

Subproducer Data Essential to Marketplace Compensation

All of the following must be in place for your agency to receive compensation for Marketplace policies.

1. Subproducers, not agencies, must be included on Marketplace policies

We are responsible for demonstrating that our producers and subproducers helping consumers enroll in Marketplace plans have completed the Federally Facilitated Marketplace (FFM) registration process. Marketplace applications identifying only the agency do not allow us to meet this requirement.

ACTION ITEM

An agency cannot be compensated for a Marketplace policy unless we can identify the individual subproducer that assisted the consumer. Producers and subproducers, not agencies/entities, must be identified on Marketplace applications.

2. Subproducers must be in our system (onboarded)

Do your subproducers have their own nine-digit producer numbers? If so, then your subproducers are onboarded and in our system. (Subproducers are onboarded, agencies and producers are contracted.) If they do not have their own nine-digit producer numbers, they need to onboard with us via our online producer management system, Producer Express.

ACTION ITEM

We'll work directly with your subproducers to complete the onboarding process, which can take less than a week. To get them onboarded, send an email to HSCrecontracting@bcbstx.com with "Subproducer List for Onboarding" in the subject line. Include the following information for each subproducer either in the body of the email or in an attached spreadsheet.

1. Agency's Name
2. Agency's National Producer Number
3. Agency's 9-digit Producer Number
4. Subproducer's first and last name
5. Subproducer's email address
6. Subproducer's National Producer Number (NPN)
7. States in which Subproducer will be selling

3. Subproducers must register with the FFM to sell marketplace policies

Producers and subproducers must complete the 2015 FFM registration process before assisting consumers with Marketplace enrollment.

ACTION ITEM

If your subproducers have not registered with the FFM, visit CMS's [Resources for Agents and Brokers in the Health Insurance Marketplaces](#) and see their registration presentation, [Agent and Broker FFM Registration: A Walk through the Registration Steps](#). Make sure they are registered with the FFM prior to helping consumers enroll in Marketplace plans.

4. Subproducers must update ComplianceWire with their 2015 FFM information

We must have proof that your subproducers completed the 2015 FFM registration process. We are using ComplianceWire® to collect important FFM information from producers and subproducers. The Web-based app allows them to upload copies of their certificates, enter their training completion dates and provide their FFM user IDs in one online form.

ACTION ITEM

If your subproducers need to update their 2015 FFM registration information in ComplianceWire, they can read the [HOW-TO GUIDE](#), and [LOG IN TO COMPLIANCEWIRE](#) to update their information today!