

# Welcome to Meritus!

Here are the instructions to help you properly set up your custom **Broker Sales Portal** which allows you to run, generate, and create Individual and Small Group quotes for your clients online.

## Initial Broker Portal Set Up

You should have received a link to self-register as a broker to give you access to our **Broker Sales Portal** which allows you to quote our plans. If you haven't received the link the address is <https://enroll.meritusaz.com/ehportal/index.jsp?reg=true&clientKey=cchn>

Once registered, login to the **Broker Sales Portal** and begin quoting Meritus plans for your clients for both Individual and Small Group. **Please use your personal NPN number as your Meritus Writing Number.**

- Go to [meritusaz.com](https://meritusaz.com)
- Hover your cursor over **Brokers** tab in the main menu
- Select **Broker Sales Portal Login** in the drop down menu
- Login to your **Broker Sales Portal**

## Setting Up Your Service Area

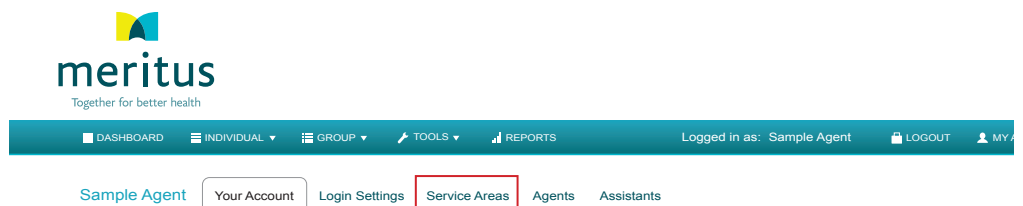
To quote plans, you must be properly set up your **Service Area**. Once this is created, you will be able to create your **Personal Quote Button**.

Once you have logged in to your **Broker Sales Portal**, you will need to do the following to be able to create quotes and a **Personal Quote Button**:

1. Look to the far right side of the teal colored web top banner and click on **My Account**.



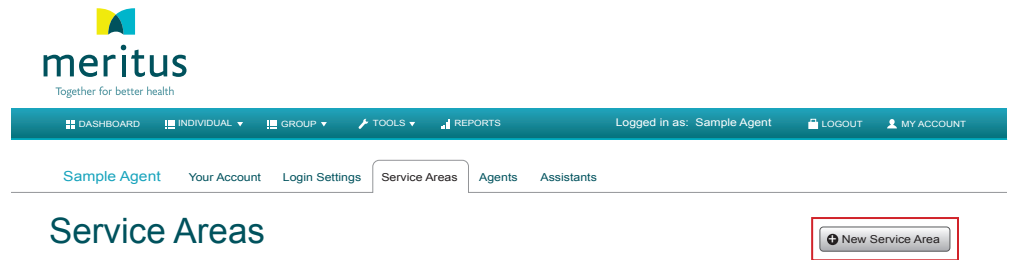
2. Once you have logged in, look under the teal banner and click on the tab that says **Service Areas**.



## Your Account

Last Name

3. Click on the **+ New Service Areas** button on the right side of the screen.



4. Type in **Arizona** in the first field and then complete the additional required fields. Your **Agency Number** is your **NPN number**. You can ignore the field that asks for a **Parent Number**. NOTE: The information that you are using will appear on your customized quote button.

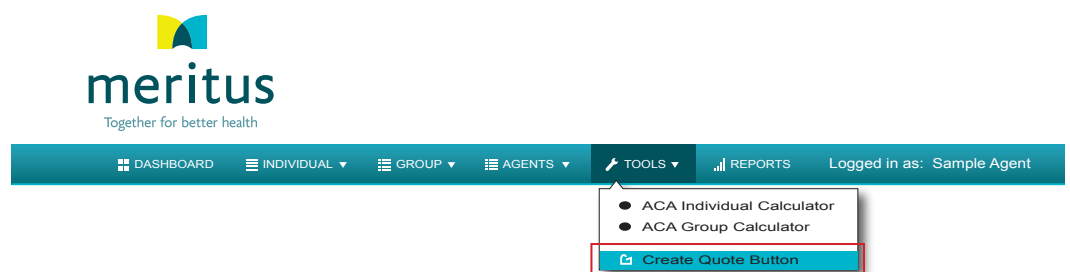
The screenshot shows the 'Service Area' form in the Meritus dashboard. The form has the following fields and values:

- Service Area Title\***: Arizona
- Client**: Meritus Health Partners (selected from a dropdown menu)
- Default**: ☒
- Contact Info**:
  - Phone No.**: (602) 000-0000
  - Email**: Sample@borker.com

5. When you have completed the form, click on **Save** button located on the lower right of the web page.

## You can now quote and access your custom Personal Quote Button

To access your **Personal Quote Button**, there is a link that is customized for each broker under the **Tools** tab containing your information. This is located under the **Tools** drop down box.



## Creating a Quote Button

The code for the **Personal Quote Button** inside the box to the left is "HTML" code. HTML code is normally sent to a webmaster to embed into a graphic or quote button area. However, if you do not have a webmaster and would like to use the hyperlink to send to clients, you will find this on the right side of the screen. This code can be copied and pasted into an email that you can send to a client if you wish.


## Create Get Free Quote Button

The Quote button is an easy way to keep your agent information in front of shoppers when they leave your website to get a quote. Use this page to customize your button and create the HTML you'll need to copy and paste into your website.

### Select your service area

### Your Personal Quote Button

Code	Your customer's view	Hyperlink
<pre>&lt;a href="https://enroll.meritusaz. com/ehp/eapp/ebuyer? clientKey=cchn&amp;conversation=Medical&amp;appType =U65&amp;iType=U65_ACA&amp; amn:agent=true&amp;amn:agentId</pre>		<a href="https://enroll.meritusaz.com/ehp/eapp/ebuyer?clientKey=cchn&amp;conversation=Medical&amp;appType=U65&amp;iType=U65_ACA&amp;agent=true&amp;agentId=19&amp;serviceArealId=10">https://enroll.meritusaz.com/ehp/eapp/ebuyer? clientKey=cchn&amp;conversation=Medi cal&amp;appType=U65&amp;iType=U65_AC A&amp;agent=true&amp;agentId=19&amp;service ArealId=10</a>
<input type="button" value="Select Code"/>		

### Add button code to your web page

#### Copy the button code:

1. Click the Select Code button
2. Right-click and copy the selected code.

If you're working with a website developer, you can paste the button code into an email and send it to your developer now.

#### Paste the button code in your website editor:

The code must be pasted in the "code" view, where you can view and edit HTML.

1. In your website editor or administrator page, open the page where you want to add your button.
2. Look for an option to view or edit HTML.
3. Find the section of the page where you want your button to appear.
4. Right-click and paste your button code into the HTML.
5. Save and publish the page. (The preview function in your editor may not display the button code correctly.)
6. Test the button to make sure it links to the shopper site.

Please note that you will be receiving additional emails including information on how to quote.

**Thank you for your interest in Meritus.**  
**Please let us know how we can further assist you.**

