

**Health Insurance Marketplace
Agent of Record Confirmation Form**



Please check one	<input type="checkbox"/> Enrollment on Exchange Marketplace	<input type="checkbox"/> Enrollment Off Exchange/Buy Direct through HPHC
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Please use this form to document that you are the agent of record on new Harvard Pilgrim Health Care business enrollments that you worked on through the Health Insurance Marketplace or off exchange/Buy Direct through HPHC. **To ensure that HPHC has received the agent assignment information during the enrollment process, please complete and submit this form.**

Agent first and last name	NPN _____	HPHC Broker ID# (Off Exchange) _____
Applicant first and last name (Primary insured or subscriber)	Applicant Date of Birth __/__/____	Plan Effective Date __/__/____
Plan Name	Exchange confirmation no.	

I hereby confirm that I assisted the above named applicant with quoting and enrollment for a qualified health plan on the Health Insurance Marketplace or with a health plan off exchange/Buy Direct through HPHC. Where required by my agreement with HPHC, I also acknowledge that I have a copy of the applicant's request that I be assigned as the agent of record. I understand that if another agent is assigned to the same plan option with an effective date later than the above, HPHC cannot assure that I will be the agent of record. I also acknowledge that I will receive commission for premiums paid only after I have completed Marketplace certification and have been credentialed by Harvard Pilgrim.

Agent Signature	Date __/__/____
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Please mail or email this completed form to:

Maine Enrollments	New Hampshire Enrollments
Harvard Pilgrim Health Care Attn: Buy Direct Sales 1600 Crown Colony Drive Quincy, MA 02169 Or email to: MEIndividual@harvardpilgrim.org	Harvard Pilgrim Health Care Attn: Buy Direct Sales 1600 Crown Colony Drive Quincy, MA 02169 Or email to: NHIndividual@harvardpilgrim.org

Harvard Pilgrim Health Care includes Harvard Pilgrim Health Care, Harvard Pilgrim Health Care of Connecticut, Harvard Pilgrim Health Care of New England and HPHC Insurance Company.