

Subproducer Data Essential to Marketplace Compensation

All of the following must be in place for an agency to be eligible to receive compensation for Marketplace (on-exchange) policies.

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

We must prove that subproducers helping consumers enroll in Marketplace plans completed the Federally Facilitated Marketplace (FFM) registration for plan year 2020. Marketplace apps with the agency's National Producer Number (NPN) don't allow us to meet this requirement.

ACTION ITEM

We can't compensate an agency for a Marketplace sale without the subproducer's name and NPN. Be sure your subproducers include their names and personal NPNs for each Marketplace app.

2. Subproducers must be in our system (onboarded)

Do your subproducers have their own nine-digit producer numbers? We issue them when producers onboard with us. If they don't have their own nine-digit producer numbers, they need to onboard with us before helping consumers enroll in Marketplace policies.

ACTION ITEM

We'll work directly with your subproducers to complete onboarding. The process takes less than a week. To get them onboarded, send an email to Producer_Service_Center@hcsc.net with "Subproducer Onboarding" in the subject line. Include the following information for each subproducer. It can either be in the body of the email or in an attached spreadsheet.

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

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

FFM registration dates must predate helping consumers with on-exchange enrollment. If your subproducers haven't registered, visit the CMS's [Resources for Agents and Brokers in the Health Insurance Marketplaces](#) for help.

ACTION ITEM

Check the CMS's [FFM Registration Completion List \(RCL\)](#) to confirm registration. **DO NOT submit training certificates to us.** Like last year, we'll use the RCL to confirm registration status.