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Healthier living  
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Intelligent solutions

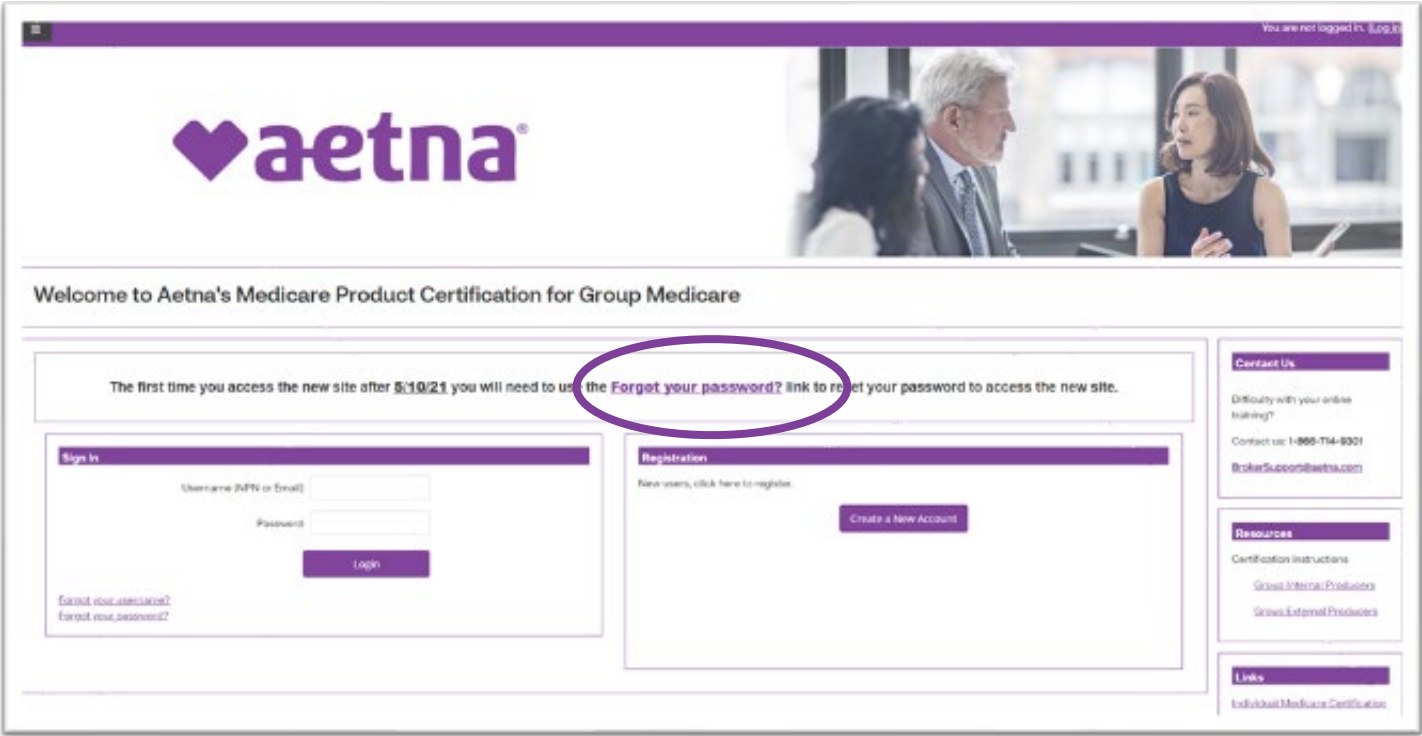


# 2022 Internal Group Medicare Broker Certification Instructions



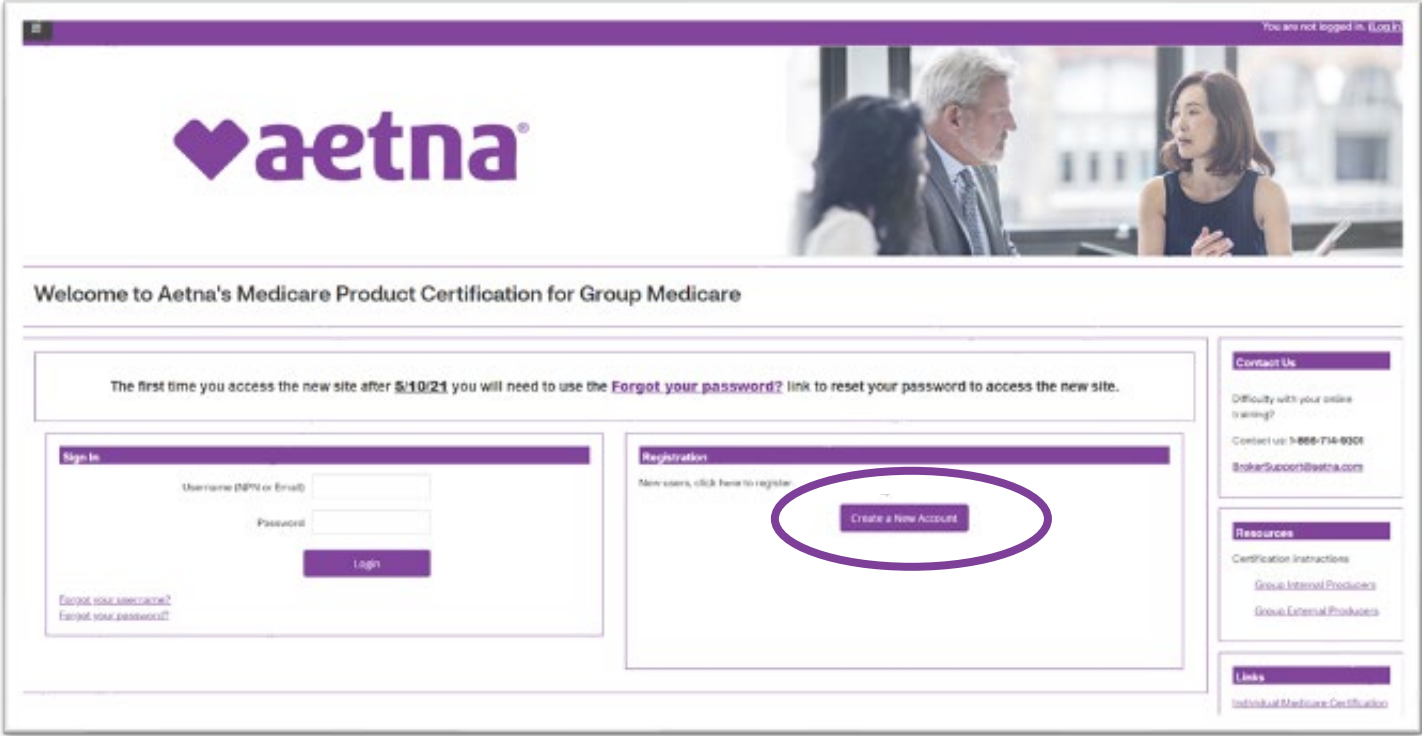
**The following pages provide step-by-step instructions for accessing the correct certification learning plan for those that sell Aetna Group Medicare business**





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.



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

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

You are not logged in. (Log in)



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


Enter your Employee ID in the field above and then click **Submit**

**Important Note:** Do not select the **Proceed without** button. If this is selected the system will automatically mark you as an external producer. Selecting this option will require you to take **all** External certification modules.

Your Employee ID number alerts the portal that you work for Aetna as an internal producer. This gets you to the right course. If your employee number is not recognized, contact [Phung Shreckengast](#), to have your Aetna ID added to the portal.

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## Step 1 of 3

### Step 1 of 3



▼ [Confidential Information](#)

Please fill out the following required fields:

Last name	<div><input data-bbox="794 714 973 746" type="text"/></div> <p>Enter last name on the account</p>
DOB	<div><input data-bbox="794 781 901 813" type="text"/></div> <p>Enter date of birth (mm/dd/yyyy)</p>
Last 4 Digits of SSN	<div><input data-bbox="794 846 973 881" type="text"/></div> <p>Enter last 4 digits of social security number</p>

There are required fields in this form marked .



## Step 2 of 3

### Step 2 of 3

#### Confidential Information

Please enter information to uniquely identify yourself for the HMP Medicare 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

Please provide a valid NPI number. The NPI number must have at least 10 characters, at least 1 character must be a letter, at least 1 character must be a digit, and at least 1 character must be a hyphen.

NPI number

Confirm NPI number

#### Email Address

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

Email address

Confirm email address

#### Home Address

Please provide the mailing address you wish to be mailed at.

Address 1

Address 2

City

State / Territory

Zip code

Country

There are required fields in this form marked \*

#### Contact Us

Difficulty with any online training?

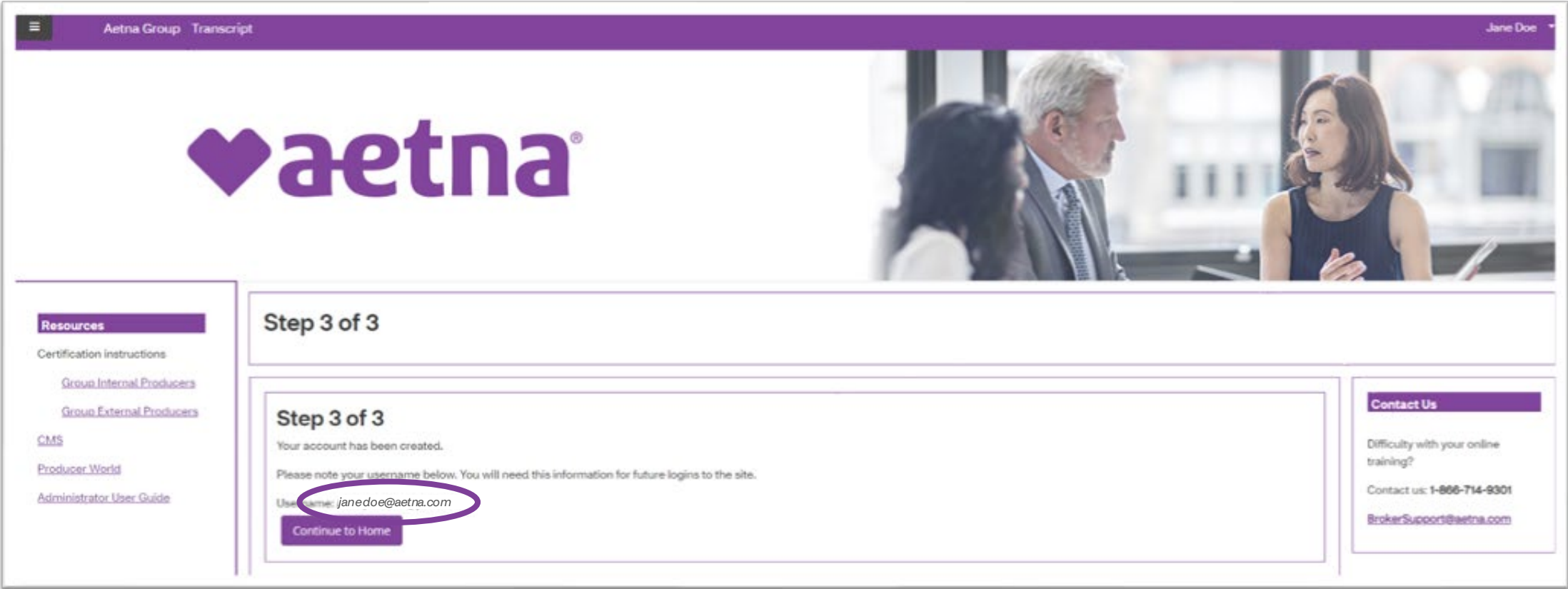
Contact us 1-800-764-8800

[help@hmptraining.com](mailto:help@hmptraining.com)

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You will be instructed to complete the Confidential Information 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.





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.

Aetna Group

Transcript

Jane Doe



Resources

[Certification Instructions](#)

[Group Internal Producers](#)

[Group External Producers](#)

[CMS](#)

[Producer World](#)

[Administrator User Guide](#)

Jane 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

☐

[2022 Aetna Group Medicare Broker Certification](#)

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/>

Contact Us

Difficulty with your online training?

Contact us: 1-866-714-9301

[BrokerSupport@aetna.com](mailto:BrokerSupport@aetna.com)

This is the certification landing page where you will complete the 2022 Aetna Group Medicare Broker Certification learning plan under My Certifications

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# Certification Learning Plan

## 2022 Aetna Group Medicare Broker Certification

Dashboard - My courses - 2022 Aetna Group Medicare Broker Certification - 2022 Aetna Group Medicare Broker Certification



[2022 Group Medicare Overview](#)

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](mailto:BrokerSupport@aetna.com)**