Broker and Broker Assistant Website Authorization Form

By completing this form you will receive access to specific information on PHP's website. Completed forms may be faxed to PHP's Sales Department at 260-436-6347; emailed to sales@phpni.com; or mailed to PHP Sales, 1700 Magnavox Way, Suite 201, Fort Wayne, IN 46804.

Please select your access level(s). You may select more than one.

For instance, if you are a broker but also assist brokers within your agency, you may want to check Broker Access and Broker Assistant Access.

☐ **Broker access**

☐ **Broker Assistant access**

Broker	Broker Assistant	Access
✓	✓	Edit user and contact information
✓		Commission statements, reports, and calculator
✓	✓	View account contracts, contact, and benefit information
✓	✓	Access to Quote to Enrollment tool*
✓	✓	Obtain summary health information for limited purposes and enrollment/disenrollment information in regards to client's membership

*In the Q2E system, a broker and broker assistant will be able to quote a group, configure a group, monitor a group's enrollment, complete online enrollment, and manage renewals. Brokers will be able to access and manage their own groups. Broker Assistants will be able to access and manage the agency's groups.

Name: _____

Email address: _____

Agency/Payee name: _____

Phone number: _____   Fax number: _____

For Broker Assistant access only - please complete the following:

The above-named *Broker Assistant* has duties that will require him/her to access the book of business for the Agency. I authorize the *Broker Assistant* to have access to view all accounts and sales activities for PHP business. I understand that this will give the *Broker Assistant* access to summary health information for limited purposes and to enrollment/disenrollment information. However, the *Broker Assistant* will NOT have access to protected health information (PHI) without properly-executed authorization permitting such disclosure. The Agency will be responsible for ensuring the protection and confidentiality of any information received by the *Broker Assistant*, consistent with terms of the Corporate Broker Agreement and applicable federal confidentiality of any information received by the *Broker Assistant*, consistent with terms of the Corporate Broker Agreement and applicable federal and/or state law. The following is a list of online broker(s) whose book(s) of business the above-named *Broker Assistant* should have access to:

Broker name:	Broker name:	Broker name:
Broker name:	Broker name:	Broker name:
Broker name:	Broker name:	Broker name:

By signing below, I agree and acknowledge: 1) to maintain the confidentiality of all information provided via PHP's website in compliance with all applicable laws and PHP's policies; 2) to not allow any other person to learn or use my password; 3) to notify PHP in the event I have reason to believe somebody has my password or has attempted to access the PHP website in my name; 4) to not attempt to alter any information on the website; 5) to notify PHP within 24 hours of my separation from the agency identified above; 6) that PHP reserves the right to limit, suspend or terminate my access to the website; and 7) that my employer and I will hold PHP harmless and will reimburse PHP for any expenses, including reasonable attorney's fees, incurred in the event I breach any of the above terms.

Signature: _____   Date: _____

Authorized Agency Signature:
(Required for Broker Assistant Access only) _____   Date: _____

Title: _____