



Agency Authorized Contacts

THIS FORM CANNOT BE PROCESSED UNLESS ALL FIELDS ARE COMPLETED.

Name of Organization: _____

In compliance with our continuing obligation to notify MNSure of any changes to our authorized contacts, we are requesting that the following role(s) be updated for our organization:

Agency Administrator/Primary Contact (Responsible for the administration of organizational data, including location address changes, activating or inactivating individual assisters, coordination and communication regarding assister certification status, ensuring individual assister data is current and accurate.)

Name _____ Title _____

Phone Number _____ Email _____

Authorized Representative/Contract Manager (Delegated authority within organization to be responsible to ensure the duties and obligations of the contract are met. Works with MNSure's authorized representative to seek technical assistance and address contract questions or concerns.)

Name _____ Title _____

Phone Number _____ Email _____

Information Privacy and Security Responsible Party (Responsible for agency data privacy and security, including following-up with staff who have received a warning for non-compliance with data privacy. Also ensure staff successfully complete training on data privacy requirements and that staff continue to comply.)

Name _____ Title _____

Phone Number _____ Email _____

Payment Coordinator (required for navigator organizations only) (Responsible for receiving payment remittance statements and enrollment reports and ensuring information is available to financial staff within the organization. Also responsible for contacting MNSure regarding any enrollment payment issues.)

Name _____ Title _____

Phone Number _____ Email _____

Signature Authority (Has delegated authority from the organization to enter into legal agreements. Please disclose any possible conflicts of interest.)

Name _____ Title _____

Phone Number _____ Email _____

Submit form electronically to navigators@mnsure.org (subject line "Update Authorized Contacts").