eContract Guide

Onboarding Invitations

Types of Invitations

Full Assignment Invitation

- Hierarchy and commission assignments are locked to one entity. The broker will need a release letter from that entity in order to be released (change Upline/assignment of commissions).

The invitation will include the following:

- The Name of the ***UPLINE*** inviting the broker to contract
- The ***Hyperlink*** to our Onboarding website
- ***User Name:*** will be the email address that the invitation was sent to
- ***Password:*** will be included in the email invitation
- ***Domain:*** Comprehensive

Non Assignment Invitation

- Broker can assign commissions to whomever and submit Hierarchy/Upline change requests at any time.

The invitation will include the following:

- The Name of the ***UPLINE*** inviting the broker to contract
- The ***Hyperlink*** to our Onboarding website
- ***User name:*** will be the email address that the invitation was sent to
- ***Password:*** will be included in the email invitation
- ***Domain:*** Comprehensive

Full Assignment Invitation

- Clicking the hyperlink in the invitation will direct you to the onboarding site

Dear Test Test,

You are invited to complete a contract from WellCare FMO with WellCare Health Plans, Inc. under a Full Assignment Model where your commission assignment will remain assigned to WellCare FMO T as long as you are under WellCare FMO.

Please click the link below to access your eContract:

https://social.webcomserver.com/wpm/mt/comprehensive/projects/onbd/pob-100487

Your user credentials:

USERNAME fmotesting@gmail.com PASSWORD WellCare1

Important! Please ensure **comprehensive** is always entered/displayed in the Domain field on the login page to identify you as a WellCare user.

Note: All mandatory fields must be completed prior to submission.

Contracts can take up to 24 hours from submission to process. Please contact your local District Sales Manager or call Agent Services at 866-822-1339.

Thank you for your interest in WellCare!

Regards,

WellCare Sales Support

Non Assignment Invitation

- Clicking the hyperlink in the invitation will direct you to the onboarding site

Dear TEST ONE,

You are invited to complete a contract with WellCare Health Plans, Inc. Please click the link below to access your eContract:

https://uat.webcomserver.com/wpm/mt/comprehensive/projects/onbd/pob-1406

Your user credentials:

USERNAME: fmotesting@gmail.com PASSWORD: WellCare1

Note: All mandatory fields must be completed prior to submission.

Contracts can take up to 24 hours from submission to process. Please contact your local District Sales Manager or call Producer Services at 866-822-1339.

Thank you for your interest in WellCare!

Regards,

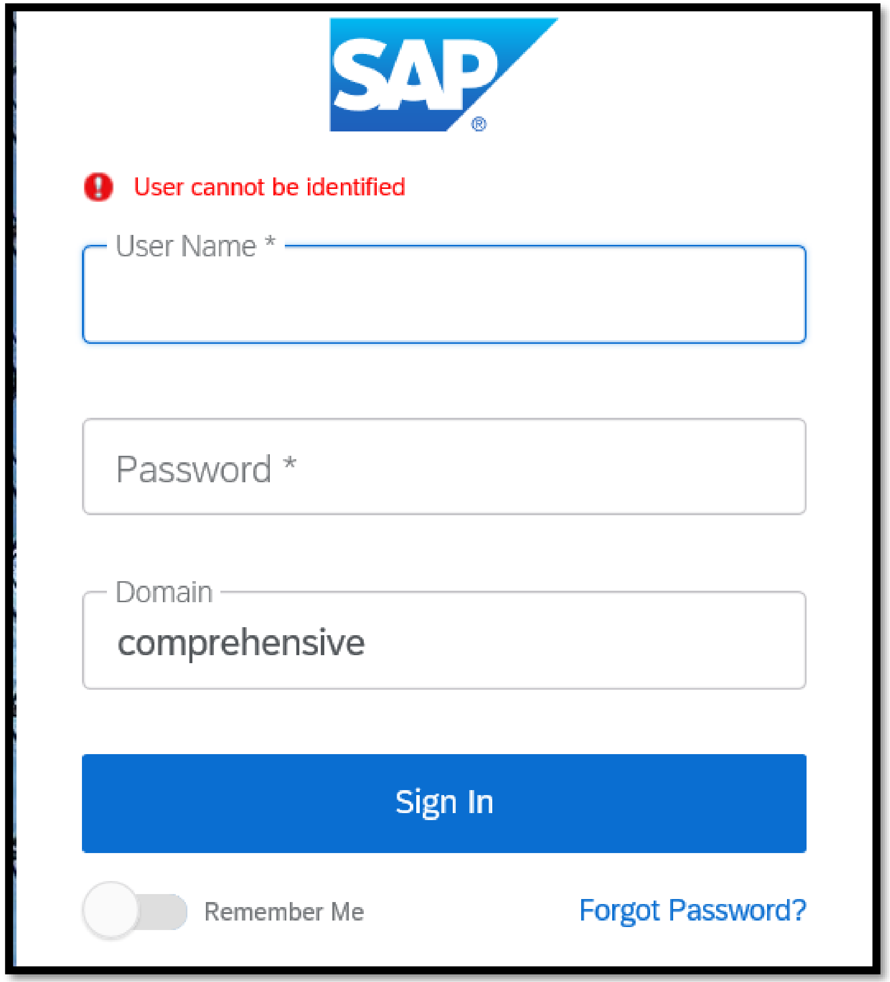
WellCare Sales Support

Accessing Workflow

Profile Set Up

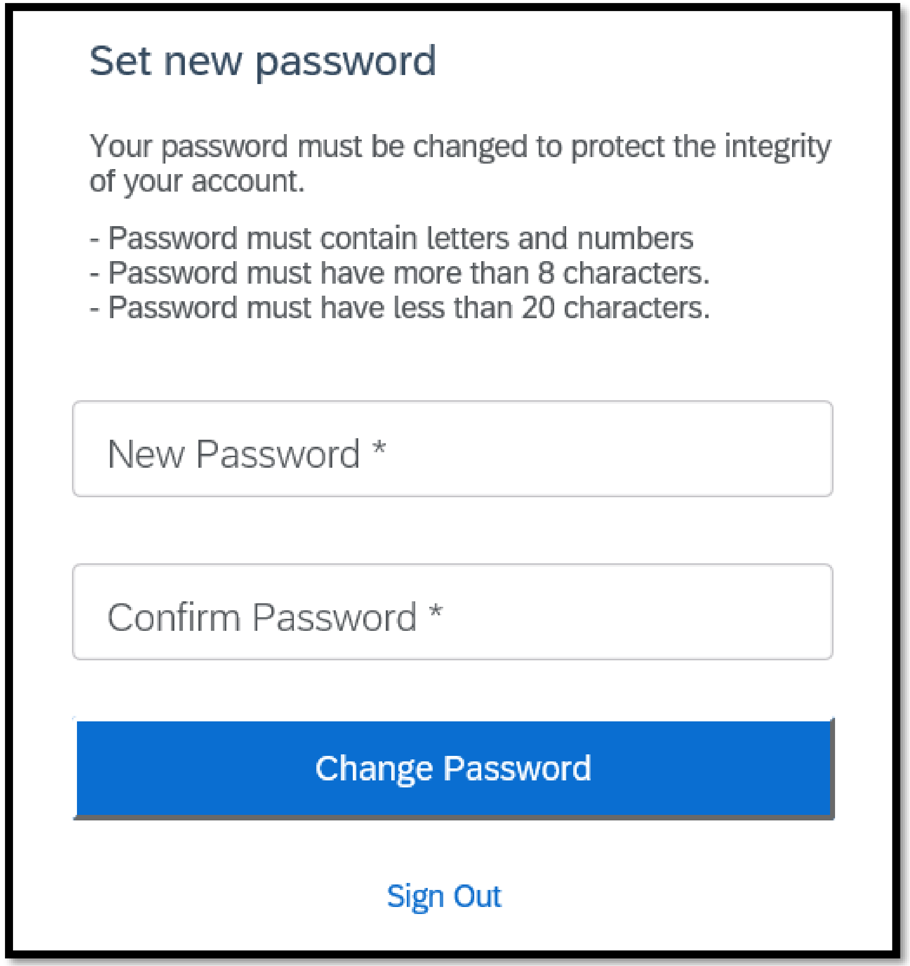
Workflow Login

- **User Name:** email must be in lower case
- **Password:** Temporary password is provided in the email invitation
- **Domain:** comprehensive



Creating a Permanent Password

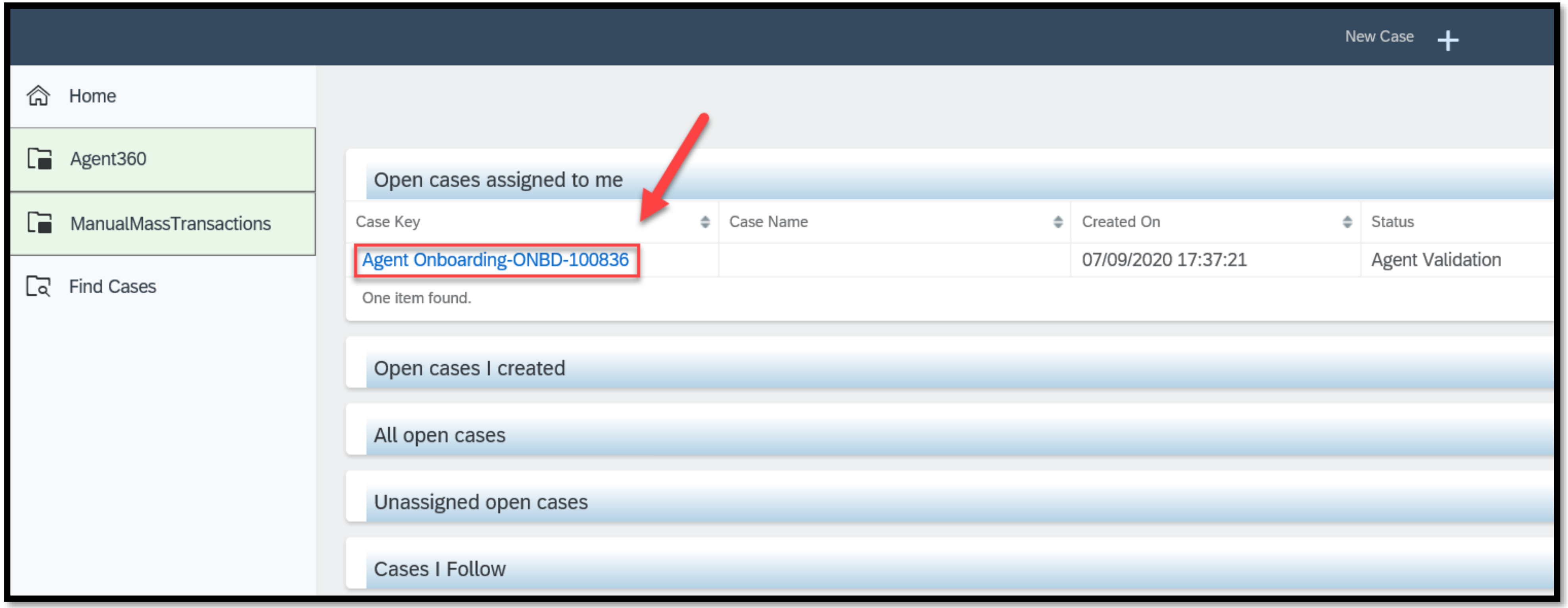
- Complete both fields and click **Change Password**



Accessing the eContract

Begin Onboarding Process

Once logged in, ***Open cases assigned to me*** will include the contract package that was sent. **Click the Agent Onboarding link to get started.**



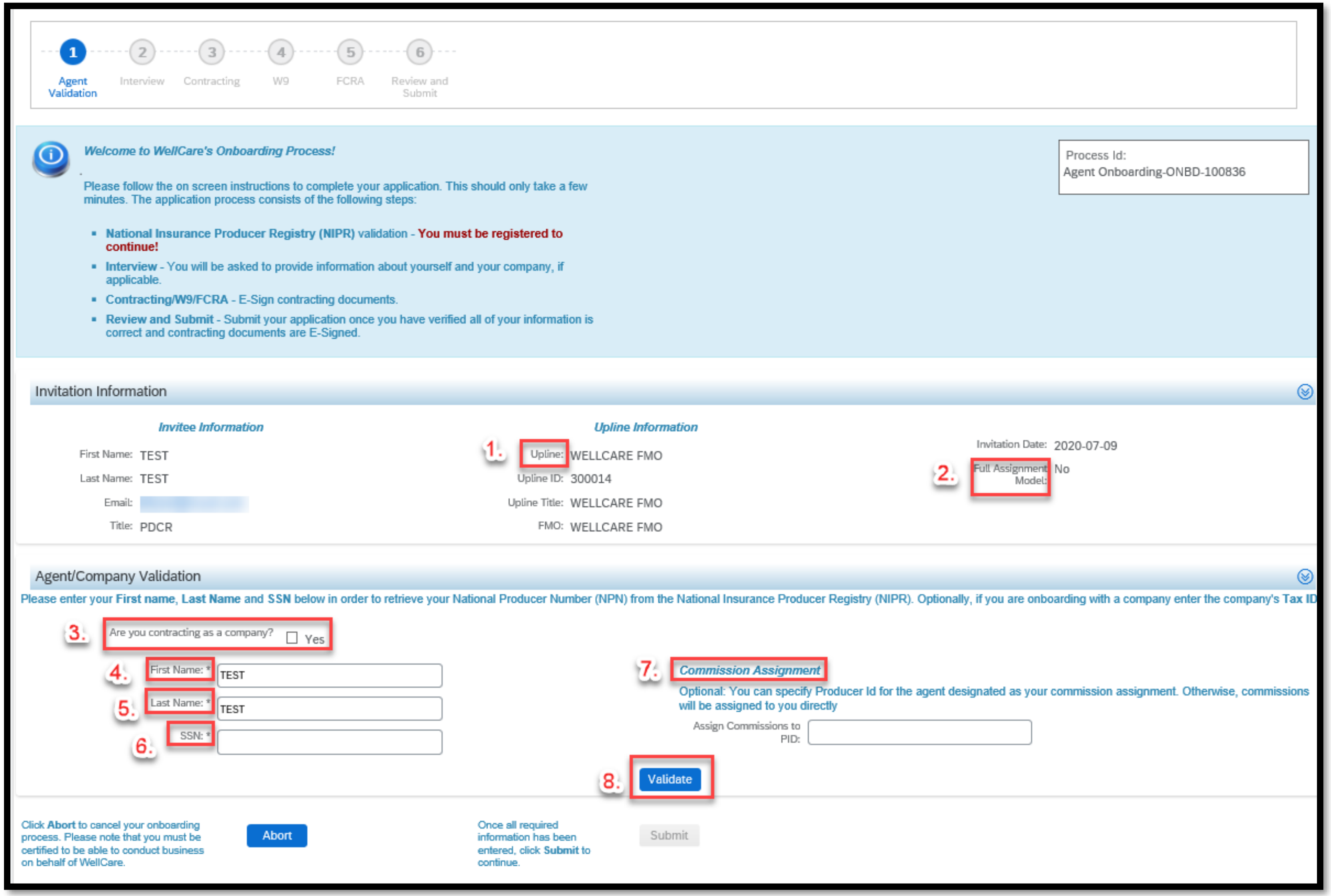
CENTENE Corporation

Completing a Non Assignment eContract

Non Assignment Contract

Agent Validation Screen

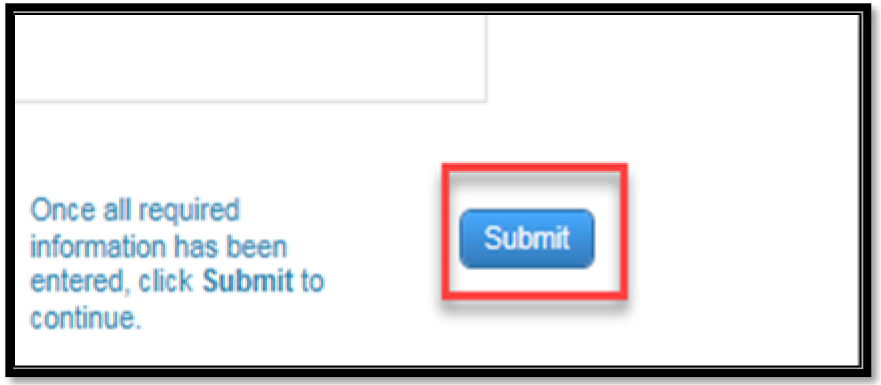
1. Upline Name
2. Full Assignments (No)
3. If you are contracting as a company, click the Yes checkbox. If you are not contracting as a company, leave blank
4. First name will be prepopulated from invitation
5. Last name will be prepopulated from invitation
6. Enter your Social Security Number
7. Only fill out if you intend to assign your commissions to a different entity
8. Once you have completed all the above, click **Validate**

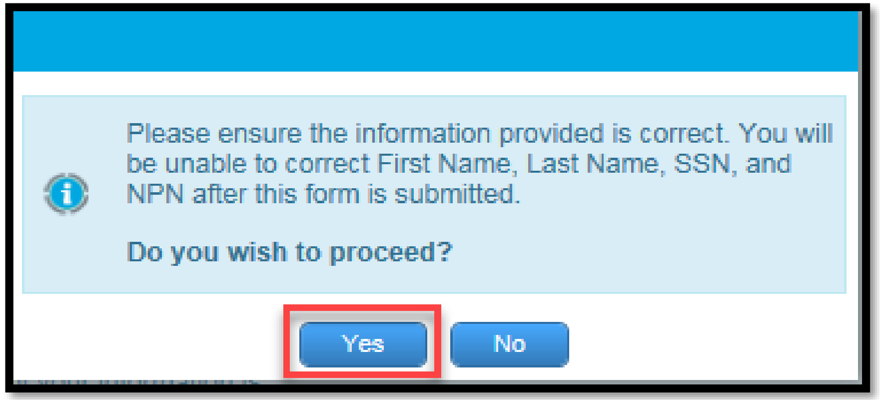


Non Assignment Contract

Agent Validation Screen

- Once information is validated with NIPR, click **Submit** to proceed
- A pop up will appear asking if you would like to proceed, click **Yes**

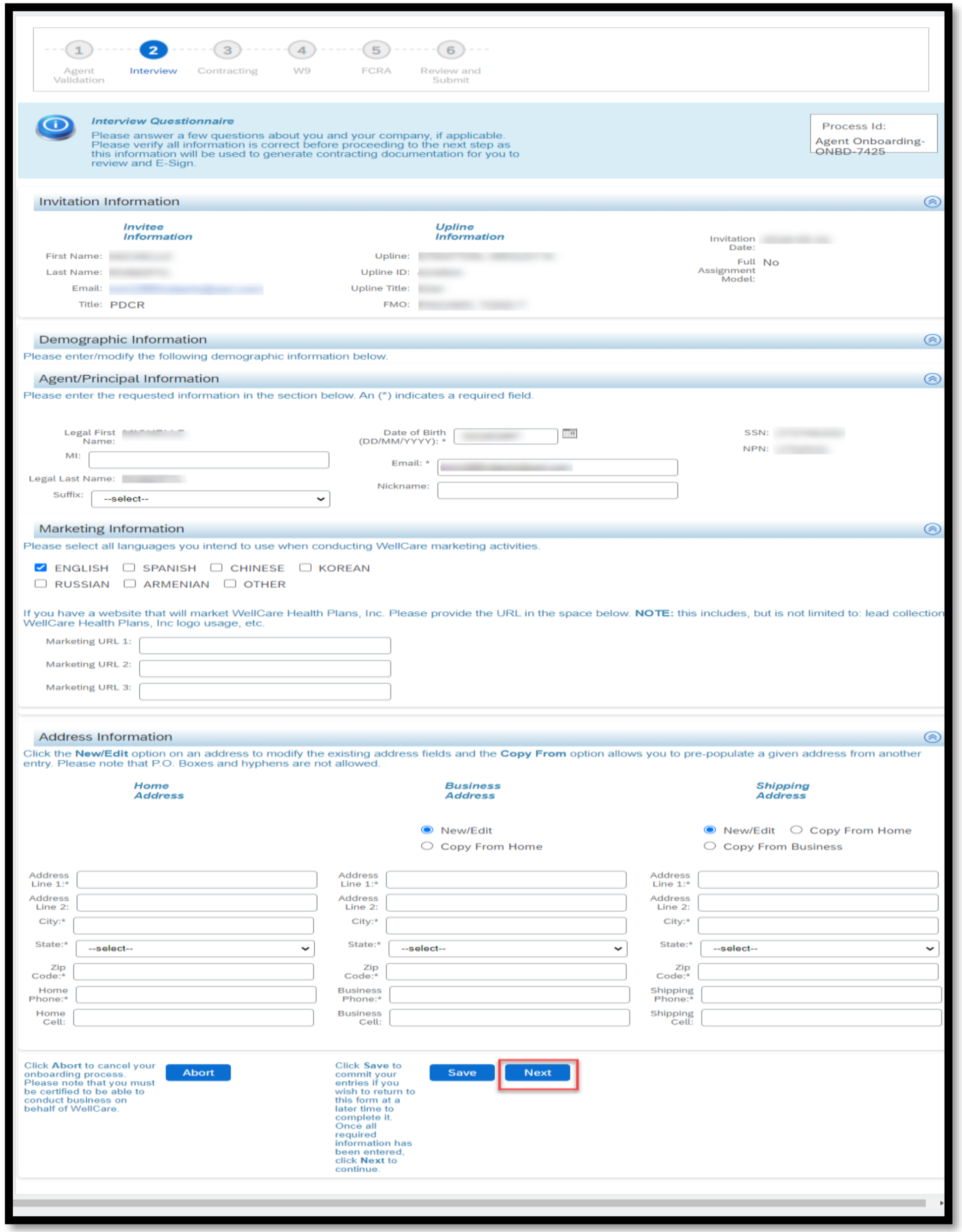




Non Assignment Contract

Interview Screen

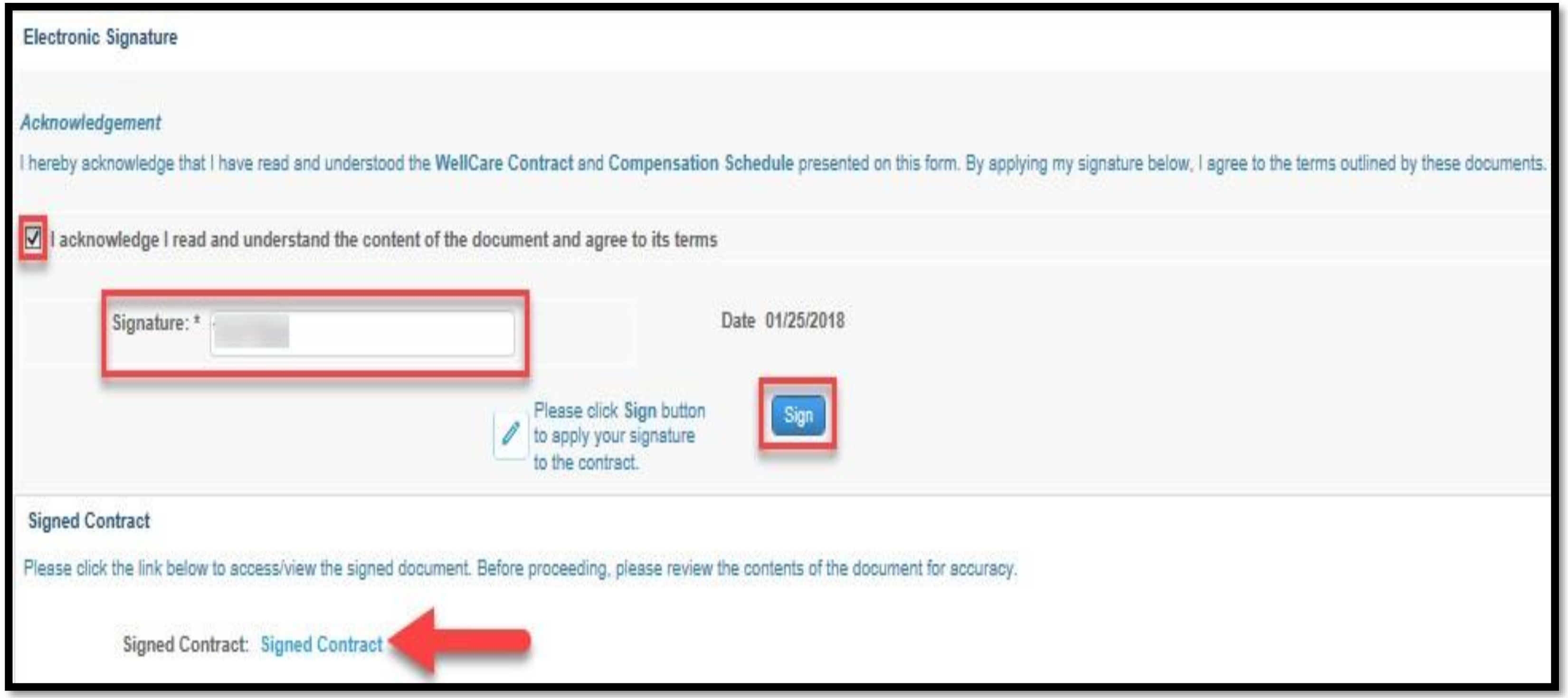
- Complete the required fields within the broker interview screen that are not prepopulated, as indicated with asterisks
- Principal/Hierarchy information will be pre-populated with the information from the contracting invite
- Brokers re-contracting with Centene, who formerly contracted with their company, need to ensure the auto populated legal name of the company is accurate
- Phone number fields are numeric ONLY
- P.O. Box will not be accepted in the address lines
- Once all fields are completed click **Next**



Non Assignment Contract

Contracting

- After reviewing the agreements, check the Acknowledgement box to agree to the terms of the contract, and enter your name in the **Signature** field.

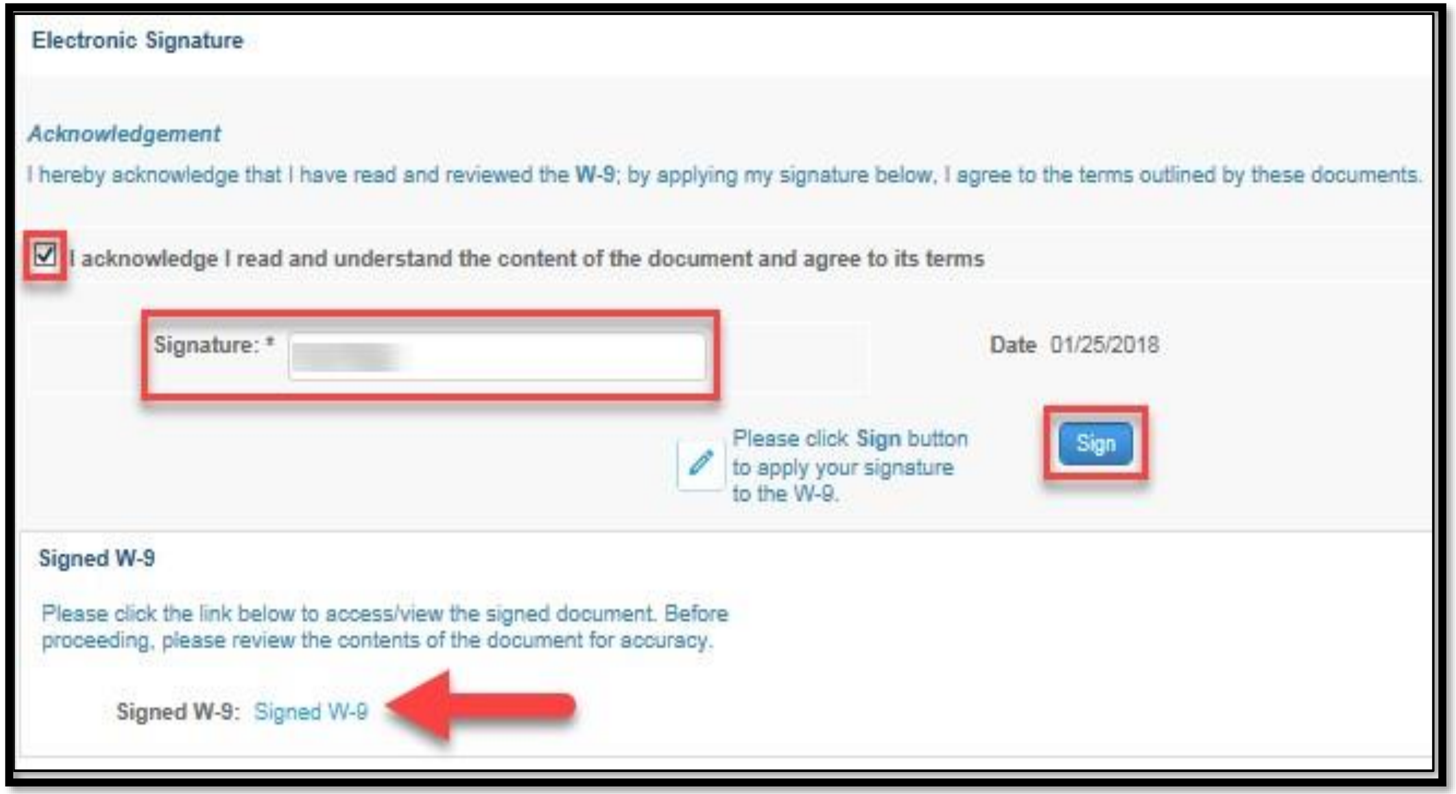


Note : Once you have signed your name, a link to view and download your signed contract will appear.

Non Assignment Contract

W9

- After reviewing the document, check the Acknowledgement box to confirm all information in the W9 is correct and enter your name in the **Signature** field.



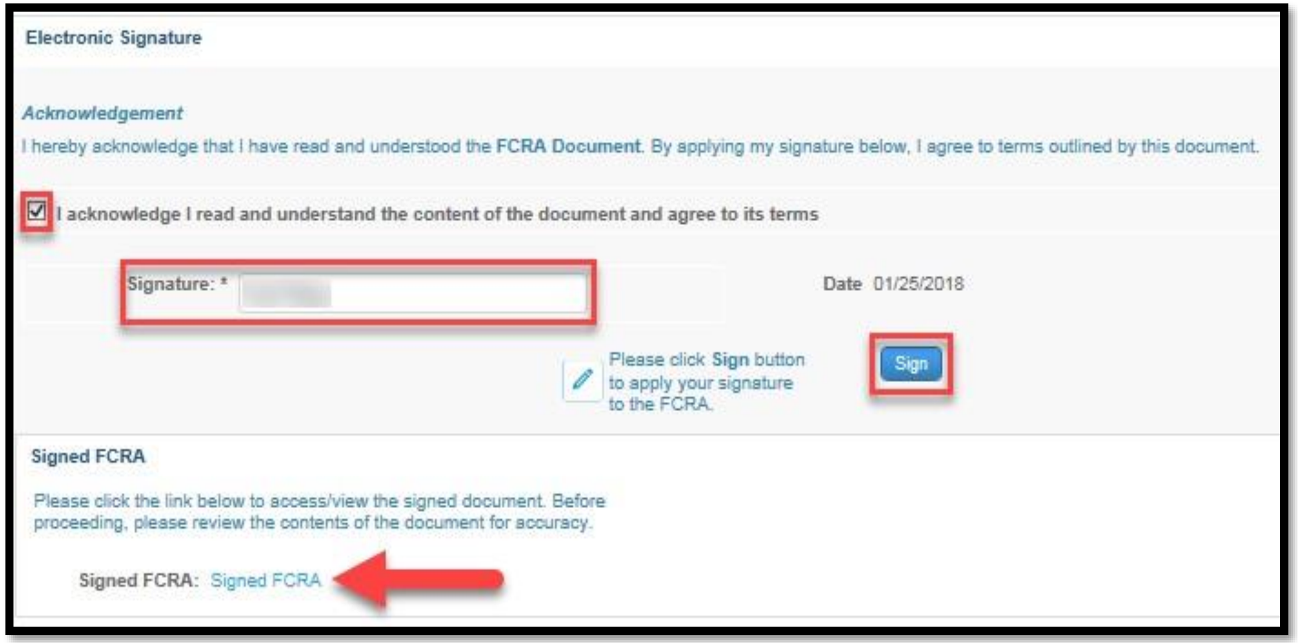
Note: once you have completed your signature, a link to view and download your signed W9 will appear

Non Assignment Contract

FCRA

- Click the *Fair Credit Reporting Act* (FCRA) link to review a summary of your rights under the act
- You can request a copy of your background check by checking the box next to *Request Copy of Background Check*
- Check the acknowledgement box agreeing to the terms of the FCRA and enter your name in the **Signature** field

Note: once you have completed your signature, a link to view and download your signed FCRA acknowledgement will appear.

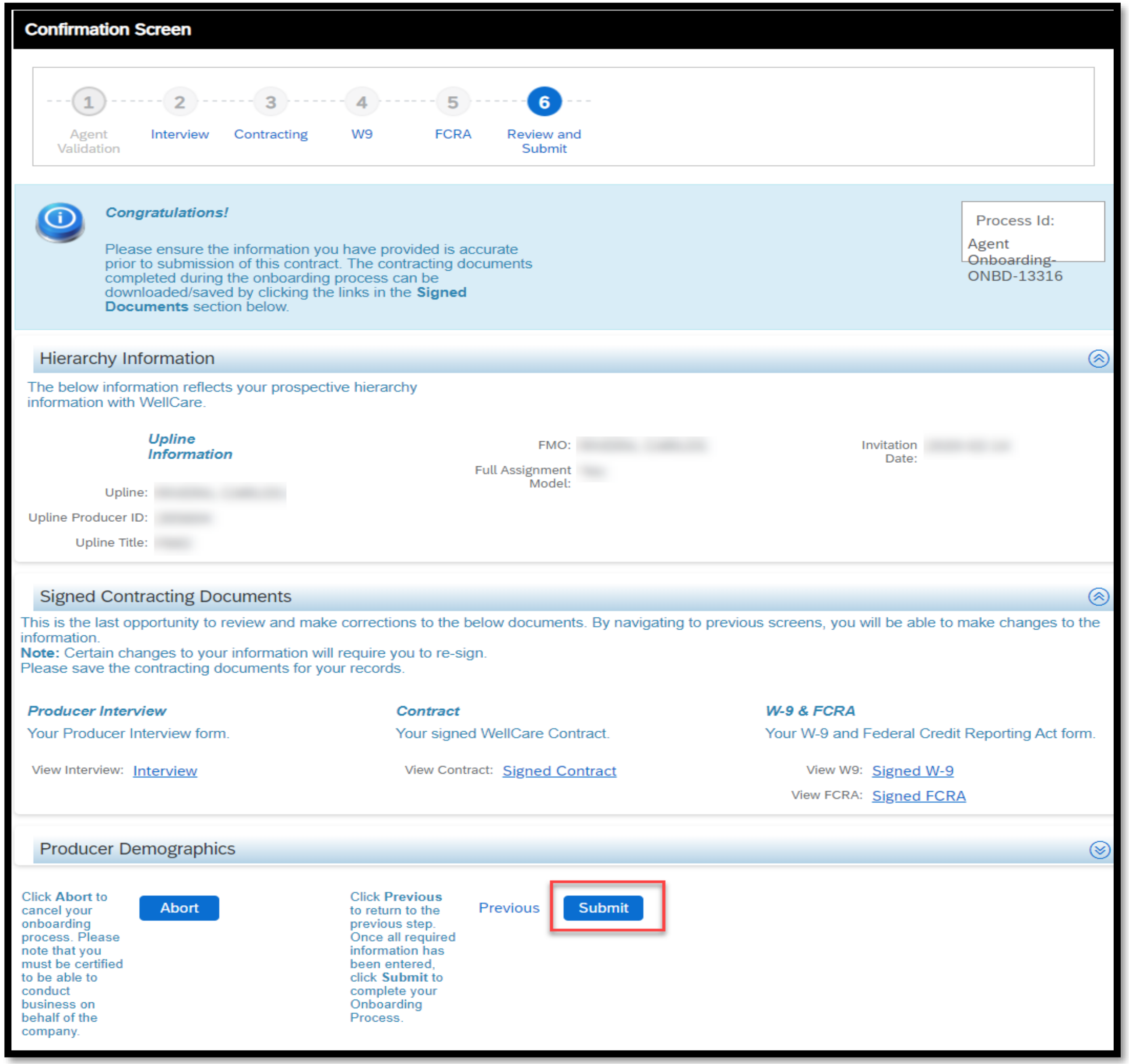


Non Assignment Contract

Review and Submit

- Click **Submit** and then **Yes** to confirm.

Note: Within 24 hours brokers will receive an email from The Centene Learning Center, providing them with access information and instructions to complete training requirements.



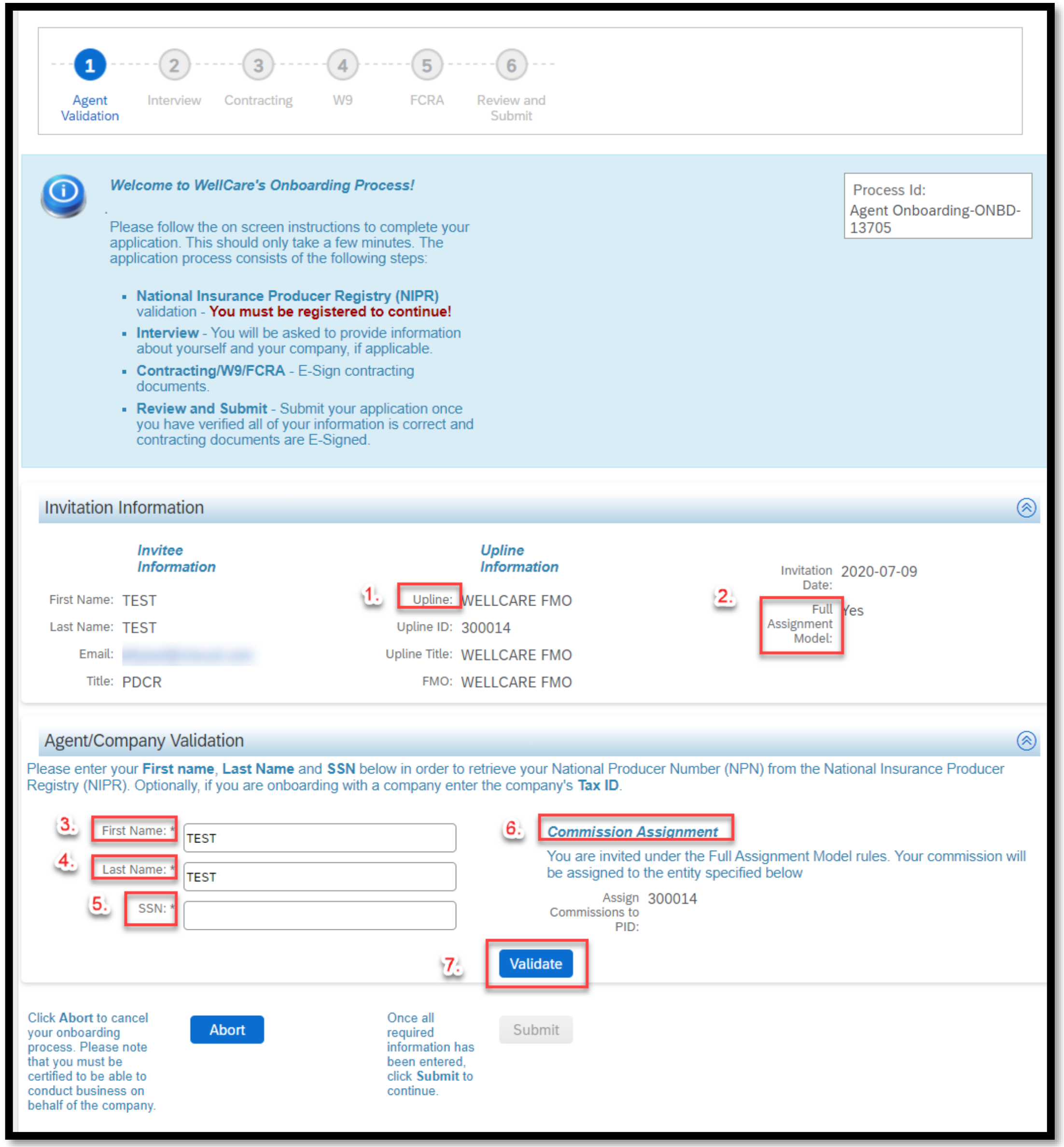
Completing a Full Assignment eContract

Full Assignment Contract

Agent Validation Screen

1. Upline Name
2. Full Assignments (Yes)
3. First name will be prepopulated from invitation
4. Last name will be prepopulated from invitation
5. Enter your Social Security Number
6. Compensation is locked with the Upline
7. Once you have completed all the above, click **Validate**

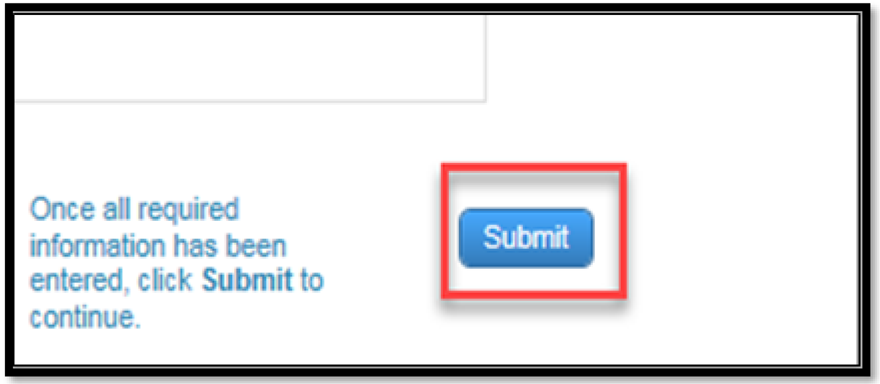
Note: Brokers cannot contract as a company under a full assignment invitation

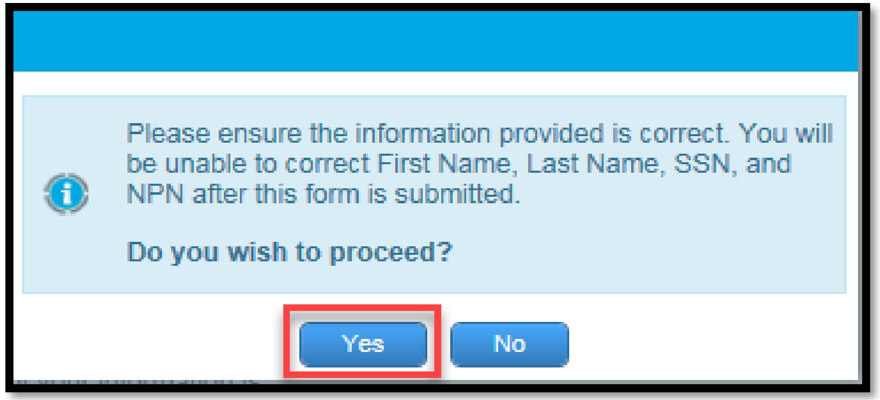


Full Assignment Contract

Agent Validation Screen

- Once information is validated with NIPR, click on **Submit** to proceed
- A pop up will appear asking if you would like to proceed, click **Yes**





Full Assignment Contract

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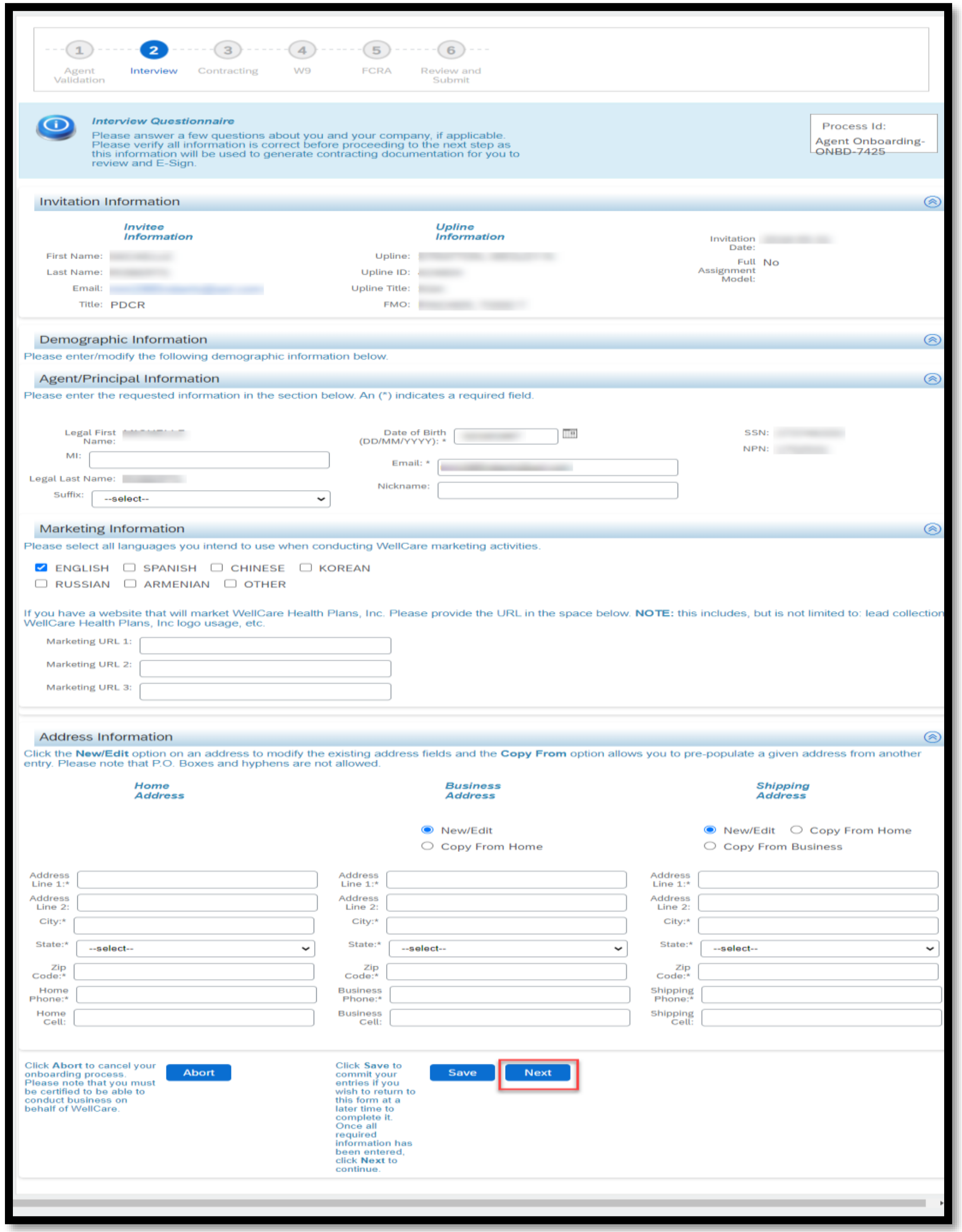

Full Assignment Contract

Contracting

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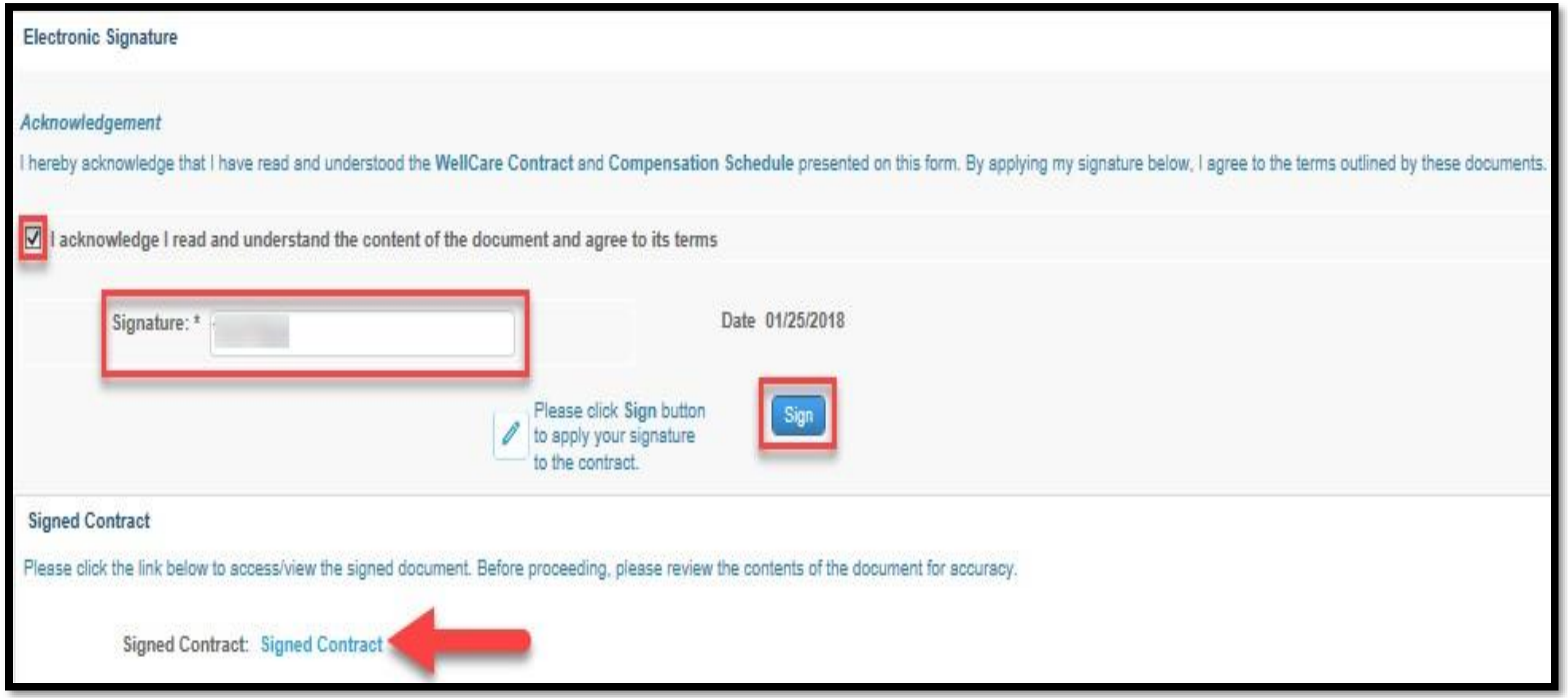

Note : Once you have completed your signature, a link to view and download your signed contract will appear.

Full Assignment Contract

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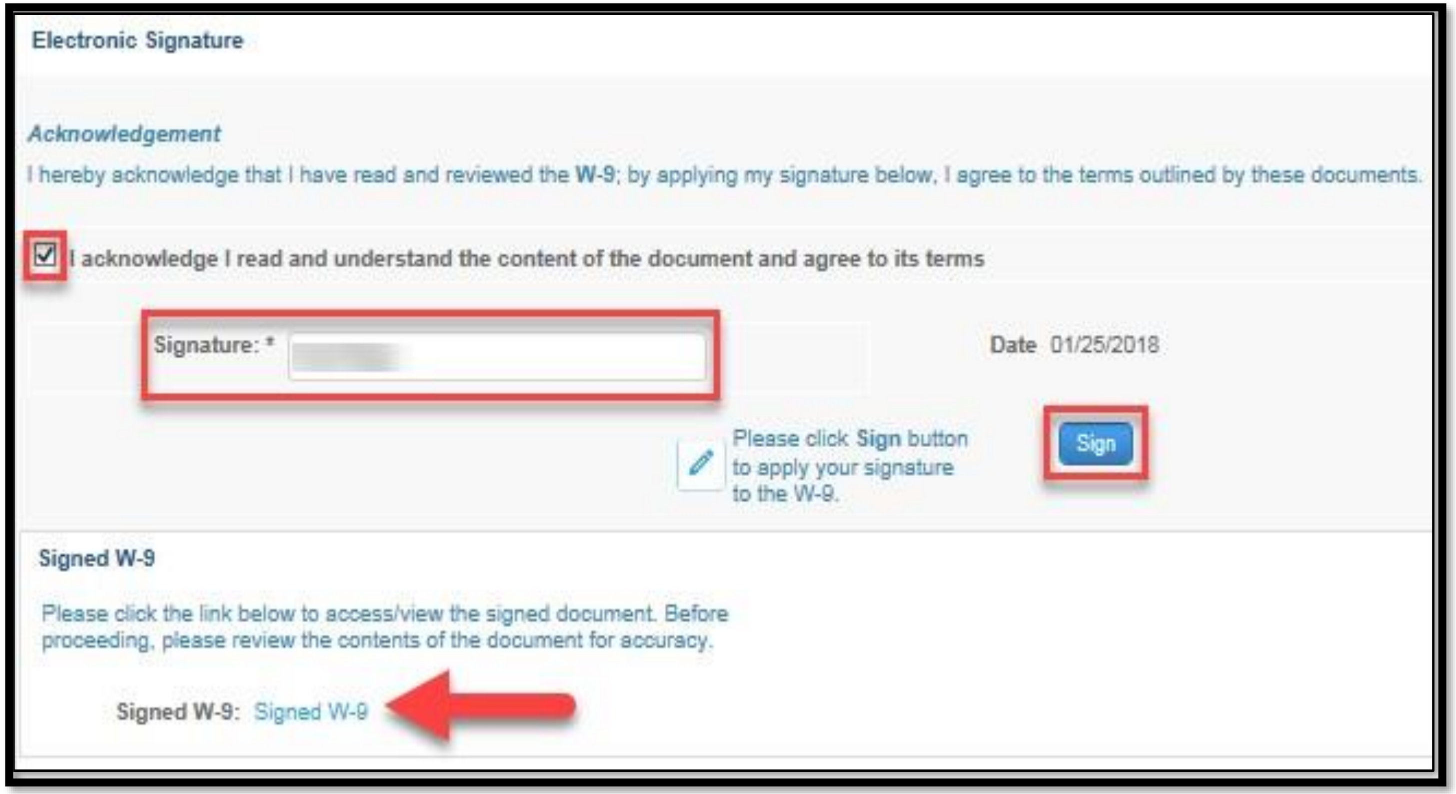
- After reviewing the document, check the Acknowledgement box to confirm all information in the W9 is correct and enter your name in the **Signature** field.



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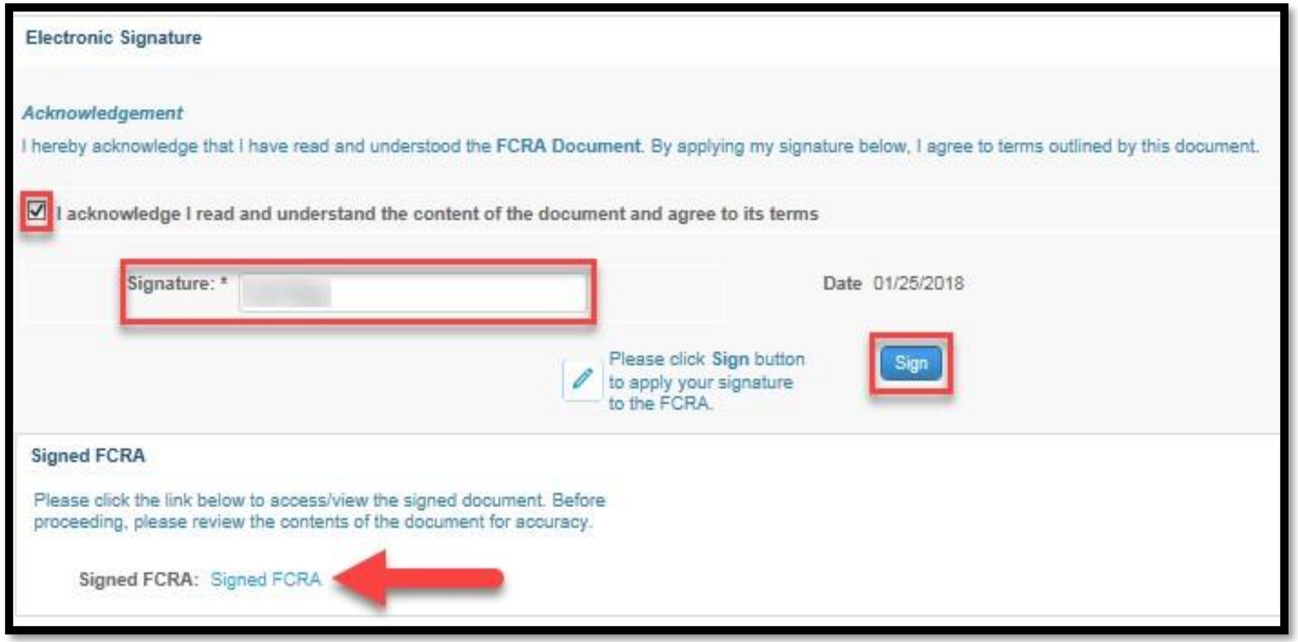

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