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 Agent:	Agent Tester 🔒 L	og Out
CEN	IER		
	Visite P		
	1 Swell		
s By State E	nroll		1
	Fairesterns	Enable Hide 🗹	
	Status Pending	н	
	Pending	Н	

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







Indep	Dendent Sales Agent: Agent Tester Log Out	
MN HA HA KS MO OK AR MS X LA	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				
	 e-Signature agreement link sent to customer vi 	a email			
h	Personal Information				
		MI	Last Name *	Suffix	
	First Name	Middle Initial	Last Name		
	Gender *		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 Street Address *	Apartment/Suite	City *	State *	
	Street Address	Apartment/Suite	City	Select	
	Zip/Postal Code *	Aparanonio dallo	Uny Chry		
	Zip/Postal Code				
	-	_			
		*The mai will be used when	shipping the membership welcome kit.		
		→ Continue	Enrollment		



- 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.

🗐 Select a N	lembership for Enrollment				
	Health Solutions Series				
	Membership Name	Enroliment Fee	Monthly Dues	1st Month Dues	
Add to Cart	Health Solutions Elite Plus Child	0.00	677.00	677.00	D
Add to Cart	Health Solutions Elite Plus Family	0.00	970.00	970.00	D
Add to Cart	Health Solutions Elite Plus Individual	0.00	472.00	472.00	D
Add to Cart	Health Solutions Elite Plus Spouse	0.00	770.00	770.00	D
Add to Cart	Health Solutions Elite Child	0.00	567.00	567.00	D
Add to Cart	Health Solutions Elite Family	0.00	799.00	799.00	D
Add to Cart	Health Solutions Elite Individual	0.00	405.00	405.00	D
Add to Cart	Health Solutions Elite Spouse	0.00	640.00	640.00	D
Add to Cart	Health Solutions Premium Child	0.00	423.00	423.00	D
Add to Cart	Health Solutions Premium Family	0.00	578.00	578.00	D
Add to Cart	Health Solutions Premium Individual	0.00	315.00	315.00	D

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

Personal Information Address Verification Membership						
Select a Membership 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 Date)		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	1	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

 \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		
e enrolling on our website please call	800-872-1187	

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

🗑 Shopping Cart		
Health Solutions Pre	emium Individual	
Effective Date		08/01/2025
Initial Month Dues		\$315.00
Recurring Monthly Du	les	\$315.00
One-time Enrollment	Fee	\$0.00
Today's Subtotal		\$315.00
Today's Grand Total		\$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

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

> 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.

🐂 Shopping Cart		
Health Solutions Pre	emium Individual	
Effective Date		08/01/2025
Initial Month Dues		\$315.00
Recurring Monthly Du	les	\$315.00
One-time Enrollment	Fee	\$0.00
Today's Subtotal		\$315.00
Today's Grand Total		\$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	

🖄 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

5	\$315.00
9	\$315.00
9	\$0.00
9	\$315.00
9	\$315.00
(09/01/2025
(08/01/2025
0	08/01/2025
5	56000127

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	
		Personal Information	Address Verification	Membership	Payment	🚔 <u>Sum</u> r
		`Ħ Shopping Cart				
3		Health Solutions Premiur	m Individual			
		Effective Date				
		Initial Month Dues				
		Recurring Monthly Dues				
		One-time Enrollment Fee				
		Today's Subtotal				
		Today's Grand Total				
	(i)	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		on 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
Г	Zip/Postal Code *			
	73301-0001			
	Click on Make Payment to proceed to payment for			
	Payment Type			
	Please select the desired payment method from the two choices below. The Express, Discover, Mastercard, Visa, or ACH Bank Draft (EFT).			
	Payments securely processed by: Authorize.Net Wirer the world deea business on the Web VISA END DISCOVER Click on the Make Payment button one time only. 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.

Payment Type	from the two obvious below. The total amount that w	will be debited from the account is also displayed. The fo	llewing payment options are available. American	
Express, Discover, Mastercard, Visa, or ACH	H Bank Draft (EFT).		lowing payment options are available. American	
	Crec	dit Card 🗹 Check		
Bank Name *	Name on Account *	Account Number *		8
Wells Fargo	John Doe	987654321		
ABA Routing Number *	Bank Account Type *	Re-enter Account Number *		10.2454
123456789	Personal Checking	987654321	VISA 4147 5678 90	12 3436
	🔒 Pa	101 50-0938/9380 1 20 \$ Dollars	Exp. Date * 01/26 Card Code 1234 Pay	Cancel
	It r r r ew secon	A www.executer executer execut		

• Customers will receive plan ID in email after enrollment.



Limited Benefit Plan

Group Name: De United Service Association Cop		
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

> AMPS 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
	I patient claims with Member ID and Plan ID number. garding claims, benefits, prior authorization,or to confirm : (470) 243-2376.
any questions rding	lehealth 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

