



Submitting an Application to Contract with MNSure

Step 1: Create an Agency Management Program (AMP) Account

In order to submit an application to contract with MNSure, you will need to create an account in the Agency Management Program (AMP). To begin, click on the link "[Create an account to submit an application](https://www.mnsure.org/assister-central/navigator-one-stop/amp/account-create.html)" under Becoming a Partner. (<https://www.mnsure.org/assister-central/navigator-one-stop/amp/account-create.html>)

To create an account, enter your first name, last name, your unique email address (which will be your user name) and create a password.

Create an account
All fields are required.

First name *

Last name *

Email (Unique to you - this will be your username.) *

Confirm email *

Password (Must be at least 8 characters, with at least 1 number and both upper and lower case letters.) *

Confirm password *

Click "Submit" and you will get a confirmation on the next screen that your request has been received.

You will receive an email to confirm your email address. You must click on the link in this email before you can log in to your account.

Note:

- The email will come from the address “mnsure-no-reply@caspio.com” with the subject: “Email Validation – Agency Management Program (AMP) account.”
- It may take several minutes for the email to arrive in your account. Be sure to check your spam/junk mail folder before reporting a problem to navigators@mnsure.org.

Step 2: Create an Agency

Once you have a validated email address, log in to your AMP account.

My Account

Email

Password

Login

Forgot your log in? [Reset your password.](#)
No account? [Create your account.](#)

Scroll to the bottom of the page and click on “Submit a new application to contract with MNSure.”

Other actions

- [Submit a new application to contract with MNSure](#)
- [Validate your email address](#)
- [Change your password](#)
- [Log out](#)

Enter the legal name of your agency as it should appear on your contract with MNSure. If your agency has a DBA (doing business as) name, you will have an opportunity later to list that as the name MNSure will share in public-facing information.

You will also need to indicate the type of contract you are seeking (“Agency Type”). The Agency Type will be navigator or certified application counselor. Carefully consider the differences between the responsibilities of the [types of contracts](#) before creating your agency.

The screenshot shows the MNsure logo at the top left, with the tagline "Where you choose health coverage" to its right. Below the logo is a horizontal line. Underneath the line, the text "Account Management" is displayed in a teal color. Below that, the heading "Create New Agency" is shown in bold black text. The form itself is a light gray box containing two required fields: "Legal Name of Organization *" with an empty text input field, and "Agency Type *" with a dropdown menu currently showing "- Select Type -". A "Submit" button is located at the bottom of the form. Below the form box, there is a blue hyperlink that reads "Cancel new agency creation and return".

Once you select “Submit” you will be brought back to the Account Management homepage where you will now see your agency appear under “Manage agency.”

As the individual who setup the agency account, you are automatically assigned the user role of “Primary Contact/Account Administrator.” If that is not your role, you will have the opportunity to change your role before you submit your application and assign someone else from your agency to this role.

The screenshot shows the "Manage agency" section. At the top, the heading "Manage agency" is in bold black text. Below the heading is a paragraph of text: "You may have more than one agency and/or role listed. Click “Manage agency” under the agency and role you want to access." Below this text is a light gray box containing the following information: "Agency Name: AAA Testing Agency", "Agency ID: N0351", "Agency Type: CAC", and "User Role: Primary Contact/Account Administrator". At the bottom of this box is a blue hyperlink labeled "Manage agency".

Step 3: Completing an Application

To complete an application to contract with MNSure, click on the “Manage agency” link under your user role.

Manage agency

You may have more than one agency and/or role listed. Click “Manage agency” under the agency and role you want to access.

Agency Name: AAA Testing Agency
 Agency ID: N0351
 Agency Type: CAC
 User Role: Primary Contact/Account Administrator
[Manage agency](#)

When you click on “Manage Agency,” you will be asked to log in again. This is not an error, but a necessary step to ensure you are authorized to access this agency’s account. The system will autofill your Agency ID and Role ID and ask you to enter your email and password. Use the same email and password you used to log in to your individual account.

Agency Management

Email

Password

Agency ID

Role ID

After logging in, you will land on the Agency Home screen.

You are required to submit an application and complete the contracting process before you can begin to add staff to your roster.

To begin completing an application, click on “Agency Account” on the Agency Home screen.

Home
Agency Account
Staff Roster
Add New Staff
Staff Training
Data Privacy and Se

Agency Home

The application has four sections that will need to be completed before the application can be submitted: Agency Information, Authorized Agency Contacts, Data Privacy and Security Information and Additional Application Questions.

Application Completion Status

- [Agency Information](#) section completed: **No**
- [Authorized Agency Contacts](#) section completed: **No**
- [Data Privacy and Security Information](#) section completed: **No**
- [Additional Application Questions](#) section completed: **No**
- Application signed and submitted: **No**

You must complete all sections before you may sign and submit your application.

As you complete sections, the Application Completion Status will be updated.

Application Completion Status

- [Agency Information](#) section completed: **Yes**
- [Authorized Agency Contacts](#) section completed: **No**
- [Data Privacy and Security Information](#) section completed: **No**
- [Additional Application Questions](#) section completed: **No**
- Application signed and submitted: **No**

You must complete all sections before you may sign and submit your application.

To begin (or resume) completing an application section, click on the hyperlink to that section, or scroll down the screen.

Click on the “Edit...” link below the section header.

Agency Information

[Edit Agency Information](#)

 ←

Organization Type

You will need to complete all the required fields with an asterisk (*). If you do not have all required information at this time, you can click on “Cancel updates and return to detail listing” to exit. You can log back into resume the application when you have the required information.

When you have entered all required information in a section, select “Update” to submit the information for this section.

When completing the Authorized Agency Contacts section, keep in mind:

- If you created the agency account, your information will already be filled in as the Primary Contact/Account Administrator. You can change the Primary Contact/Account Administrator for your organization if that is not your role. The same individual may fill multiple roles.
- Individuals in these three roles will have access to AMP: Primary Contact/Account Administrator, Authorized Representative/Contract Manager, Signature Authority
- When entering contact information for your authorized contacts, be sure to include an email address that is unique to that individual.

Step 4: Submitting an Application

Once all four application sections have been completed, the individual in the Signature Authority role must sign and submit the application. If you are the Signature Authority, but completed the application logged in using your Primary Contact role, you must log out and log back in again using the Signature Authority role.

Application Completion Status

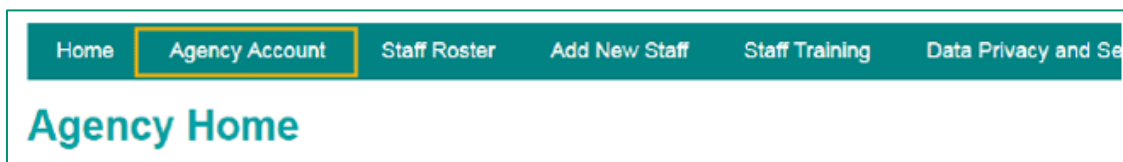
- [Agency Information](#) section completed: **Yes**
- [Authorized Agency Contacts](#) section completed: **Yes**
- [Data Privacy and Security Information](#) section completed: **Yes**
- [Additional Application Questions](#) section completed: **Yes**
- Application signed and submitted: **No**

You must be signed in as the Signature Authority before you may sign and submit your application.

Your Signature Authority may have more than one role listed. If so, they must log in using the Signature Authority role.

Agency Name: Example CAC Agency
Agency ID: N0268
Agency Type: CAC
User Role: Signature Authority
[Manage agency](#)

Once logged in select “Agency Account.”



If all application sections have been completed, the Signature Authority will see a link to Sign and Submit Application.

Application Completion Status

- [Agency Information](#) section completed: **Yes**
- [Authorized Agency Contacts](#) section completed: **Yes**
- [Data Privacy and Security Information](#) section completed: **Yes**
- [Additional Application Questions](#) section completed: **Yes**
- Application signed and submitted: **No**

[Sign and Submit Application](#)

Contract Start Date: **Contract End Date:**

The Signature Authority will need to provide an electronic signature.

Application Signature
EXT_A9VO0NXL address@email.com 136.234.105.223|04/22/2019

Application Signer's Name *

Application Signer's Title *

Application Signature Date
04/22/2019

After entering your name and title, select “Submit my signed application.” You will be taken back to the Agency Account screen where the status will be updated to show you have signed and submitted an application.

Application Completion Status:

- *Agency Information* section completed: **Yes**
- *Authorized Agency Contacts* section completed: **Yes**
- *Additional Application Questions* section completed: **Yes**
- Application signed and submitted: **Yes**

MNSure will contact you if there are any questions regarding the application. While your application is being reviewed, you cannot access other features of AMP.

If your application is approved, you will receive an email with a completed contract to sign and submit. After your contract has been fully executed with MNSure, you will be able to add staff through AMP to begin the certification process.