# ENROLLMENT PROCESS For agent use only. Not for distribution to customers.

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# ENROLLMENT PROCESS Agent walkthrough Customer walkthrough



AGENT WALKTHROUGH



- Navigate to <u>https://ahcpagents.usahc.com</u>.
  - Click on Agent Center.



USA+ is committed to the promotion of

Equal Access to Health Care for All Americans.









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



Log In

For contracting information, contact us at contracting@AHCPsales.com for more information.



Agent Center Contract Now

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

6



	Independent Sales Age	nt: Agent Tester	▲ Log Out
CEN			
	Ver -		
	a Section of		
Υ.			
ts By State	nroll		_
		Enable Hid	e 🗹
	Status	н	
	Pending	H	
			_

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



### Please select a state



Indep	endent Sales Agent: Agent Tester Log Out  Agent Center Contract Now  Please select	
MN HA KS OK AR MS X LA	VT MH MA MI PA RI CT NJ DE MD DC TN SC AL GA FL	

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







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



• Enter the required information on the enrollment application. • Click on Continue Enrollment.

	Please fill out as much information as possible and continue to product selection							
	Personal Information							
	Enrollment Agreement Type							
	For Administrative Use Only							
	<ul> <li>e-Signature agreement link sent to customer vi</li> </ul>	a email						
h	Dereonal Information							
	First Name *	MI	last Name *	Suffix				
	First Name	Middle Initial	Last Name					
	Gender *	Date of Birth *	Primary Phone *	Secondary Phone				
	Select	Date of Birth	Primary Phone	Secondary Phone				
	Email Address *	Verify Email Address *	Preferred Language					
	Email Address	Verify Email Address	English					
)	♀ Resident Address							
	Street Address *	Apartment/Suite	City *	State *				
	Street Address	Apartment/Suite	City	Select				
	Zip/Postal Code *							
	Zip/Postal Code							
	Mailing Address							
	Same as resident address	Anartment/Suite	City *	Stata *				
	Street Address	Anartment/Suite		Select				
	Zip/Postal Code *	Aparanonio dallo	Uny Chry					
	Zip/Postal Code							
	-	_						
		*The mai will be used when	shipping the membership welcome kit.					



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





nt Application as possible and continue to product selection	6
City *	State *
AUSTIN	Texas
Continue Enrollment	

- - Click on Continue Enrollment.





## • Click on appropriate membership to begin enrollment process.

• Click on Add to Cart next to selected plan. • Click on Continue Enrollment.

	Personal Int	formation Q Address Verification Membership				
	Select a Me	embership for Enrollment				
	н	lealth Solutions Series				
_		Membership Name	Enrollment Fee	Monthly Dues	1st Month Dues	
Г	Add to Cart	Health Solutions Elite Plus Child	0.00	677.00	677.00	Details
	Add to Cart	Health Solutions Elite Plus Family	0.00	970.00	970.00	Details
	Add to Cart	Health Solutions Elite Plus Individual	0.00	472.00	472.00	Details
	Add to Cart	Health Solutions Elite Plus Spouse	0.00	770.00	770.00	Details
	Add to Cart	Health Solutions Elite Child	0.00	567.00	567.00	Details
	Add to Cart	Health Solutions Elite Family	0.00	799.00	799.00	Details
	Add to Cart	Health Solutions Elite Individual	0.00	405.00	405.00	Details
	Add to Cart	Health Solutions Elite Spouse	0.00	640.00	640.00	Details
	Add to Cart	Health Solutions Premium Child	0.00	423.00	423.00	Details
	Add to Cart	Health Solutions Premium Family	0.00	578.00	578.00	Details
	Add to Cart	Health Solutions Premium Individual	0.00	315.00	315.00	Details
L	Add to Cart	Health Solutions Premium Spouse	<u> </u>	472.00	472.00	Details

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

Personal Information   Address Verification								
🗐 Select a Me	embership for Enrollment							
Health Solutions Series								
	Membership Name		Enrollment Fee	Monthly Dues	1st Month Dues			
Add to Cart	Health Solutions Elite Plus Child		0.00	677.00	677.00	Details		
Add to Cart	Health Solutions Elite Plus Family		0.00	970.00	970.00	Details		
Add to Cart	Health Solutions Elite Plus In ividua	Select Effective Da	ite		472.00	Details		
Add to Cart	Health Solutions Elite Plus Spuse	7/1/2025			770.00	Details		
Add to Cart	Health Solutions Elite Ch	7/15/2025			567.00	Details		
Add to Cart	Health Solutions Elite Family	8/1/2025			799.00	Details		
Add to Cart	Health Solutions Elite Individual			Ok Cancel	405.00	Details		
Add to Cart	Health Solutions Elite Spouse		0.00	640.00	640.00	Details		
Add to Cart	Health Solutions Premium Child		0.00	423.00	423.00	Details		
Add to Cart	Health Solutions Premium Family		0.00	578.00	578.00	Details		
Add to Cart	Health Solutions Premium Individual		0.00	315.00	315.00	Details		
Add to Cart	Health Solutions Premium Spouse		0.00	472.00	472.00	Details		
		"D Return	<b>→</b> Co	ntinue Enrollment				

 $\square$ 

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





## **Enrollment Application**

		x
	08/01/2025	
	\$315.00	
	\$315.00	
	\$0.00	
	\$315.00	
	\$315.00	
	\$315.00	
Continue Enrollment		
enrolling on our website please	call 🕓 800-872-1187	

## • Read agent acknowledgment box, and check box to agree.

Personal Information	ation Q Address Verification Membership Payment	
🛱 Shopping Cart		
Health Solutions P	Premium Individual	
Effective Date		08/01/2025
Initial Month Dues		\$315.00
Recurring Monthly [	Dues	\$315.00
One-time Enrollmer	nt Fee	\$0.00
Today's Subtotal		\$315.00
Today's Grand Tot	tal	\$315.00
Total Monthly Due	es Thereafter	\$315.00
Your Information	n	
Name	John Doe	
Address	123 MAIN STREET	
Phone	(555) 555-5555	
Email	allison.dobbs@ngic.com	
Date of Birth	1/1/1985	
Gender	Male	



🖄 Membership Effective Date

month's dues and applicable enrollment fees are collected on the effective date. I agree that I have and the member understands and acknowl

> Click on the Submit button one time only. It may take a few seconds for your confirmation page to appear.

The customer will receive an email link to an e-signature document to complete the enrollment.





Send E-Signature Link

## • Click on Send E-Signature Link to email customer.

Personal Informat	tion Q Address Verification Membership Payment Summary			
🐂 Shopping Cart				
Health Solutions Pr	remium Individual			
Effective Date		08/01/2025		
Initial Month Dues		\$315.00		
Recurring Monthly D	ues	\$315.00		
One-time Enrollment	Fee	\$0.00		
Today's Subtotal	oday's Subtotal \$315.00			
Today's Grand Tota	1	\$315.00		
Total Monthly Dues	Thereafter	\$315.00		
Your Information				
Name	John Doe			
Address	123 MAIN STREET			
Phone	(555) 555-5555			
Email	allison.dobbs@ngic.com			
Date of Birth	1/1/1985			
Gender	Male			

### 🖄 Membership Effective Date

I agree that I have explained to the member, and the member understands and acknowledges, that the first month's dues and applicable enrollment fees are collected on the effective date.





Click on the Submit button one time only. It may take a few seconds for your confirmation page to appear.

I link to an e-signature document to complete the enrollment.

Send E-Signature Link

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



## **Enrollment Application**

he pre-enrollment is complete and a link to the e-signature agreement has been sent to the customer. Invoice Summary
Summary
Summary
E-Signature

56000127		
08/01/2025		
08/01/2025		
09/01/2025		
\$315.00		
\$315.00		
\$0.00		
\$315.00		
\$315.00		

**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.





United Service Association For Healthcare Complete your USA+ enrollment Welcome to ited Service Association For Health Care Thank you for your Application!



• After opening the email, customer should click on the "Click

### Complete your USA+ enrollment



United Service Association For Healthcare <info@usahc.com>

# Thank you for your Application!

Dear John,

We received your request for membership in USA+ and coverage under the "Health Solutions Premium Individual" plan. You are one click from enjoying the privileges of USA+ membership! To complete the enrollment process and sign your application electronically Click Here. membership will be effective after you have signed and your initial payment has been processed.

Thank you and we look forward to serving you!

# Here" link to open enrollment application in internet browser.



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

		Authorize.net			Enro	llmer
				ŀ	Verify your	<sup>,</sup> informatic enrollee's ir
		Personal Information	Address Verification	Membership	Payment	🚔 <u>Sum</u> r
		`Ħ Shopping Cart				
~5		Health Solutions Premiur	m Individual			
		Effective Date				
		Initial Month Dues				
		Recurring Monthly Dues				
		One-time Enrollment Fee				
		Today's Subtotal				
		Today's Grand Total				
		Total Monthly Dues There	eafter			
	Т	Your Information				
		Name	John Doe			
		Address	123 MAIN STREET			
		Phone	(555) 555-5555			
		Email	allison.dobbs@ngic.o	com		
		Date of Birth	1/1/1985			
		Gender	Male			
	-			It	a may	n the Subi seconds fo

### nt Application

### on and submit the enrollment

nformation entered is displayed below.

<u>nary</u>

08/01/2025	
\$315.00	
\$315.00	
\$0.00	
\$315.00	
\$315.00	
\$315.00	

nit button one time only. r your confirmation page to appear.

Sign Agreement

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



### Enrollment Application

E-Signature

Submissions via E-Signature: By enrolling in the Association, I understand and acknowledge that I designate and appoint the Secretary of United Service Association For Health Care (USA+) in office at any particular time and from time to time as my proxy and my agent and attorney-in-fact, to receive all notices of meetings of the members, to attend and vote on the my behalf at any and all meetings of the members, to execute consents and to otherwise act for the me in the same manner and with the same effect as if I were present. I understand and acknowledge that I authorize my proxy and any substitution or revocation with the Association. I further agree that these proxies are voluntary designated appointments and that I have a right to receive all notices of meetings of

Submissions via E-Signature: I understand and acknowledge that this membership is subject to the terms and conditions of the Membership Agreement. The Membership Agreement is only applicable for those services received in the United States, except for those exceptions specifically listed in the Membership Handbook. I agree that in order to ensure that I am able to utilize the benefits, it may be necessary for USA+ to send and/or receive personal information about me to the companies that provide products and services to me. I understand that I have 30 days to evaluate the membership and request a full refund. I agree to the purpose of the association, which includes in part promoting equitable public health care policy in the United States, increasing the number of medical providers available to provide medical services, providing education materials that encourage health and financial wellbeing, and assisting charitable, educational and social welfare

As a convenience to me, I hereby request and authorize United Service Association For Health Care to charge my account, that I have specifically provided for this purchase, on a monthly basis, or other frequency as requested by me. I certify that I am an authorized user of this credit card or bank account. I agree not to dispute this recurring billing with my bank or card issuer so long as the transactions correspond to the terms indicated in this authorization form. I understand and acknowledge that the first months dues and applicable enrollment fees are collected on the effective date. This authority is to remain in effect until revoked by me in writing, and until you actually receive such notice. I agree that you shall be fully protected in honoring any such charge and I further agree that if any such charge be dishonored, whether with or without cause and whether intentionally or inadvertently, you shall be under no liability whatsoever even though such dishonor results in the forfeiture

Your ID Cards, Benefit Guide and Certificate of Insurance will be delivered electronically and can be accessed via our website @ www.usahc.com, 24 hours a day, 7 days a week. Please review this information as it contains the terms, definitions and exclusions regarding your benefits. You have 30 days to review and evaluate the USA+ membership. If you wish to cancel your membership and receive a full refund, you may do so by submitting a written request or by calling our Member Services Department at 1-800-872-1187 or by submitting a written request to USA+ at 1701 East Lamar

If you are experiencing technical difficulties while enrolling on our website, please call 🕓 800-872-1187

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

	Health Solutions Premium Individual
~	Submissions via E-Signature: By enrolling in the Association, I understand and acknowledge that I designate and appoint the Secretary of United Service Association For Health Care (USA+) in office at any particular time and from time to time as my proxy and my agent and attorney-in-fact, to receive all notices of meetings of the members, to attend and vote on the my behalf at any and all meetings of the members, to execute consents and to otherwise act for the me in the same manner and with the same effect as if I were present. I understand and acknowledge that I authorize my proxy and any substitution or revocation with the Association. I further agree that these proxies are voluntary designated appointments and that I have a right to receive all notices of meetings of the Association of my desire in this respect.
~	Submissions via E-Signature: I understand and acknowledge that this membership is subject to the terms and conditions of the Membership Agreement. The Membership Agreement is only applicable for those services received in the United States, except for those exceptions specifically listed in the Membership Handbook. I agree that in order to ensure that I am able to utilize the benefits, it may be necessary for USA+ to send and/or receive personal information about me to the companies that provide products and services to me. I understand that I have 30 days to evaluate the membership and request a full refund. I agree to the purpose of the association, which includes in part promoting equitable public health care policy in the United States, increasing the number of medical providers available to provide medical services, providing education materials that encourage health and financial wellbeing, and assisting charitable, educational and social welfare organizations in the conduct of similar activities.
~	Financial Authorization: As a convenience to me, I hereby request and authorize United Service Association For Health Care to charge my account, that I have specifically provided for this purchase, on a monthly basis, or other frequency as requested by me. I certify that I am an authorized user of this credit card or bank account. I agree not to dispute this recurring billing with my bank or card issuer so long as the transactions correspond to the terms indicated in this authorization form. I understand and acknowledge that the first months dues and applicable enrollment fees are collected on the effective date. This authority is to remain in effect until revoked by me in writing, and until you actually receive such notice. I agree that you shall be fully protected in honoring any such charge and I further agree that if any such charge be dishonored, whether with or without cause and whether intentionally or inadvertently, you shall be under no liability whatsoever even though such dishonor results in the forfeiture of membership benefits.
~	Your ID Cards, Benefit Guide and Certificate of Insurance will be delivered electronically and can be accessed via our website @ www.usahc.com, 24 hours a day, 7 days a week. Please review this information as it contains the terms, definitions and exclusions regarding your benefits. You have 30 days to review and evaluate the USA+ membership. If you wish to cancel your membership and receive a full refund, you may do so by submitting a written request or by calling our Member Services Department at 1-800-872-1187 or by submitting a written request to USA+ at 1701 East Lamar Blvd • Suite 185 • Arlington, TX 76006
	To submit your application and authorize the charges as stated above, please sign your name below:
1	Print your name X
	John Doe
_	
٦ť	Review your signature
	Type It Draw It

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

	🛆 Billing Address						
Same as Mailing address							
	First Name *	Last Name *					
	John	Doe					
	Street Address *	Apartment/Suite	City *	State *			
	123 MAIN STREET	Apartment/Suite	AUSTIN	Texas			
Т	Zip/Postal Code *	·	,				
	73301-0001						
	Click on Make Payment to proceed to payment for Health Solutions Premium Individual, \$315.00						
	Please select the desired payment method from the two choices below. The punt that will be debited from the account is also displayed. The following payment options are available: American Express, Discover, Mastercard, Visa, or ACH Bank Draft (EFT).						
	Payments securely processed by:						
	It may take a few seconds for your confirmation page to appear.						





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

8
78 9012 3456
0 /012 0400
Cancel POWERED BY Authorize.Net
7

• Customers will receive plan ID in email after enrollment.



### Limited Benefit Plan

Group Name: De United Service Association Co				
Plan Name:	Health Solutions Elite			
Member Name:	Sample Member Full Nan	ne		
Member Number:	012345678			
Coverage Type:	Member & Spouse			
Effective Date:	01/01/2001			

ductible: \$2,500 Individual / ay: Preventative \$0 | Prima Specialist \$100 | Urgen

This is a Minimum Essential Coverage (MEC) Plan. Pays 100% of Preventative 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 regarding claims or prior authorization, please contact (470) 243-2376. If you have any questions rega benefits, billing, to confirm eligibility or to terminate coverage, please contact 1-800-872-1187. To locate a provider, please visit www.findvaultproviders.com

> AIVIPS Admin Se PO Box 2725 Farmington Hi Payer ID: VS402

Network	
\$5,000 Family ry Care \$50   t Care \$200	
	d does not guarantee coverage
Services as	I patient claims with Member ID and Plan ID number. garding claims, benefits, prior authorization,or to confirm (470) 243-2376.
any questions rding	ehealth appointment, please call 1-844-362-2447.
ervices	
11s, MI 48333 2	



# QUESTIONS?

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

