

# Manage Your Business the Easy Way

STREAMLINE YOUR BUSINESS WITH HEALTH NET'S BROKER PORTAL

## 1. Register



Signing up is easy! You must be actively contracted with Health Net to get started. Then, visit the [secure broker portal website](#). Plus, you will need the information below to create your account:

- Your full name as actively contracted
- Your National Producer Number (NPN)
- Your username (Your username will be your email address.)

**Can't find your NPN or need a reminder?**

[Visit the website](#) and use your SSN, License # or Agency FEIN to look it up.

## 2. Get started



The portal supports California IFP/Marketplace as well as California/Oregon Commercial group client base. Once you create your account you can:

- View your book of business
- View commission statements
- View your IFP clients' application status
- Perform quick eligibility checks
- View group enrollment rosters, billing & payment status (current balance, due dates and last payment made)

## 3. Manage your small business groups



Process requests on behalf of your Small Groups with granted broker access. Your group must first have an active Group Portal account on **HealthNet.com**. Once they sign up, they can grant you access to:

- Membership
  - Enroll and delete members on the group's behalf
  - Perform enrollment tasks
  - Run enrollment reports, request rosters and more
- Billing
  - View full invoices
  - Research payment history
  - Find balance details

For more information, Call Broker Portal Support at **800-909-3447**, Option 3. Support is available Monday through Friday, 9 a.m. to 5 p.m. Pacific time. (Closed noon-1 p.m.) Or, you can email, [Brokers@healthnet.com](mailto:Brokers@healthnet.com).

**HealthNet.com**

**Need help?**

*Access the Broker Portal Manual from your account for navigation tips and tools.*