

## Onboarding - Getting Started

## **Becoming an ApexHealth Agent Partner**

Agents interested in partnering with ApexHealth should complete an onboarding application located at <a href="mailto:apexhealth.com/agents">apexhealth.com/agents</a>. The completed application and supporting documents can be sent via secure email to the Agent Support Team at <a href="mailto:agentsupport@apexhealth.com">agentsupport@apexhealth.com</a>.

## **Onboarding Portal**

The ApexHealth Agent Onboarding Portal (<a href="https://apex.evolvenxt.com/">https://apex.evolvenxt.com/</a>) is where agents will complete all training, certification requirements, and execute a contract. Contracted agents will be able to stay up-to-date with all ApexHealth required trainings, view commissions, update their information, and more.

## **Getting Started**

Agents who enroll in the ApexHealth Onboarding Portal will receive a welcome email within 15 minutes of registration. The welcome email will contain login information to gain access to the portal. Once the agent has successfully logged into the portal, they will be required to provide contact information, validate license information, complete an ApexHealth product training and Medicare Basics training, and sign a contract for submission. Upon ApexHealth review, an agent will receive a follow-up email indicating the status of their onboarding application and further instructions.