

How to:

# Get appointed to sell Cigna + Oscar



Cigna + Oscar coverage is insured by Cigna Health and Life Insurance Company.

# How to: Get appointed to sell Cigna + Oscar

We've partnered to bring together Cigna's national provider networks and Oscar's member-focused experience to deliver small group health insurance that understands the unique needs of small businesses and their employees.

It's easy to get appointed to sell Cigna + Oscar plans! Just follow the steps below.

**Note: You must be appointed with Cigna in the state(s) you wish to sell Cigna + Oscar plans and complete all steps in your Cigna + Oscar appointment checklist, which can be found in your Oscar Broker Portal account.**

**Step 1:** Create an account or log in to the Oscar Broker Portal at [business.hioscar.com](https://business.hioscar.com).

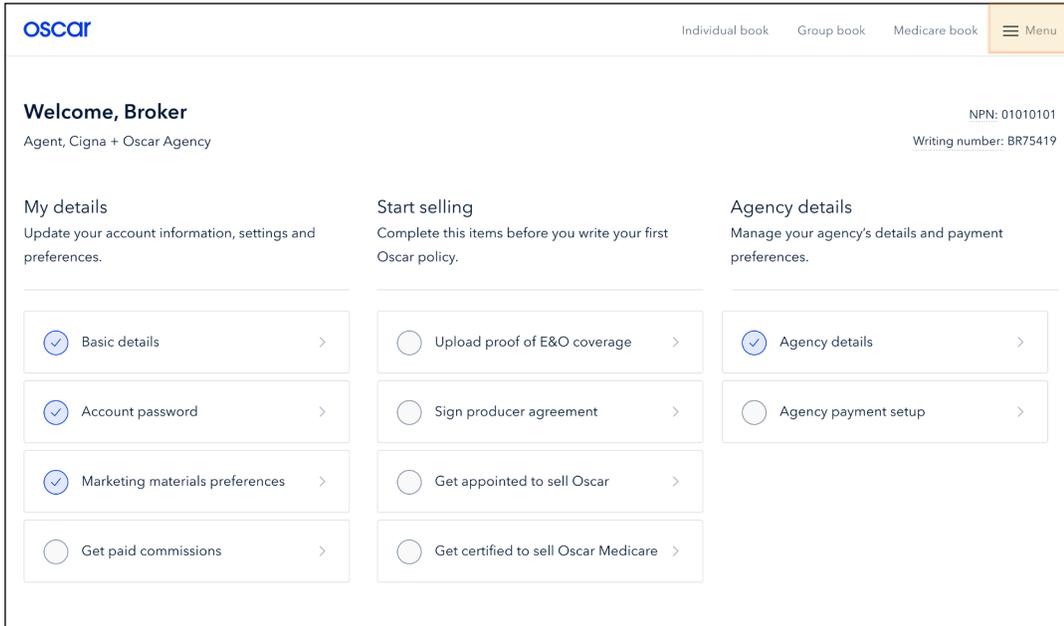
The Oscar Broker Portal is where you'll do business with Cigna + Oscar. The Oscar Broker Portal is your one-stop-shop for:

- Getting appointed in any Cigna + Oscar state
- Quoting and enrolling clients to Cigna + Oscar plans
- Updating your personal and payment information
- Viewing and downloading commission statements

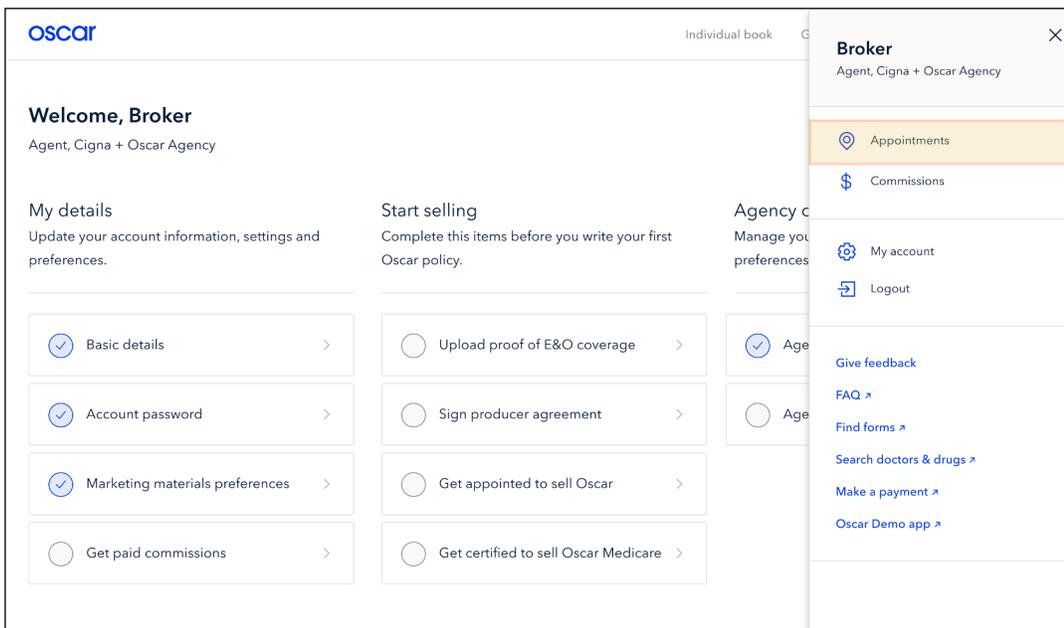
The screenshot shows the Oscar Broker Portal login page. At the top left is the 'oscar' logo and at the top right is the phone number '1-855-672-2788'. The main heading is 'Welcome'. Below it is a login form with two input fields: 'Email' and 'Password'. Below the form is a blue button labeled 'Next'. At the bottom of the form are two links: 'Create account' and 'Forgot password?'. Annotations with arrows point to these elements: 'If you already have an Oscar Broker account: Enter your username (email address) and password here.' points to the Email and Password fields; 'Forgot your password? Click here to reset your password.' points to the 'Forgot password?' link; and 'If you don't have an Oscar Broker account: Click here to create an account!' points to the 'Create account' link.

Cigna + Oscar coverage is insured by Cigna Health and Life Insurance Company. CA: benefits administered by Oscar Health Administrators. Other states: benefits administered by Oscar Management Corporation. Pharmacy benefits provided by Express Scripts, Inc. Cigna + Oscar health insurance contains exclusions and limitations. For complete details on product availability and coverage, please refer to your plan documents or contact a representative.

**Step 2:** Once you've logged in, navigate to the "Appointments" page.

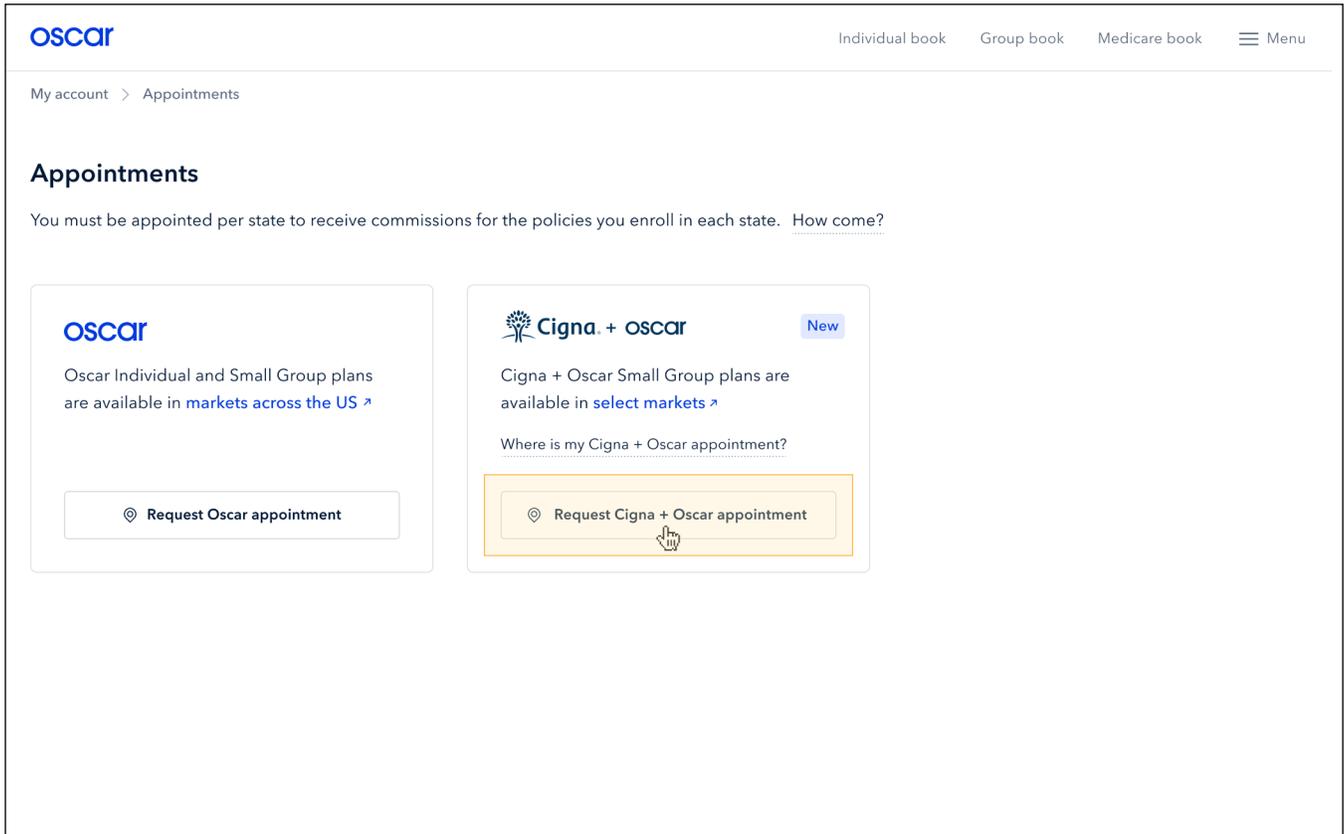


Click here to open the Main Menu



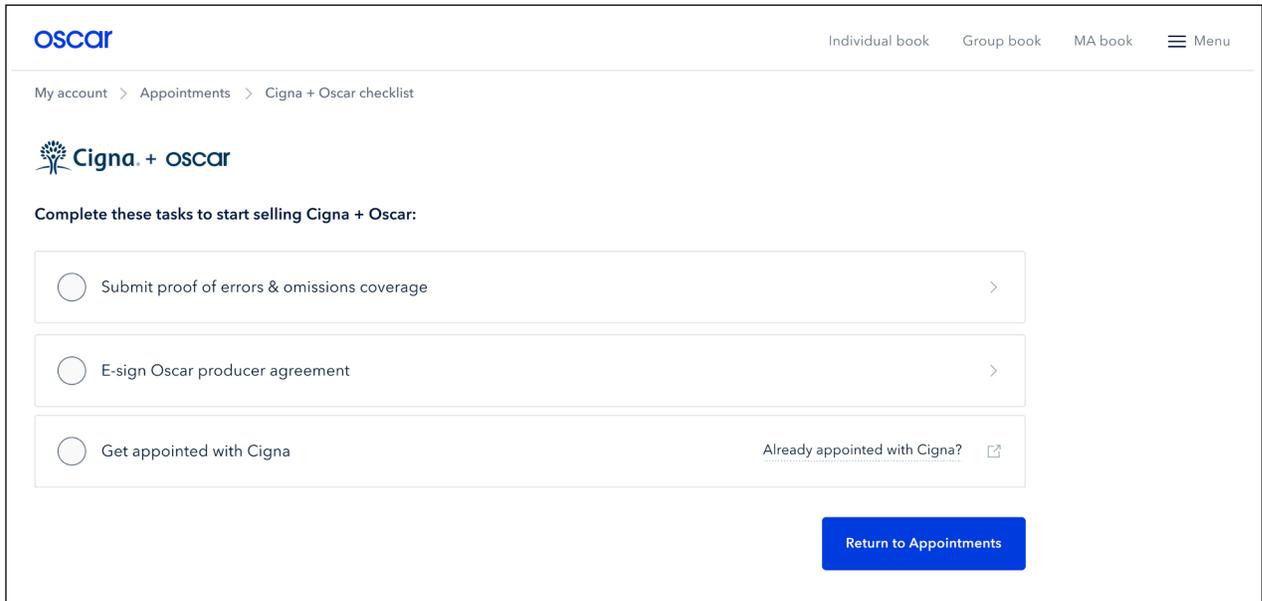
Click "Appointments" to go to the Appointments page

**Step 3:** Click the "Request new Cigna + Oscar appointment" button.



**Step 4:** Complete all three (3) steps in the Cigna + Oscar Appointment Checklist.

If any of these items are already checked off, you've already completed that action!



Click on the corresponding checklist item (shown above) to complete each required step:

- 1 Upload your proof of errors & omissions coverage document. We accept both PDF and image files.
- 2 Electronically sign the Oscar Producer Agreement.
  - You can access the signed producer agreement anytime from the “My account” page of your Broker Portal.
- 3 You must be appointed with Cigna in the state(s) you wish to sell Cigna + Oscar plans. Submit your appointment request to Cigna.

If you are already appointed with Cigna in the state(s) you wish to sell Cigna + Oscar, jump to page 8. If you are not appointed with Cigna, continue following the steps below.

**Step 6:** Fill out the form to request a Cigna appointment.

**OSCAR**

My account > Appointments > Cigna + Oscar checklist > Submit appointment request to Cigna

### Request an appointment from Cigna

To request an appointment to sell in San Francisco Bay Area, Atlanta, or Tennessee, please complete the following steps. We are not actively appointing brokers outside of these markets, so please do not request at this time if your business is not in one of these markets.

**Broker information**

First name Bob	Last name Smith
Broker NPN 123456789	Broker TIN 98765443
Broker mailing address 123 Main Street	
City New York	State New York
Zip code 10010	Broker phone number (212) 123-4567
Broker email bob@email.com	

**State of appointment request**

State

**Agency information (optional)**

Agency name The ABC Agency	
Agency NPN 234567891	Agency TIN 34985898
Agency mailing address 123 Main Street	
City New York	State New York
Zip code 10010	Agency phone number (212) 123-4567

[Submit request to Cigna](#)

Click here to submit your request to Cigna's Agent Licensing team



**Step 7:** Once you've submitted your request for a Cigna appointment, you'll receive an email from [producerexpress@sircon.com](mailto:producerexpress@sircon.com).

The email will include an Evite packet with the following documents:

- Producer Agreement
- EFT/Direct Deposit Form
- Acknowledgment Form
- Authorization to Conduct a Background Investigation Form
- CA Privacy Law (for CA only)
- Fair Credit Reporting Act
- NY ART 23 A Form (for NY only)
- Policyholder Information Reminder
- Producer Information Form
- Questionnaire Form
- Summary
- W-9

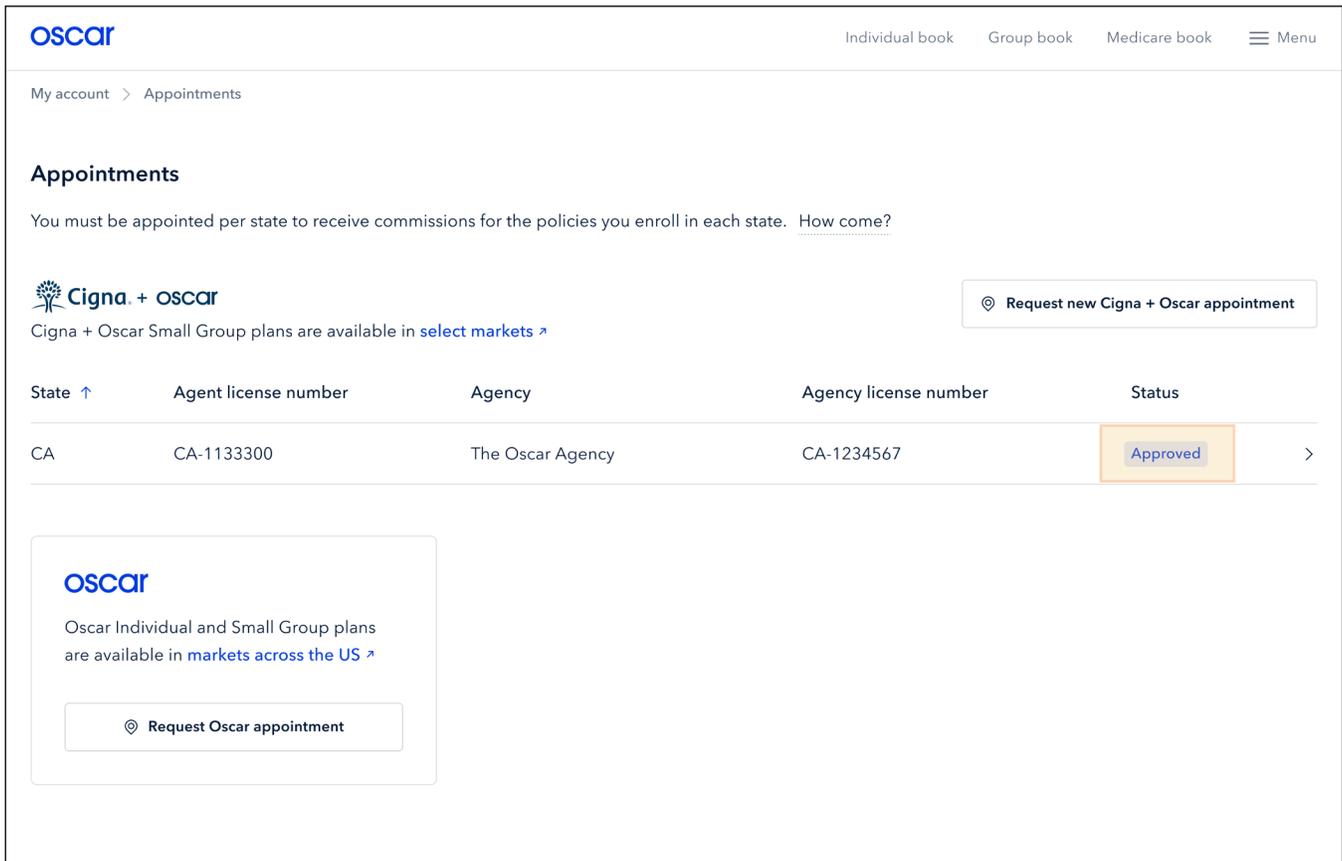
**Note: You will need to complete the forms in the Evite packet and answer all applicable questions.**

After all required information is submitted and the background investigation clears, you will receive a welcome email from [producerexpress@sircon.com](mailto:producerexpress@sircon.com).

## Once you have completed these steps, that's it!

Your Cigna + Oscar appointment will be reflected in your Broker Portal account only after it has been approved, as shown below.

You'll receive an email confirmation once your Cigna + Oscar appointment is approved.



The screenshot shows the 'Appointments' section of the Oscar Broker Portal. At the top, there are navigation links for 'Individual book', 'Group book', and 'Medicare book', along with a 'Menu' icon. Below this, the breadcrumb 'My account > Appointments' is visible. The main heading is 'Appointments', followed by a note: 'You must be appointed per state to receive commissions for the policies you enroll in each state. [How come?](#)'

There are two main sections for requesting appointments:

- Cigna + Oscar:** Includes the Cigna + Oscar logo, a note that 'Cigna + Oscar Small Group plans are available in [select markets](#)', and a button labeled 'Request new Cigna + Oscar appointment'.
- Oscar:** Includes the Oscar logo, a note that 'Oscar Individual and Small Group plans are available in [markets across the US](#)', and a button labeled 'Request Oscar appointment'.

A table below these sections displays an appointment record:

State ↑	Agent license number	Agency	Agency license number	Status
CA	CA-1133300	The Oscar Agency	CA-1234567	Approved

## Not seeing your Cigna + Oscar appointment request?

- Your Cigna + Oscar appointment will be reflected in your Broker Portal account only after it has been approved.
- It can take up to 5-7 business days for your appointment data to be received from Cigna.

**Instructions for if you are already appointed with Cigna in the state(s) you wish to sell Cigna + Oscar in (continued from page 3).**

**Step 3:** If you are already appointed with Cigna, you should see your Cigna appointments listed on this page. Click on any "Incomplete" appointment to complete the Cigna + Oscar appointment process.

The screenshot shows the 'Appointments' section of the Oscar website. At the top, there are navigation links for 'Individual book', 'Group book', and 'Medicare book', along with a 'Menu' icon. Below this, the page title is 'My account > Appointments'. The main heading is 'Appointments', followed by a sub-heading: 'You must be appointed per state to receive commissions for the policies you enroll in each state. How come?'. There are two logos: 'Cigna + oscar' and 'oscar'. A button labeled 'Request new Cigna + Oscar appointment' is visible. A yellow notification banner states: 'Good news! We have your Cigna appointment on file to sell Oscar + Cigna plans. Complete your appointment now.' Below this is a table with the following data:

State ↑	Agent license number	Agency	Agency license number	Status
CA	CA-1133300	The Oscar Agency	CA-1234567	Incomplete

Below the table, there is a section for 'oscar' with the text: 'Oscar Individual and Small Group plans are available in markets across the US'. A button labeled 'Request Oscar appointment' is also present. A blue arrow points to the 'Incomplete' status in the table with the text: 'Click to finish your Cigna + Oscar appointment'.

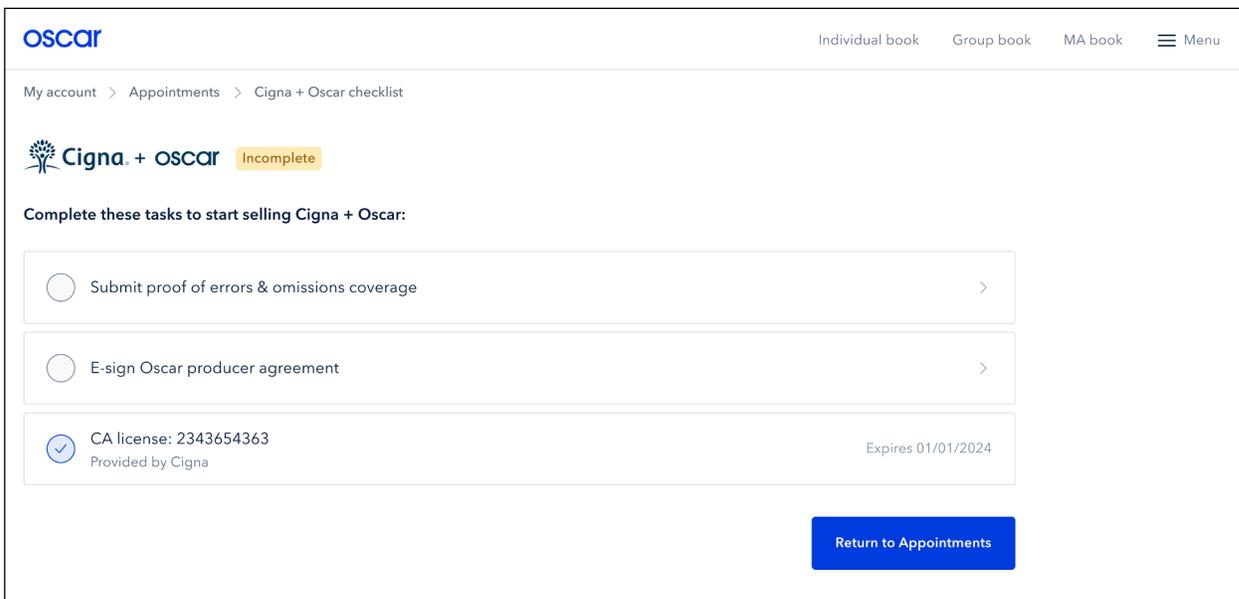
**Not seeing your Cigna appointment?**

- You'll only see your Cigna appointments here for the states that Cigna + Oscar plans are offered in. Visit [hioscar.com/brokers/cigna](https://hioscar.com/brokers/cigna) to learn which states Cigna + Oscar is currently available in.
- If you've recently gotten appointed with Cigna, it can take up to 5-7 business days for your appointment data to be received from Cigna.

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**Step 4:** Make sure all 3 steps in the Cigna + Oscar Appointment Checklist are completed.

If any of these items are already checked off, you've already completed that action!



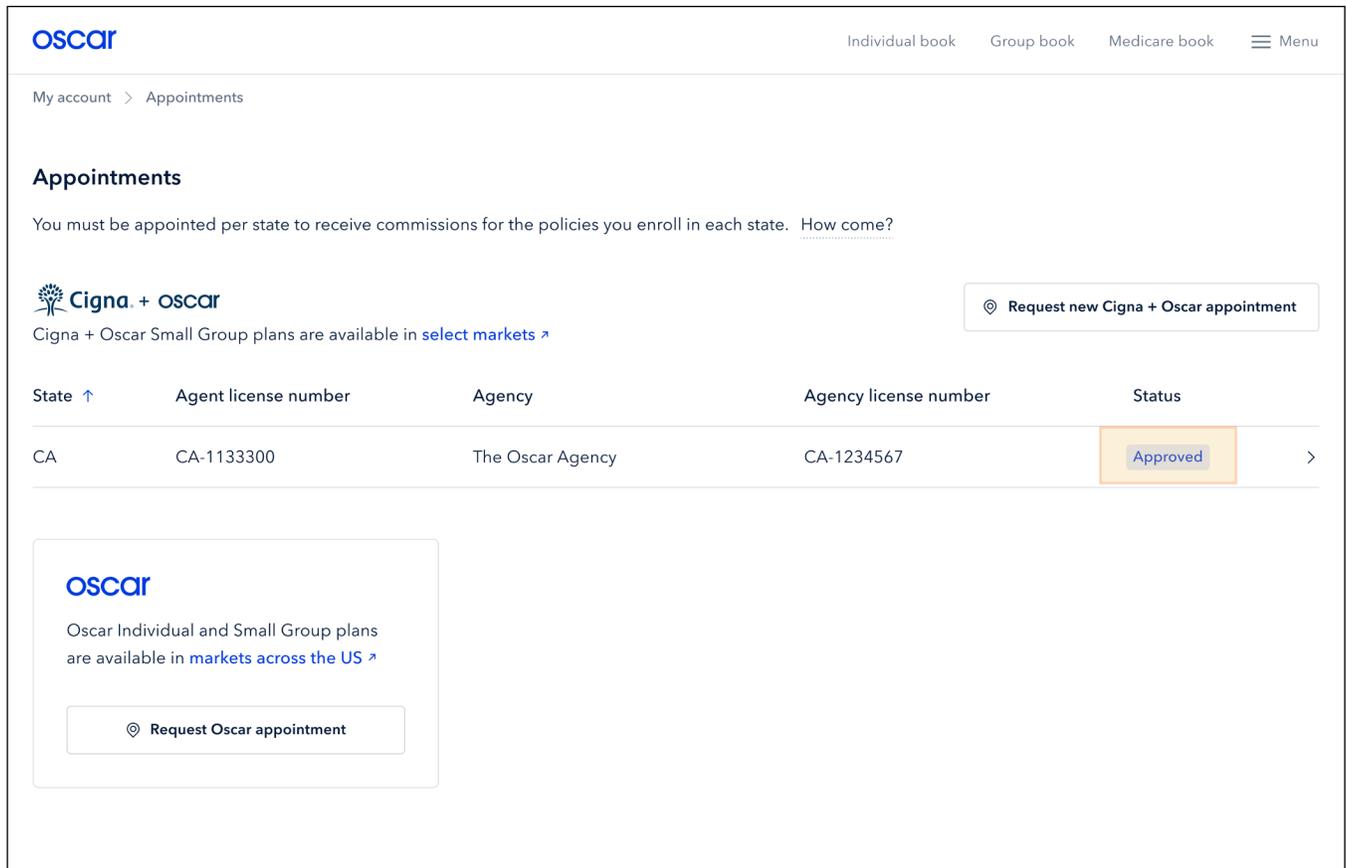
The screenshot shows the Oscar Cigna + Oscar checklist page. The page header includes the Oscar logo and navigation links for 'Individual book', 'Group book', 'MA book', and a 'Menu' icon. The breadcrumb trail reads 'My account > Appointments > Cigna + Oscar checklist'. Below the breadcrumb is the Cigna + Oscar logo with an 'Incomplete' status indicator. The main heading is 'Complete these tasks to start selling Cigna + Oscar:'. There are three checklist items, each with a numbered circle on the left: 1. 'Submit proof of errors & omissions coverage' with an unchecked radio button and a right arrow; 2. 'E-sign Oscar producer agreement' with an unchecked radio button and a right arrow; 3. 'CA license: 2343654363' with a checked radio button, 'Provided by Cigna' below it, and 'Expires 01/01/2024' to the right. A blue 'Return to Appointments' button is located at the bottom right of the checklist area.

Click on the corresponding checklist item (shown above) to complete each required step:

- 1 Upload your proof of errors & omissions coverage document. We accept both PDF and image files.
- 2 Electronically sign the Oscar Producer Agreement.
  - You can access the signed producer agreement anytime from the “My account” page of your Broker Portal.
- 3 Since you’re already appointed with Cigna in the state you’re requesting a Cigna + Oscar appointment in, you’ll see your state license number confirmed here.
  - Looking for a different state appointment? Click the “Return to Appointments” button to either find another open appointment request OR to request a new appointment.

**Once you have completed these steps, that's it!**

You'll receive an email confirmation once your Cigna + Oscar appointment is approved.



**OSCAR** Individual book Group book Medicare book Menu

My account > Appointments

**Appointments**

You must be appointed per state to receive commissions for the policies you enroll in each state. [How come?](#)

 **Cigna + Oscar**

Cigna + Oscar Small Group plans are available in [select markets](#)

[Request new Cigna + Oscar appointment](#)

State ↑	Agent license number	Agency	Agency license number	Status
CA	CA-1133300	The Oscar Agency	CA-1234567	Approved

**OSCAR**

Oscar Individual and Small Group plans are available in [markets across the US](#)

[Request Oscar appointment](#)

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