


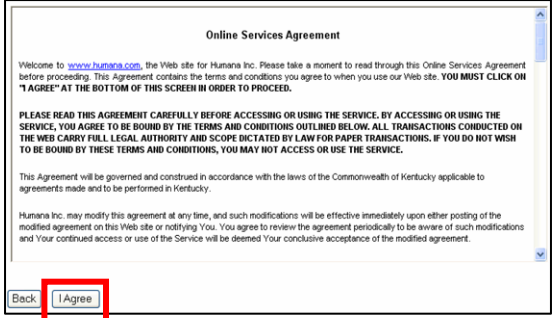
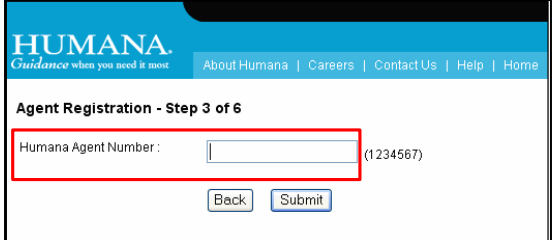
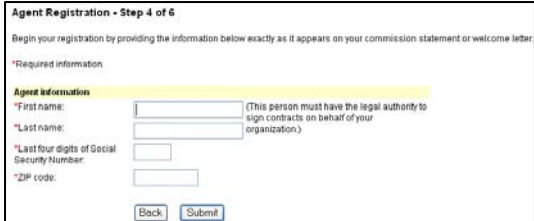


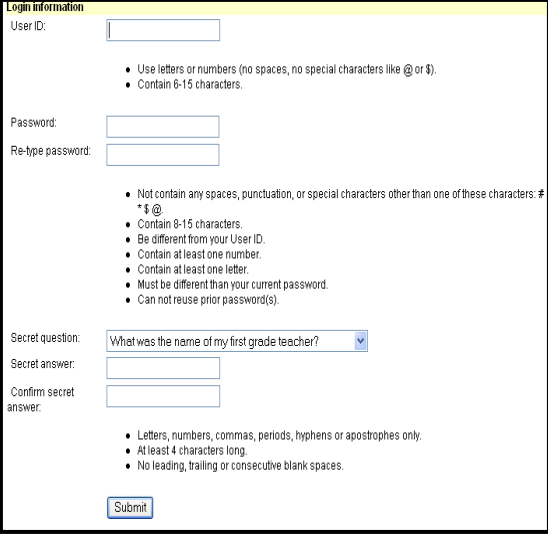
How to Register on the Humana Agent Portal

Print this document as reference.

For assistance call your dedicated Humana Medicare Agent Support. If you do not know the number, call 800-320-2631 for direction to the appropriate number.

Step	Action	What You Will See
1	<p>If you do not have a Humana Agent Portal Username and Password</p> <p>From your computer, go to www.humana.com</p>	
2	<p>Click on the Agents tab.</p>	
3	<p>Click Register for Self-Service</p>	

Step	Action	What You Will See
4	<p>You will receive two separate Online Agreements – scroll thru, read the information and click I Agree, if you accept.</p>	
5	<p>You will need your Humana Agent Number to register.</p> <p>This is found in your Humana Welcome Letter packet.</p> <p>Not sure? Call the Agency Support line at 800-320-2631.</p>	
6	<p>The system will prompt you to register your information</p> <p>Remember to enter the information as it appears on your Welcome letter.</p> <p>Misplaced your letter? Hints for registering: use your proper name, not a nick name – ZIP: Use office zip</p>	

Step	Action	What You Will See
7	<p>The system will prompt you to create a User ID: and Password.</p> <p>Make sure it is something you will remember.</p> <p>Follow the information on page and fill in all the fields.</p> <p>Click:</p> <ul style="list-style-type: none"> • <u>Submit</u> <p>Remember this User ID and Password. You will need them whenever you access Humana's Agent Portal.</p>	 <p>Login information</p> <p>User ID: <input type="text"/></p> <ul style="list-style-type: none"> • Use letters or numbers (no spaces, no special characters like @ or \$). • Contain 6-15 characters. <p>Password: <input type="text"/></p> <p>Re-type password: <input type="text"/></p> <ul style="list-style-type: none"> • Not contain any spaces, punctuation, or special characters other than one of these characters: # * \$ @ • Contain 8-15 characters. • Be different from your User ID. • Contain at least one number. • Contain at least one letter. • Must be different than your current password. • Can not reuse prior password(s). <p>Secret question: <input type="text" value="What was the name of my first grade teacher?"/></p> <p>Secret answer: <input type="text"/></p> <p>Confirm secret answer: <input type="text"/></p> <ul style="list-style-type: none"> • Letters, numbers, commas, periods, hyphens or apostrophes only. • At least 4 characters long. • No leading, trailing or consecutive blank spaces. <p><input type="button" value="Submit"/></p>