

Purpose: Instructions to Access Renewals in eBroker.

To Initiate the Renewal Process:	 Even though Renewal Quotes may be displayed in your Renewal Quote queue, the Quote and Proposal will not be available to be shared with your group until the Sales Team has officially released it to you. Please note that your Sentara Health Plans Sales Team will notify you when the Group's Renewal Quote and Proposal are ready and available. 			
After you receive the				
notice from the Sales Rep that the Renewal has been released, and you login, the Sentara Health Plans landing page displays. Under Manage Your Book, Quote, & Enroll section, select	eBroker Broker Home Sentara Contact Us Health Plans Image: Contact Us With the implementation of Self-service password reset, Brokers are required to enroll in Plasseord Reset Enrolment. Please click here to enroll in Self-service password reset. Please ignore if you have already enrolled. Note: Links to other web sites are provided to Users as a service. These other sites are not controlled by Sentara Health Plans or its			
	eBroker PM Paige BrokerServices: 757-552-7217 We offer incentives to our partners. We offer opportunities to earn cash, prices, and much more-just for selling Sentan Health Plans and products and sentan Health Plans and products and sentances.			
	Individual Employee Medicare 2025			
You are prompted to sign in again and authenticate using Duo				
Click on Manage Your Quotes at the top of the page.	Sector Plan term Marge Nor Control Marge Nor Application Marge Nor Denne Marge Nor Application Welcome Manage your Book of Business, Quotes, Applications and Leads in one place. Marage your Market Marge Marge Nor Marget			
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 Click on the down arrow in the top left next to Manage Your Quotes. Click on All Renewal Quotes. 	Sentara' Health Plans Home Manage Your Quotes Manage Your Quotes So+ iter Q jearch lists RECENT LIST VIEWS 1 All New Business Quotes 2 All Quotes 2 All Quotes 2 All Renewal Quotes 4 Manage Your Quotes (Pinned list)	Manage Your Quotes	More V NC2346621 MITED 12/: :OMPANY 1 /2023 Test /
Click on the Account Name listed under the Quote Name Column to access the Quote page for that Account.	Quites Renewals Image: Control of Control	C, Search this list Name V Stat V (a Test Group12 10/11/2023 Test A Bosker) Prospect prop 5G Nov renewal 11/01/2023 Test A B Prospect	(\$\phi\$ *) (\$\pm]\$ effecti
 You are now on the Quote page. At the bottom of the page is the Files section. You should see a Proposal Document in the 	Operation Operation Description <	Cined	Accept Queter
Files section. Click on the Proposal.	Quote Line Items (4) Pharmacy Product Pharmacy Optima Variage Parlinum 25/150 Direct OLS 10/140/20 5020231/ Optima Plus OOA Parlinum 15/150 Direct OLS 10/140/20 5020231/ Optima Variage Parlinum 13/150 Direct OLS 10/140/20 5020231/	Code Product Sub Type AC01A HMO AC05A OOMPO AC04A HMO	C New Product type Medical Medical
Note: The Sales Team will generate the Proposal for you. The Proposal is located in the Files section of the quote.	Optime Res OOA Patinum 15/30 Direct CLS 10/40/20 562033/0	ODAPPO	Medical View Alt



The Proposal displays.	
Note: The Proposal replaces the GIS (General Information Sheet) and contains all the same information.	Non-state Non-state Non-state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state Image: Second and the state
At the top, click on Download to download the Proposal document to your computer.	10/12/2023
Click the "X," to close the Proposal document and to return to the Quote page.	BA Tester DWM LG Test Group12 1234 South Kingshighway Boulevard St. Louis, MO 23462 Important: Renewal Information for Your OrginalPlans: Optima Plus OOA Platinum 15/30 Direct & Optima Vantage Platinum 15/35 Direct Group Health Insurance Coverage Dear BA Tester, Thank you for choosing Sentara Health Plans as your healthcare plan provider. This is to inform you that your group health insurance coverage is coming up for renewal. Effective 10/01/2023, your group members will be automatically re-enrolled in health coverage.
Edit the Quote	The purpose of editing a quote is to change or add additional plans on the quote, update the calendar vs contract year, or update contact information. Changes cannot be made to the quote that will impact the rates.
To Edit the Quote	
 Go to the Quote. Go to the Quote page. Click the arrow in the top left. A dropdown menu displays. Click Edit Quote. 	Operate Sami's Soaps 12/1/2023 Test A Broker1 Accept Quote Generate Propose (Control of Control o
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Make your edits on each screen, clicking Next to move through the editing process. If no edits are needed on a certain step of the process, click Next .	Server are your group information taken. "Breast are your group information taken. "Breast are group information taken. "are
Once your edits are complete, click Go to Quote to view the quote.	Quote Summary Quote Summary Congratulations, your quote is updated! Citic Go To Quote Device
Generate a Proposal To Generate a Proposal: 1. Navigate to the Quote page 2. Details tab 3. Click the Generate Proposal button.	Queste Number Conversite Proposal



To access the generated Proposal , navigate to: 1. Quote page 2. Related tab 3. Files section 4. Click on the Proposal	Curver Lurser DWMLL Test Group12 10/11/2023 Test A Broker1 Quest Nurser 9/30/2024 Composition Date 0/30/2024 Permeted - 20/11/2023 - DMMLG Test Group12 Prospect In Review Details Related	Satus Type 2 Prospect Renewal Final Brokew	Closed	Accept Quote
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	Files (1) 2023 Original Preposal DWM Ox16, 2023 - 2206 - pdf			•
Accepting A Renewal Quote - Moving Forward with Processing the Renewal	When the Group is ready to move forward with the Renewal, contact the Sentara Health Plans Sales Team via your normal process to inform them of this decision. There is no further action for you to take within eBroker. The Sales Team will manage the remaining steps in the Renewal Process.			