



Quality health plans & benefits

Healthier living

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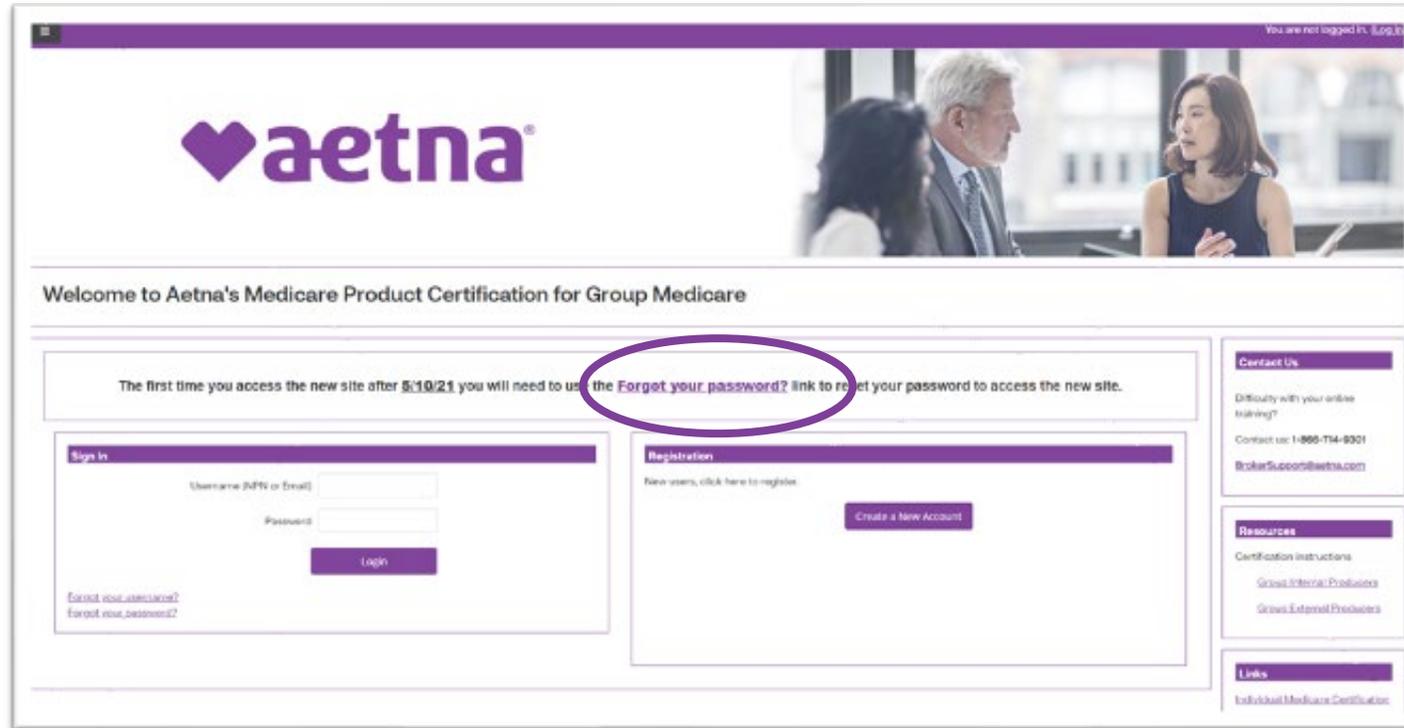
Intelligent solutions

A photograph of an elderly woman in the foreground, laughing joyfully with her eyes closed and mouth wide open. She has short, wavy blonde hair and is wearing a light pink top. In the background, an elderly man with white hair and a green shirt is smiling and looking towards her. They appear to be outdoors near a body of water, with a blurred background of hills and sky.

2022 External Group Medicare Broker Certification Instructions



The following pages provide step-by-step instructions for accessing the correct certification learning plan for those that sell Aetna Group Medicare business



Navigate to the Certification Portal at the following URL: <https://aetnagroup.cmpsyste.com/>

If you are a returning user, click on the “Forgot your password?” link to reset your password. Due to a few security enhancements, you must change your password to access the new site. You will be prompted to search for your account using your username or email address on record. An email will be sent to you with instructions on how to reset your password to access the new site.

You are not logged in. (Log In)

♥ aetna®

Welcome to Aetna's Medicare Product Certification for Group Medicare

The first time you access the new site after 5/10/21 you will need to use the [Forgot your password?](#) link to reset your password to access the new site.

Sign In

Username (MPN or Email)

Password

[Forgot your username?](#)
[Forgot your password?](#)

Registration

New users, click here to register

Contact Us

Difficulty with your online training?
Contact us: 1-866-714-8001
BokeSupport@aetna.com

Resources

[Certification Instructions](#)
[Group Internal Products](#)
[Group External Products](#)

Links

[Individual Medicare Certification](#)

Navigate to the Certification Portal at the following URL: <https://aetnagroup.cmpsyste.com/>

All new users are required to create a new account and complete profile information. Click the **Create a New Account** button

Employee ID Number

Employee ID Number

Aetna Employee: Please provide your Employee ID Number, then click **Submit**.

Group External Broker: Please click **Proceed without**.

Submit **Proceed without**

Contact Us

Difficulty with your online training?

Contact us: 1-866-714-8301

BrokerSupport@aetna.com

As a Group Medicare producer external to Aetna, click on **Proceed without** and leave the other field blank

Step 1 of 3

Step 1 of 3

Confidential Information

Please fill out the following required fields:

Last name ! Enter last name on the account

DOB ! Enter date of birth (mm/dd/yyyy)

Last 4 Digits of SSN ! Enter last 4 digits of social security number

Submit

There are required fields in this form marked !



Step 2 of 3

Step 2 of 3

Confidential Information

Please provide information to uniquely identify yourself for the Aetna Healthcare Training System.

Last name

DOB

Last 4 Digits of SSN

Personal Information

First name

Middle name

Last name

Suffix

Designation

Additional Information

Company name

Job title

Phone number

National Provider Number

Password

Please create a password to access the system. The password must have at least 10 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, and a custom set of security symbols.

Password Click to create and copy password

Confirm password Click to create and copy password

Email address

Please provide an email address. This email address will be used for password recovery system notifications, and as your primary email if you do not have an assigned National Provider Number.

Email address Click email address

Confirm email address Verify email address

Mailing Address

Please fill in mailing address you can be reached at.

Address 1

Address 2

City

State/Territory

Zip code

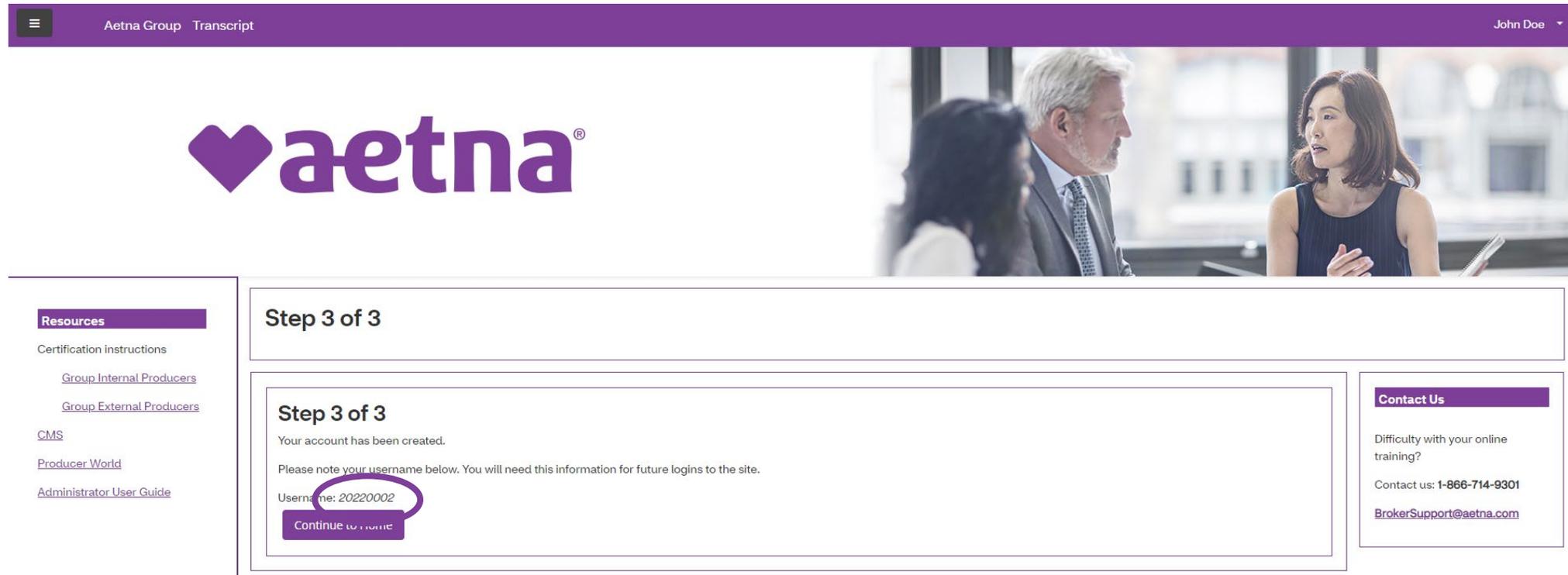
Country

Register **Cancel**

There are required fields in this form marked !

Difficulty with your online account? Contact us at 1-800-768-8288 or MyAetna@aetna.com

You will be instructed to complete the Confidential Information where you will be required to enter you NPN and click the **Submit** button to start the registration process. You will then need to fill out a few demographic details and give your account a password.



Aetna Group Transcript John Doe

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Resources

- Certification instructions
- [Group Internal Producers](#)
- [Group External Producers](#)
- [CMS](#)
- [Producer World](#)
- [Administrator User Guide](#)

Step 3 of 3

Your account has been created.

Please note your username below. You will need this information for future logins to the site.

Username: 20220002

[Continue to Home](#)

Contact Us

Difficulty with your online training?

Contact us: 1-866-714-9301

BrokerSupport@aetna.com

Once you have registered for an account, you will be assigned a username. The username and password is your login for when you want to complete your Group Medicare Certification.

Click on the **Continue to Home** button. This will take you directly to the Aetna Certification homepage and you will be able to access your learning plan. The learning plan will be listed under My Certifications.

Resources

- Certification instructions
 - [Group Internal Producers](#)
 - [Group External Producers](#)
- CMS
 - [Producer World](#)
 - [Administrator User Guide](#)

John Doe

Annual Group Medicare Certification

Welcome

Welcome Group Brokers! Whether you're a new or renewing broker, you are responsible each year for making sure you are certified, licensed and appointed to sell Group Medicare products. Only when all requirements have been completed will you receive commission payments for selling our products.

Technical Notes

You'll find that the online courses work best with the latest browsers. If you have problems with the course, you can check for an updated browser at one of these websites: [Internet Explorer](#), [Firefox](#) or [Google Chrome](#). If you have a pop-up blocker installed, you may need to temporarily disable it in order to view the courses. These courses display well on most tablets and personal computers, but are not formatted for small mobile devices such as mini tablets or smart phones.

My Certifications

| | | |
|--------------------------|---------------------------------------------------------------------------|----|
| <input type="checkbox"/> | 2022 Aetna Group Medicare Broker Certification (External) | 0% |
|--------------------------|---------------------------------------------------------------------------|----|

Individual (IVL) Medicare Certification

If you are looking to complete the Individual (IVL) Medicare Certification, please navigate to the portal by copying and pasting this URL into your browser: <https://aetna.uat.coursestage.com/>

Powered by [CourseStage](#) from [Web Courseworks Ltd.](#)
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This is the certification landing page where you will complete the 2022 Aetna Group Medicare Broker Certification learning plan under My Certifications

Certification Learning Plan

2022 Aetna Group Medicare Broker Certification (External)

Dashboard - My courses - 2022 Aetna Group Medicare Broker Certification (External) - 2022 Aetna Group Medicare Broker Certification (External)

[FDR Attestation](#)

2022 Group Medicare Overview

Restricted Not available unless: The activity [FDR Attestation](#) is marked complete

2022 Group - Experience Excellence: Medicare Advantage

Restricted Not available unless: The activity [2022 Group Medicare Overview](#) is marked complete

2022 Group - Experience Excellence: Aetna Legacy Prescription Drug Plans

Restricted Not available unless: The activity [2022 Group - Experience Excellence: Medicare Advantage](#) is marked complete

2022 Group - Experience Excellence: CVS SilverScript Prescription Drug Plans

Restricted Not available unless: The activity [2022 Group - Experience Excellence: Aetna Legacy Prescription Drug Plans](#) is marked complete

2022 Group - Experience Caring, Integrity and Collaboration

Restricted Not available unless: The activity [2022 Group - Experience Excellence: CVS SilverScript Prescription Drug Plans](#) is marked complete

2022 Group Medicare Certificate

Restricted Not available unless: The activity [2022 Group - Experience Caring, Integrity and Collaboration](#) is marked complete

Things to note:

- You cannot skip around; you are required to take the Learning Plan in the order listed
- You do not have to complete the Learning Plan in one sitting. You will be able to return to where you left off
- **NEW:** CVS SilverScript Prescription Drug Plans Course and Mastery Test have been added.
- You must pass each mastery test with a score of 90 or above in three attempts
- Mastery tests are housed within the corresponding modules. Complete the course before the mastery tests becomes available to attempt.

When you complete your certification and pass, you will receive a confirmation email.

Once you have completed the learning plan, your certificate will be available for download. Please keep a copy of your certificate.



If you have any questions, please contact Broker Services Department at 1-866-714-9301 or BrokerSupport@aetna.com