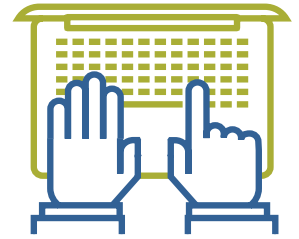


# Enroll Members Online

## for PacificSource Medicare Appointed Agents



### Submit Medicare Applications Online with InTouch

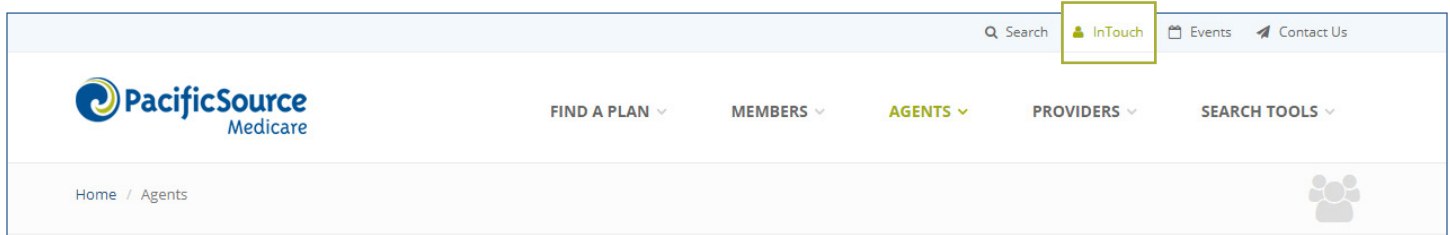
InTouch is our online portal for our appointed agents, and InTouch for Medicare applications is different from InTouch for commercial applications. As an appointed agent for PacificSource Medicare plans, your InTouch Medicare account is already set up and ready to use. You can access InTouch from your computer or mobile device.

With InTouch, you can:

- Automatically be attached as the agent of record on applications submitted online through your InTouch account.
- Receive instant confirmation that we have received your application.
- Complete online enrollments during an in-person meeting with a client.
- View previously submitted applications.
- Email your unique URL to prospects, which automatically assigns you as the agent of record if they complete the online enrollment from your link.
- Print copies of any online application submitted, any time.
- Track the progress of your online applications as they move through the process, from when we receive the application to completed enrollment.

### Access InTouch

1. Go to **Medicare.PacificSource.com**.
2. Click **InTouch** at the top of the page.
3. Select **Agent Login**.
4. Enter your login information; **username and password are case sensitive**:
  - **Username:** Your first and last name as it appears on your license, with no spaces (example: JohnSmith)
  - **Password:** Your PacificSource Medicare agent ID number (example: PM00000)



### Send Your URL to Clients

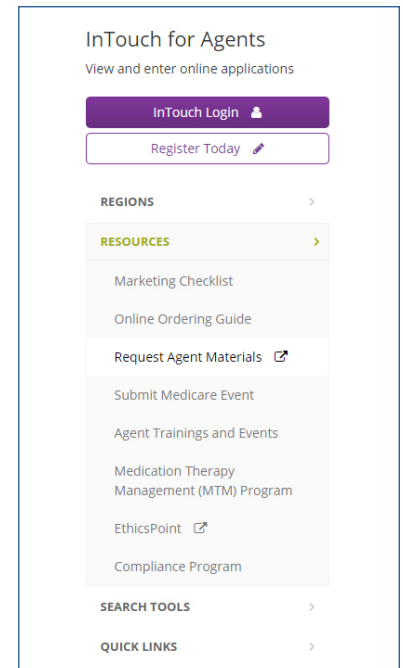
Sending your URL to a client allows them to complete and submit an application on their computer and automatically attaches you as the agent of record on the application. All you need to do is complete these two simple steps:

1. Click on the “**email**” tab to create an email that includes a link to our online Medicare Advantage enrollment form.
2. Input your client’s email address, and personalize the content of the email.

# Order Printed Sales Materials

We provide sales materials to help you give your clients a positive experience when choosing a PacificSource Medicare plan.

1. Sign In
2. Go to **Medicare.PacificSource.com**.
3. Select **Agents**.
4. Click **Resources**.
5. From the drop-down menu, select **Request Agent Materials**.
6. Sign in using your **username and password**.
  - Your username is your first and last name as they appear on your insurance license, (example: John Smith). Note: If you first and last names exceed 14 total letters, your username will be your first initial and last name, (example: JSmith).
  - Your password the first time you sign in will be, **welcome**, all lowercase. You'll be directed to create a new password.



## Questions?



If you have any questions about PacificSource Medicare sales materials, we're happy to help. Contact us:

- Call toll-free: (888) 863-3637
- Email: [agentcoordinator@pacificsource.com](mailto:agentcoordinator@pacificsource.com).