

## 2020 CMS/FFM Certification

We have put together our own Guide to assist you with completing your CMS/FFM Certification for plan year 2020.

**The main thing to note, is when choosing your application, you will select MLMS or FFM**

### Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

Choose Your Application

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### Quick-start guide: 5 steps to start selling Marketplace health

Before selling health insurance plans through the federal Health Insurance Marketplace (FFM) on HealthCare.gov, you'll need to register, sign agreements, and complete required training.

#### STEP 1. Create an account

IMPORTANT: Already have a CMS Enterprise Portal account? Don't create another! You'll just need to renew for 2020. Login and skip down to STEP 4.

- Go to the CMS Enterprise Portal at <https://portal.cms.gov/>
- Select New User Registration (in the box at the upper right) and create an account.

#### STEP 2. Identify yourself as an agent or broker

- Log in to your new Enterprise Portal account at <https://portal.cms.gov/>
- Select **Request Access Now**.
- Select the **FFM/Training - Agents/Brokers/Assisters tile**.
- Select **FFM Agent Broker** from the dropdown Menu.

#### STEP 3. Confirm your identity

- Provide basic information that confirms your identity (known as "identity-proofing").
- After you're identify-proofed, you'll be sent to the CMS Enterprise Portal home page.
- Log out of the Enterprise Portal.
- Wait a few minutes for the agent/broker role to be assigned to your profile or you will need to select the box that shows **Federally Facilitated Marketplace (FFM) / Request for MLMS Training Access**



#### STEP 4. Take required training

IMPORTANT: You can take free training from CMS, or sign up for a paid course through a CMS-approved vendor. Vendor training may offer continuing education units (CEUs). Free CMS training doesn't offer CEUs.

- Log in to the CMS Enterprise Portal at <https://portal.cms.gov/>
- Select Complete Agent Broker Training.
- Select the Access Training link next to **Marketplace Learning Management System (MLMS) <FREE training>** or a CMS-approved vendor (may have a fee).
- Complete the required profile information and select Save/Update. (If you're taking training with a CMS-approved vendor, you'll do this before signing the CMS Privacy and Security agreements.)
- Select the appropriate curriculum (Individual Market or SHOP).
  - **Individual Marketplace is for Selling Individual Plans on the Marketplace**
  - SHOP is for Selling Group Insurance Plans on the Marketplace
- Enroll in the curriculum and select Complete Enrollment.
- Complete all required training.

#### STEP 5. Sign the privacy and security agreements

- Go to Current Learning to launch and electronically sign the CMS Privacy and Security agreements.
- Select Curriculum State and click the Actions link (to the right of a completed curriculum).
- Print your Registration Completion Certificate. Save as a PDF and email to us at [office@benavest.com](mailto:office@benavest.com)

#### IMPORTANT TIPS:

Be sure your popup blocker is OFF  
Screens will load in a new window, wait for them to load  
On a screen there may be buttons/links to click, if you are trying to move to the next page and it is not letting you, it is because you have not clicked all of the buttons/links.  
After completing a module, go back to the HOME screen.  
Do not load the next module with the launch button as it may not register the module you had just finished and you will need to take it again.

FFM ID is your username to portal.cms.gov