

NEW AETNA INSTRUCTIONS APPLYING ONLINE

AETNA is now going electronic. Effective immediately all applicants that want to become appointed with Aetna will have to apply directly on their website. I have spoken with Representatives at Aetna and here are the new online instructions to become appointed.

- 1) Follow Link~ <http://www.aetna.com/insurance-producer/producer-network.html>,
- 2) "Click" on Producers in the top Tool Bar
- 3) "Click" Become Appointed with Aetna- first option on the left
- 4) Then under Licensing & Appointment click on [apply online to get appointed](#).
- 5) A new page comes up "Click" Continue
- 6) Click Apply here box on the right.
 - a. Start new application or continue an already started application with name and a password
 - b. MAKE SURE TO WRITE DOWN ALL PASSWORDS IN CASE YOU HAVE TO FINISH AND CONTINUE LATER
- 7) Drop down box in the middle of page choose "Agent" or "Agency"
 - a. Please NOTE: If they have an agency they will need to complete two separate applications with separate user names and passwords. One application for the individual and one for the firm
- 8) Then click begin, small box right corner
- 9) Create login account fill in all sections and "click" next
- 10) [Producer Type](#) page will come up, complete and hit continue this will take you to the following pages listed below, complete all sections on each page and hit continue after each page.

Individual Information

[Addresses and Phones](#)
[Errors and Omissions Insurance](#)
[Background Check and FCRA Consent](#)
[Producer SSN and DOB](#)
[Licensee Selections](#)
[Questions](#)
[Electronic Funds Transfer](#)
[W-9](#)
[Additional Documents](#)
[Comments](#)

Complete and follow directions for each page that comes up.

** If an error occurs it will tell you to re-enter the information.

The agents do not need to submit anything with application, everything is entered online. They just click on what states they want appointed in and it pulls all that information up. If they want to become appointed in new states they just fax or email stating which states they want appointed in.

AETNA FAX- 1-888-539-7601