

How to add Federal Exchange Registration to Agent Record:

The Department's [agent/agency locator](#) tool on the website now has the capability to search for agents that have completed the federal training to sell exchange plans.

If an agent wishes to be included in the search for licensed agents who have notified the Department that they have registered with the exchange, that agent must follow the below instructions.

- A. An agent must have a Gateway account, <https://gateway.insurance.ohio.gov>. For those agents that already have a gateway account, please skip to step 3.
- B. For agents that need to obtain a gateway account, please use this [document](#) for step-by-step instruction on how to set up an account in gateway.
- C. Once the gateway account set-up is complete and has been confirmed, return to <https://gateway.insurance.ohio.gov> and login using the User Name and password created for the Gateway. Click the "Agent Health Insurance Exchange Registration" link. When the "Locate Agent Record" page displays; enter your SSN, Last Name, First Name and NPN, EXACTLY as shown on your license, and select "Find Agent Record."
- D. Once your agent record populates, select the Action button on the far right of the record (blue arrow button).
- E. Once an action is selected, an "Associate Agent Record" window will pop-up. By selecting "yes," you are attesting that you in fact are the agent on record, and that you are agreeing to connect your agent record and this Gateway account. If you select "no," you will return back to your record.
- F. After you select "yes," you will see your detailed record. Click the "Add Federal Health Insurance Exchange Registration" button.
- G. After the agents selects add, a new window will pop-up, "Add Federal Health Insurance Exchange Registration to Agent Record." The agent will need the following required information:
 - MLN User ID (*is the same as your FFM User ID*)
 - FFM User ID
 - Effective Year (which will then auto-populate the expiration year)
 - Role Type (either individual, SHOP or both)
- H. Once that information is included, select "Save" to move forward. If the agent selects close, they will return to their record detail.
- I. After the agent selects "saves," the agent detail will amend to show the new information entered and the Federal Health Exchange Registration designation will then display on their agent record detail.
- J. Gateway will automatically update the agent/agency locator on the website to show that the agent is exchange registered.