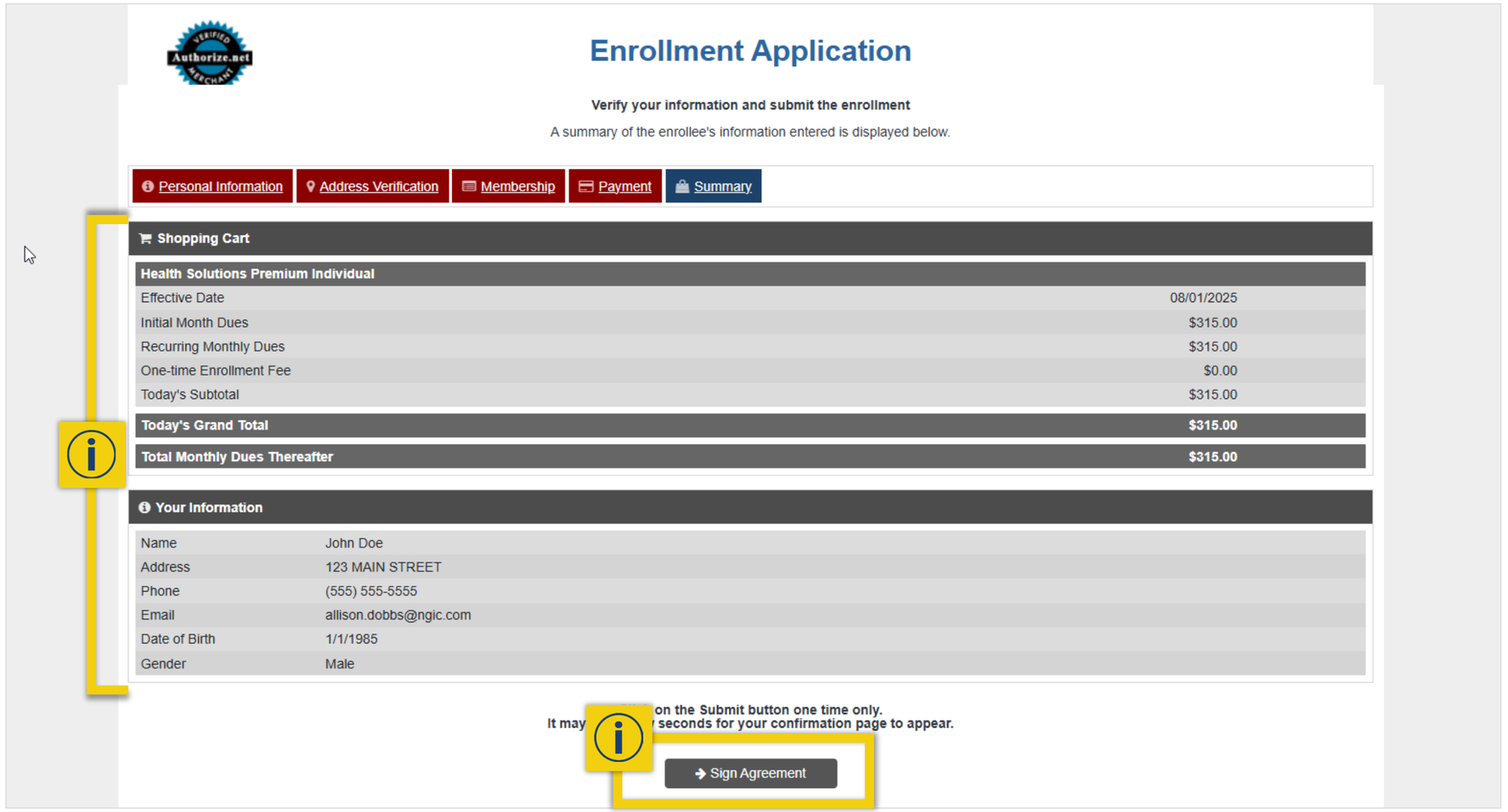
Applicant Walkthrough

- After opening the email, customer should click on the “Click Here” link to open enrollment application in internet browser.



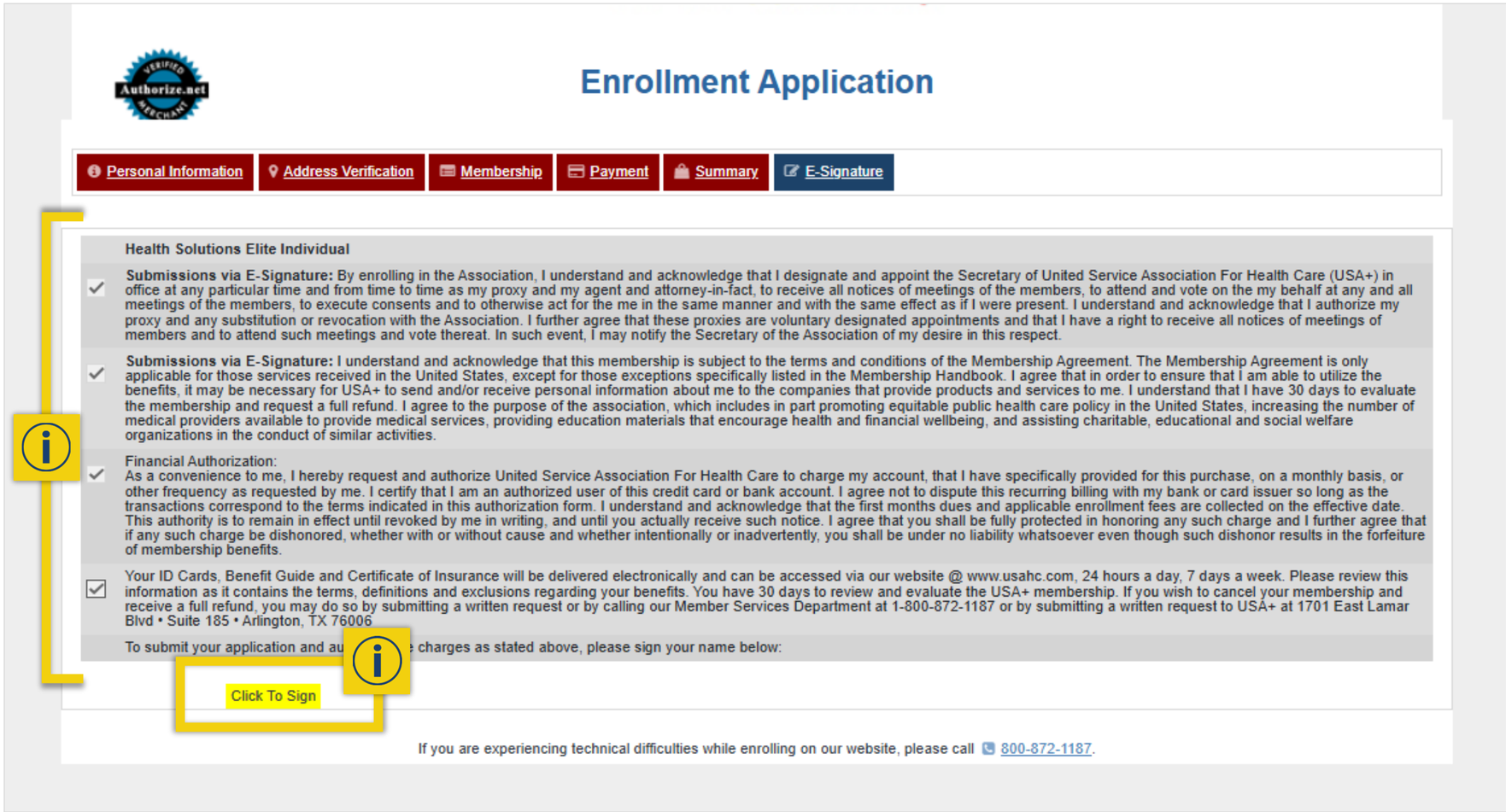
Applicant Walkthrough

- Customer should verify all information shown is correct, and then click on **Sign Agreement**.



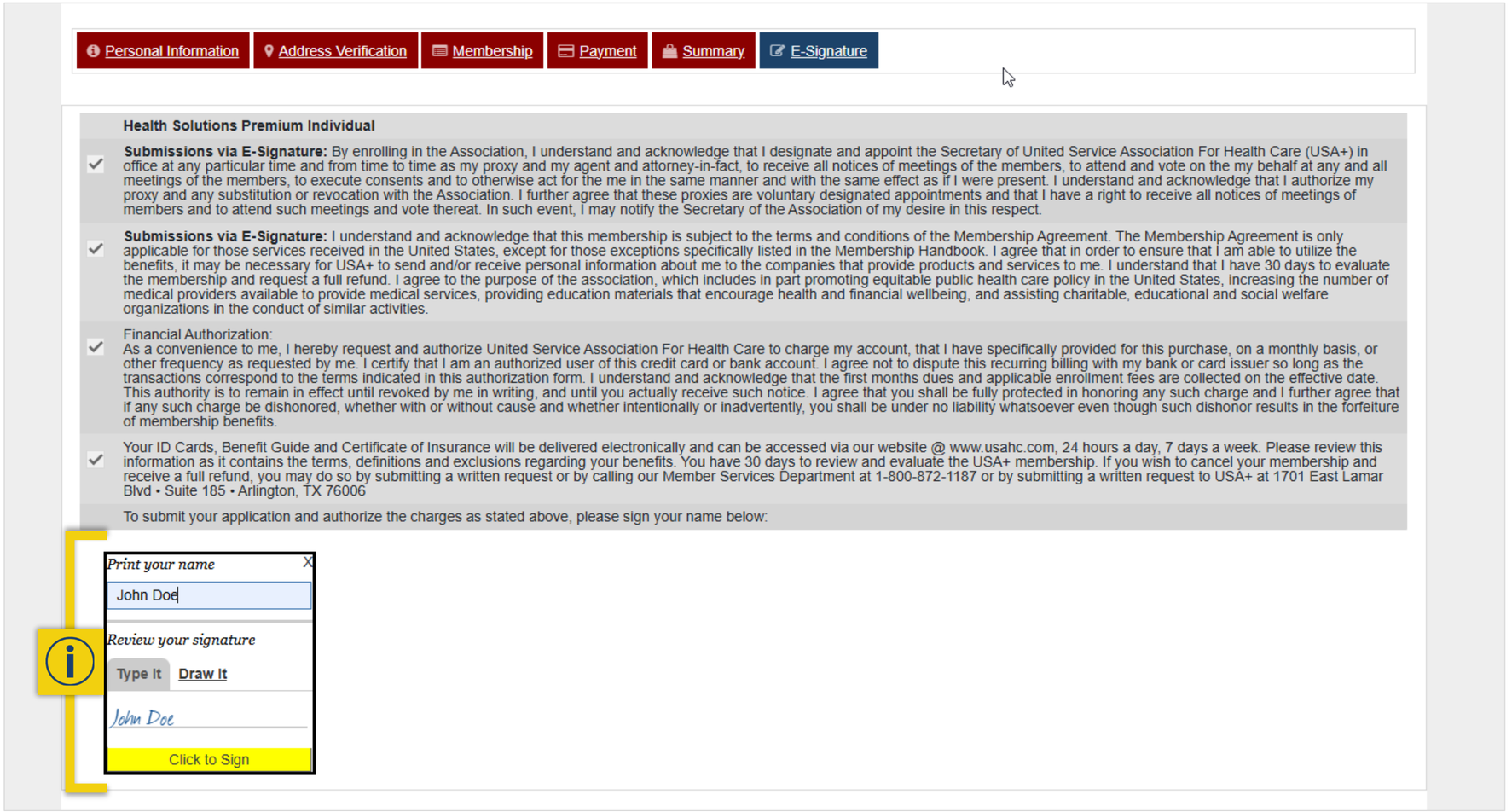
Applicant Walkthrough

- Customer should read authorizations in full and check all boxes to agree, then click on **Click To Sign**.



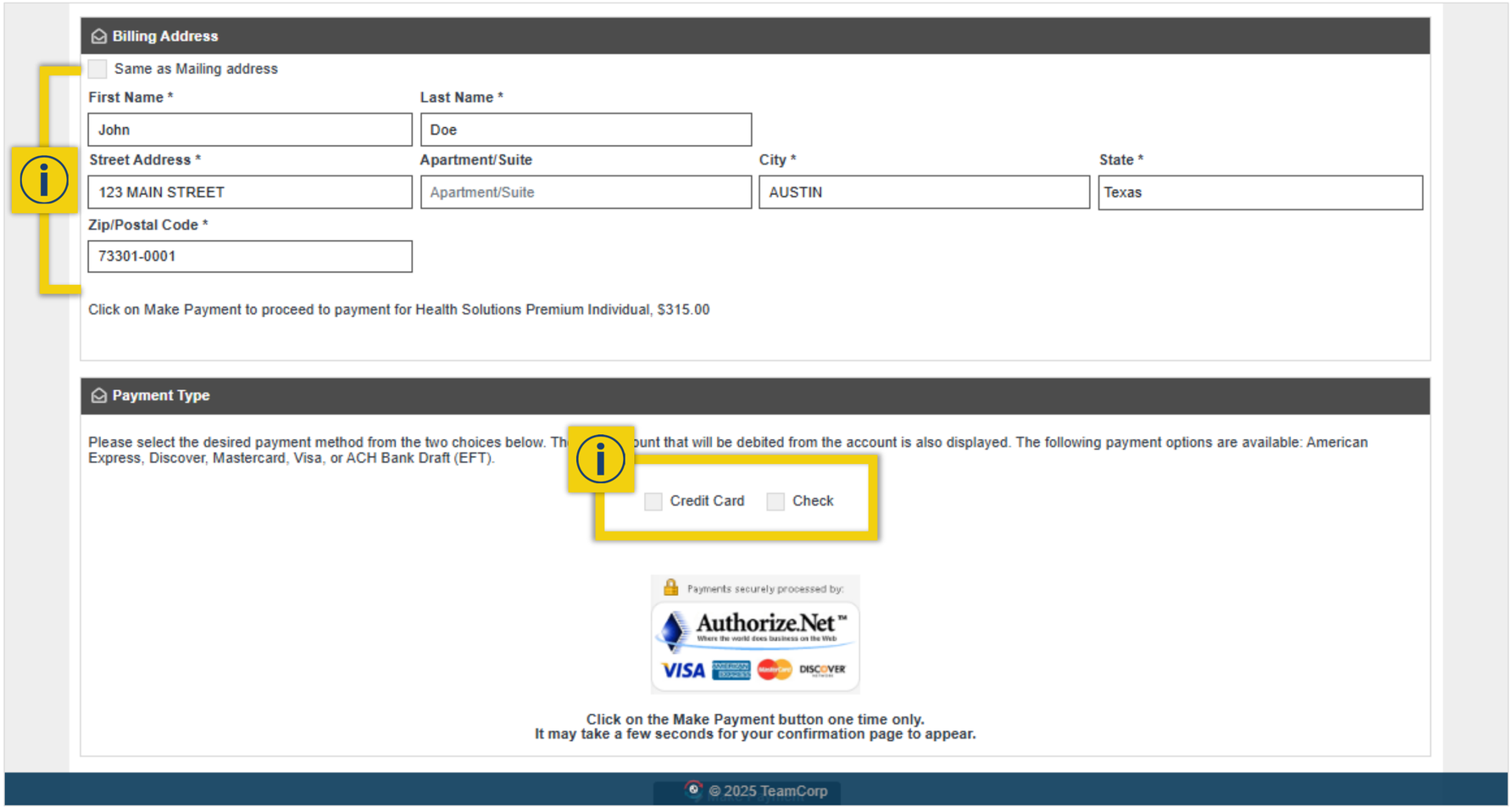
Applicant Walkthrough

- Customer should type name in the signature box, and then click on **Click to Sign** to accept signature.



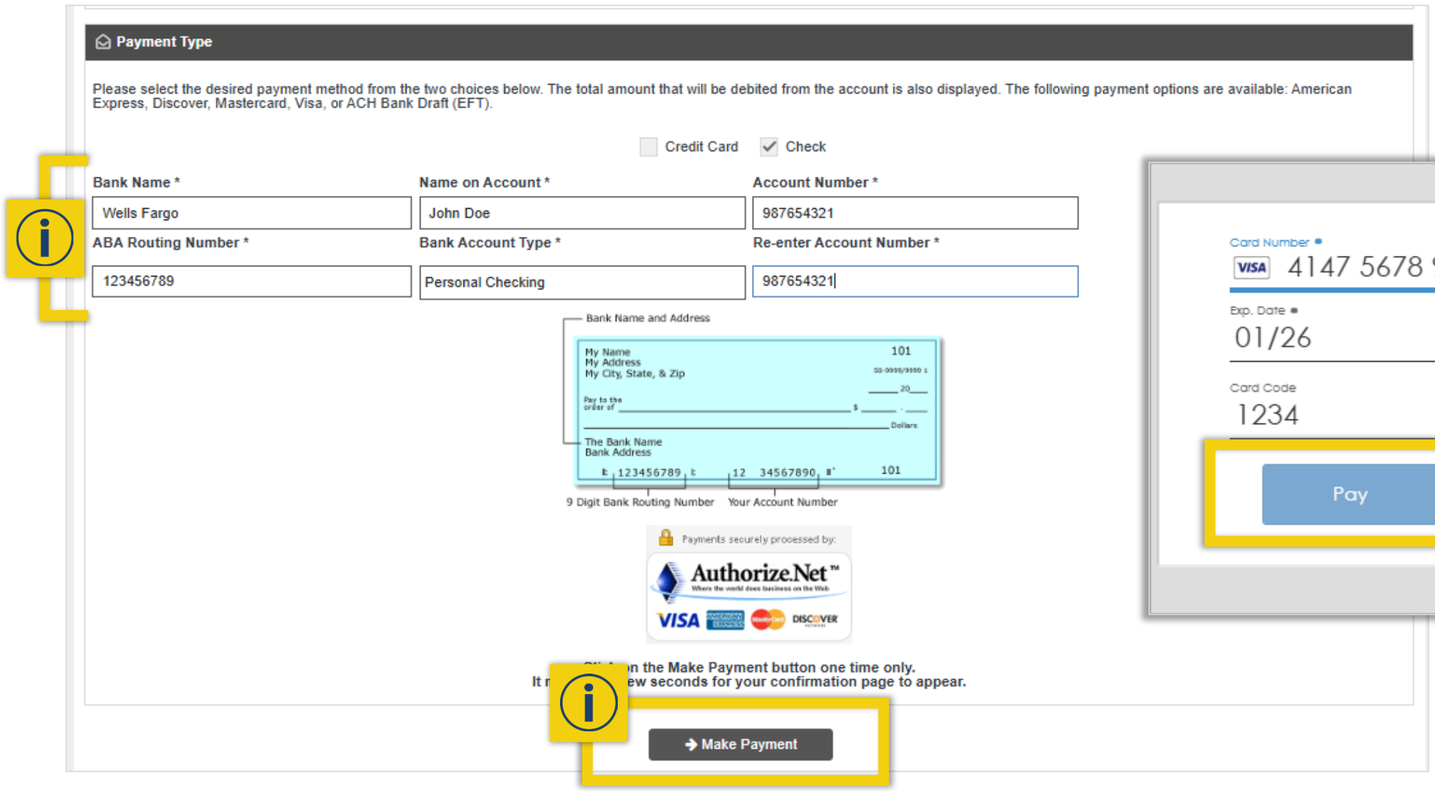
Applicant Walkthrough

- Customer should verify billing address shown is correct, and then check box next to desired form of payment.



Applicant Walkthrough

- Customer should enter required payment information, and then click on **Make Payment/Pay** to complete enrollment.



Applicant Walkthrough

- Customers will receive plan ID in email after enrollment.

First Health Network

Limited Benefit Plan

Group Name:
United Service Association

Plan Name: Health Solutions Elite
Member Name: Sample Member Full Name
Member Number: 012345678
Coverage Type: Member & Spouse
Effective Date: 01/01/2001

Deductible: $2,500 Individual / $5,000 Family
Copay: Preventative $0 | Primary Care $50 | Specialist $100 | Urgent Care $200

This is a Minimum Essential Coverage (MEC) Plan. Pays 100% of Preventative Services as defined by Centers for Medicare and Medicaid Services (CMS).

Members: Please show this card when you or your eligible dependents receive services. If you have any questions regarding claims or prior authorization, please contact (470) 243-2376. If you have any questions regarding benefits, billing, to confirm eligibility or to terminate coverage, please contact 1-800-872-1187.
To locate a provider, please visit www.findvaultproviders.com

d does not guarantee coverage

l patient claims with Member ID and Plan ID number.
garding claims, benefits, prior authorization,or to confirm
(470) 243-2376.

lehealth appointment, please call 1-844-362-2447.

AMPS Admin Services
PO Box 2725
Farmington Hills, MI 48333
Payer ID: VS402

MultiPlan
Specific Services Complementary

QUESTIONS?

- Contact:
  - Agent Support: (877) 228-8773
  - Contracting: contracting@ahcpsales.com
  - USA+ Customer Service: (800) USA-1187