100111100 connecting Pennsylvanians to health coverage

Claiming your Pennie Profile

A stroll through Pennie's platform



Step-by-Step Guide for Multi-Factor Authentication

A Supplement To The Account Claiming Process



Dear Sam Elliot,

An account has been created for you on Pennie.

In order to access your account, eitner click here or copy the following link into your web browser window:

https://enroll.pennie.com/hix/account/user/activation/d67e8866fbc842d28033712adc13f357

This is a one-time login and will expire after 60 days.

If you need further assistance, please contact Pennie at the toll-free number below.

Thank you,

Pennie

Click on the link that you received in your notification from Pennie to claim your account.

It will take you to a secure portal to begin the account claiming process.

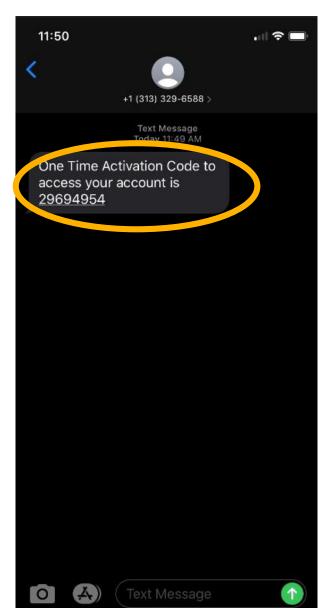
You should know Pennie Customer Service has created an account for you on the Pennie. In order to access your account, please follow this simple process. Pennie Customer Support Staff has provided the following phone numbers for you: (****)****-7307 In order to verify your identity, we will send you a verification code to the selected number, using a voice call or text message Text Message Send code This is not my phone number

For the initial account claiming process, you will receive a text message or voice call to provide a Verification Code.

Once, the code is entered, click "Verify."

Please call 1-844-844-8040, TTY 711 to change the phone number we have on record for you.

If the number listed is not your number, you may contact the Pennie Call Center for Technical Support +1 (844) 844-8040



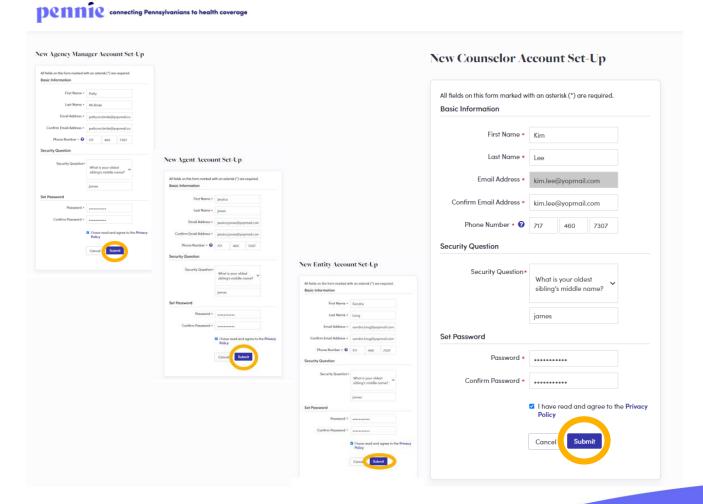
For the initial account claiming process, you will receive a text message or voice call to provide a <u>Verification Code</u>.

Once, the code is entered, click "Verify."

Remember: you may contact the Pennie Call Center for Technical Support +1 (844) 844-8040

(7

Multi-Factor Authentication A Step – by – Step Guide to setting up your organization's profile in Pennie.



Depending upon your user role, you will verify your name, contact information, sets a security question, and an account password.

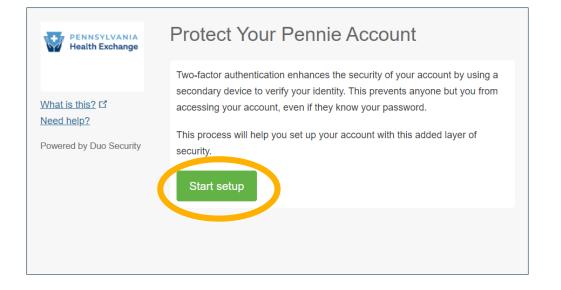
Click "Submit" when ready to claim your Pennie Account.

8

Multi-Factor Authentication A Step – by – Step Guide to setting up your organization's profile in Pennie.



Log In Help & Support ▼



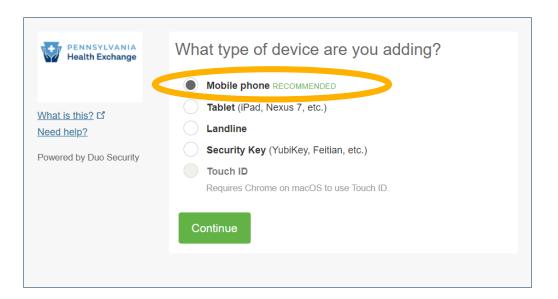
Click "Start Setup" to begin your Pennie Multi-Factor Authentication process.

For security, you will be asked for your Multi-Factor Authentication code each time you log into your Pennie Account.

9

Multi-Factor Authentication A Step – by – Step Guide to setting up your organization's profile in Pennie.



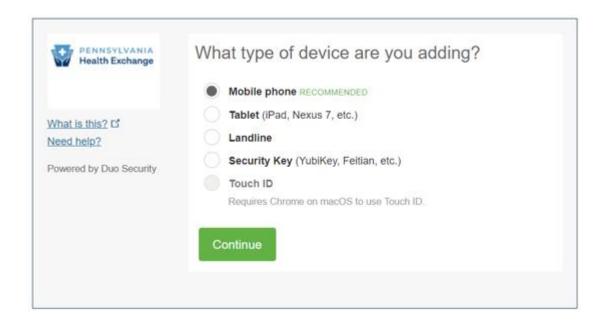


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You will need to add a device to perform the Multi-Factor Authentication each time you log into your Pennie account.

Mobile phone is the recommended option.

Important Note

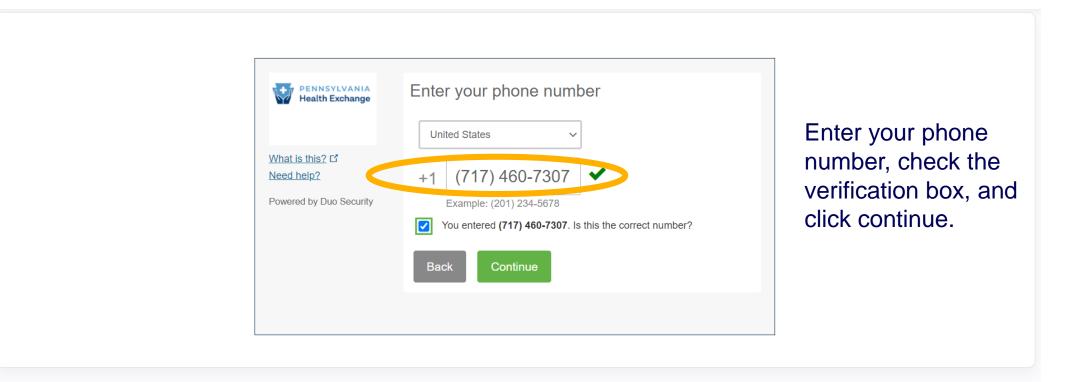


Why do we recommend a Mobile Phone or Tablet for Multi-Factor Authentication?

- Mobile phone is the recommended option because you have two signals – the primary signal is 4G/5G and the secondary is Wi-Fi.
- A mobile ready tablet is preferred over a landline for the same reason.
- In the event that you do not wish to use a mobile phone for Multi-Factor Authentication, a tablet connected to Wi-Fi is a great solution for Duo Mobile.
- A landline that is directly connected to an individual's workstation or desk that DOES NOT REQUIRE AN EXTENSION can also be a strong source for Multi-Factor Authentication.

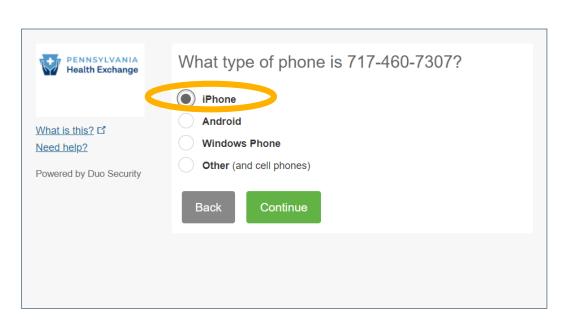


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Log In Help & Support ▼



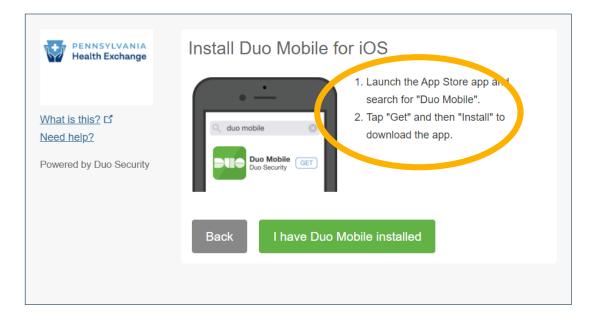
Select you type of mobile device.

Click Continue



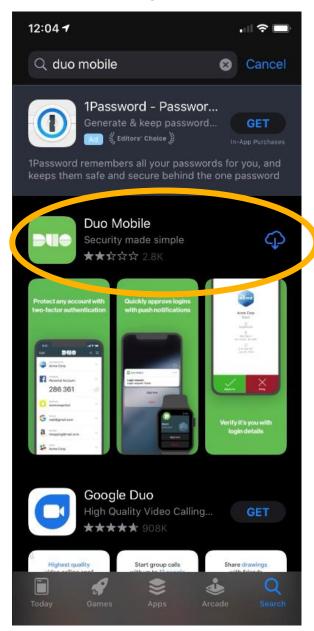
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Download Duo Mobile app onto your mobile device.

The next page shows an example of what the download looks like from the App Store.

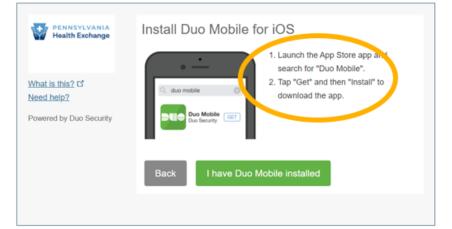


Visit the App Store

Download Duo Mobile app onto your mobile device.

When you have the app downloaded, click "I have Duo Mobile installed"

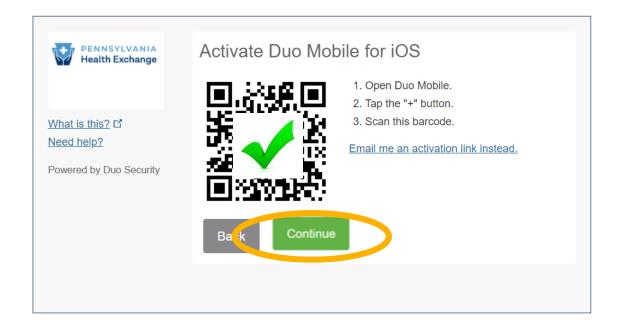
to proceed.





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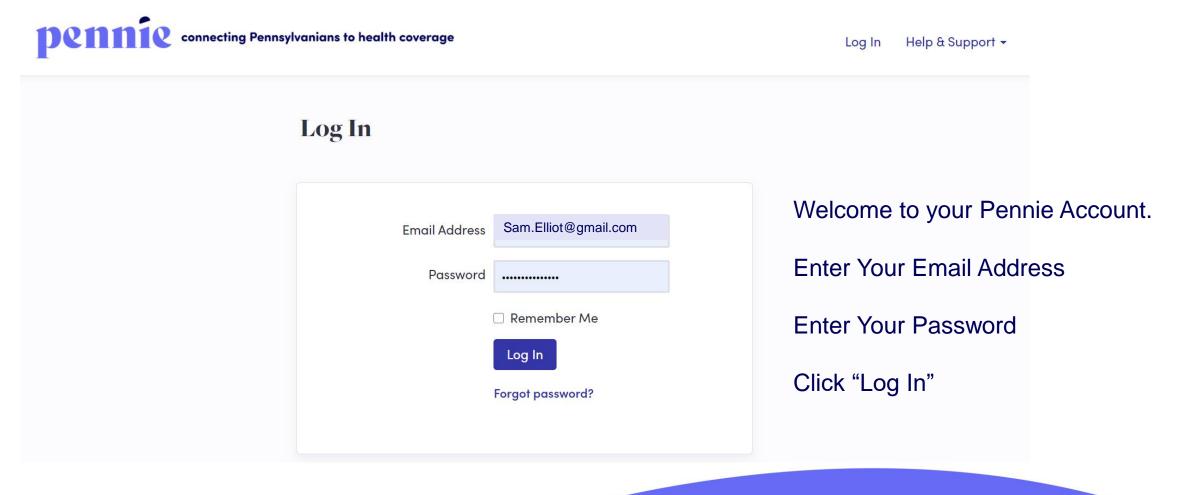


Open the Duo Mobile app on your device.

The app will ask you to scan the QR Code on your screen.

Scan it – you will see a green check mark appear.

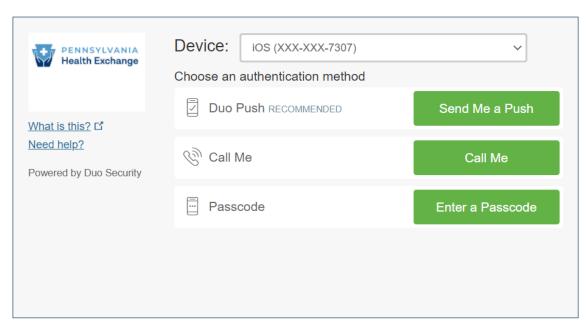
Click Continue to proceed.



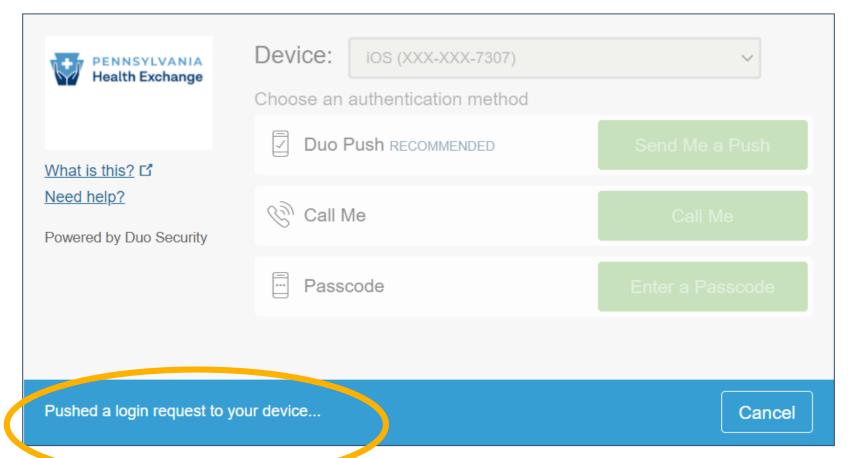


connecting Pennsylvanians to health coverage

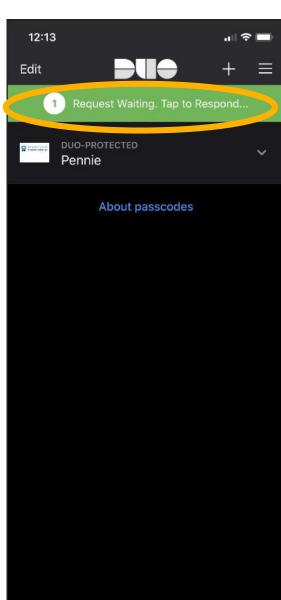
Log In Help & Support ▼

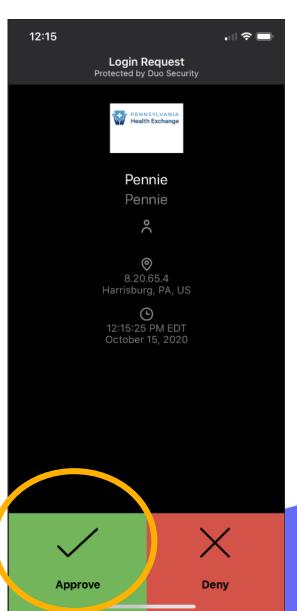


For Multi-Factor Authentication, you will have the option to select a push notification to Duo Mobile, a call, or you can enter a pass code that has been sent to you via text message.



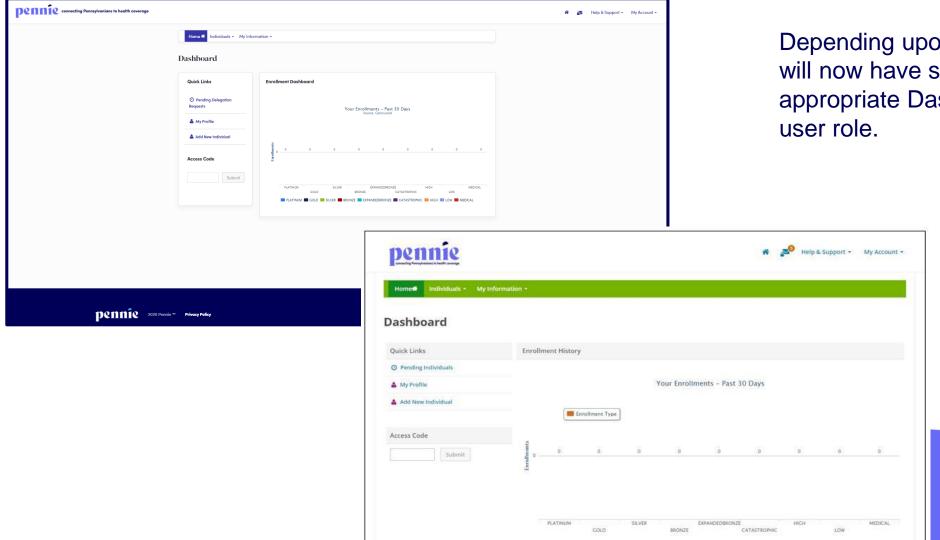
You will see a blue notification at the bottom of the page when your Duo Push Notification has been sent to your mobile device.



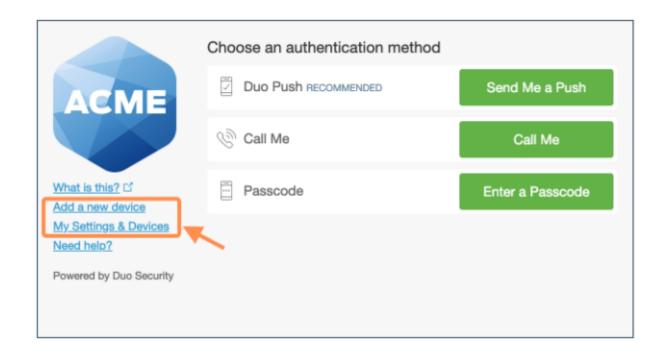


In the Duo Mobile App, you will see one push notification awaiting your verification.

Click the "Approve" box to verify that it is you who are logging into your Pennie account.

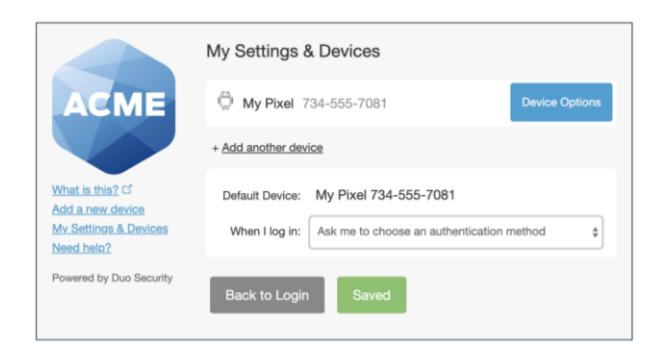


Depending upon your user role, you will now have secure access to the appropriate Dashboard for your user role.

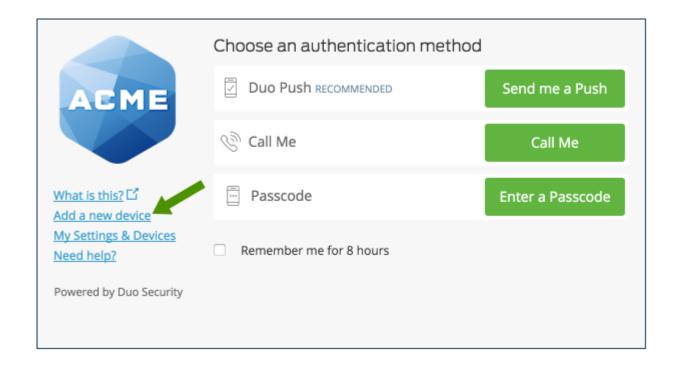


After passing primary authentication, users see Add a New Device and My Settings & Devices links on the Duo two-factor authentication page.

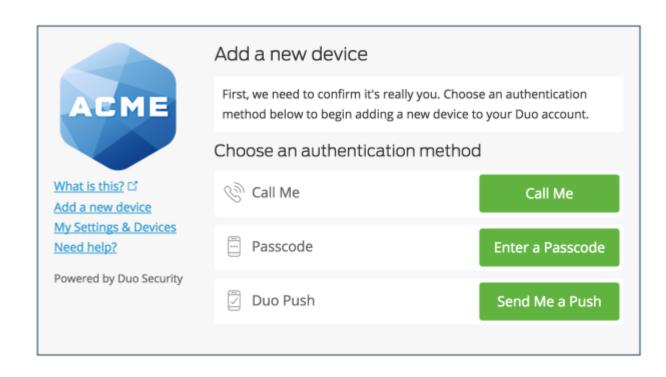
Duo authentication is required for access to the self-service pages.



Users can quickly add another authentication device with the Add a New Device utility, while clicking My Settings & Devices prompts the user to complete two-factor authentication, then shows the device management portal.



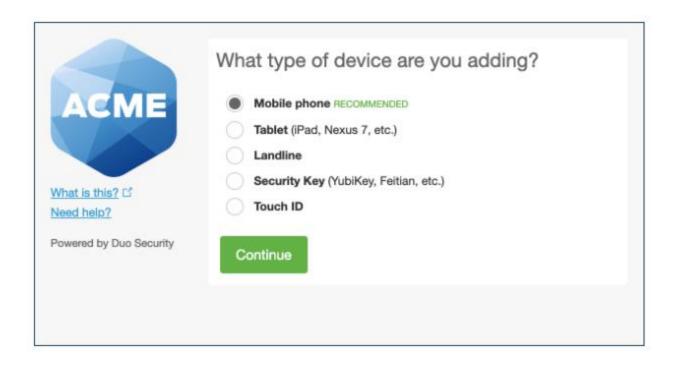
To start enrolling a new device, click **Add a new device**.



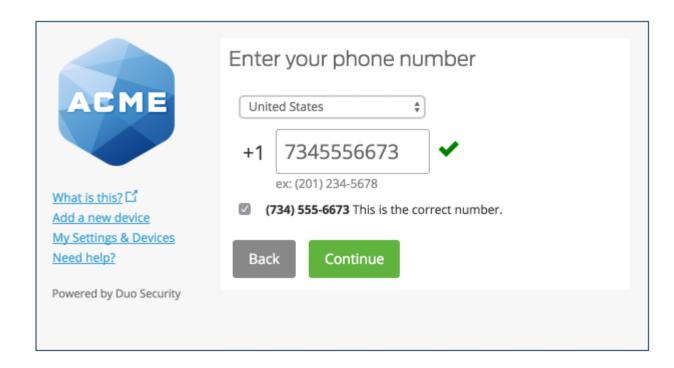
Choose an authentication method and complete two-factor authentication to begin adding your new device.

If you're adding a new device to replace one that you previously activated for Duo Push, don't select the Duo Push authentication method on this page unless you still have the original device.

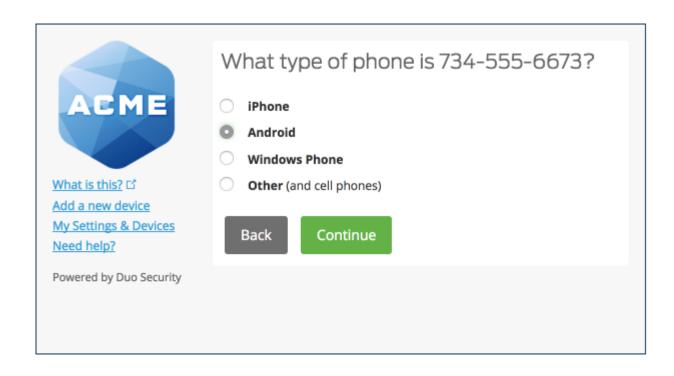
If you don't have the original device, but you have a new device with the same phone number, then you can authenticate with a phone call or SMS passcode.



Proceed with the device enrollment process.



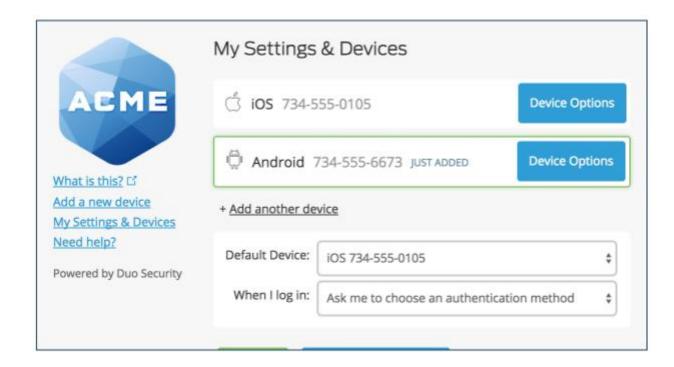
Enter and confirm the second phone's number.



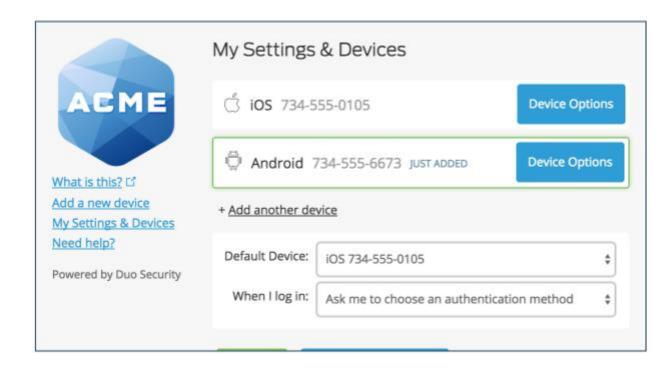
Select the new phone's operating system.



Install Duo Mobile on the new phone and scan the barcode to activate.



The new phone is added and listed with your other enrolled devices. You can click **Add another device** to start the enrollment process again and add another authenticator.



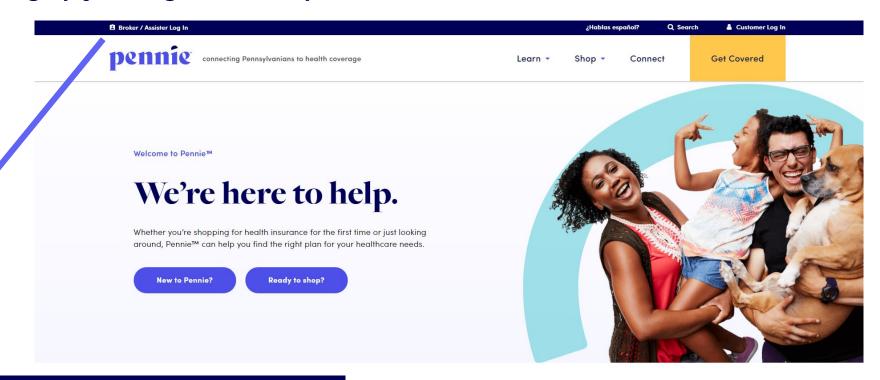
The new phone is added and listed with your other enrolled devices.

You can click **Add another device** to start the enrollment process again and add another authenticator.

Additional information regarding Duo Mobile Settings can be found here:

https://duo.com/docs/self-service-portal

A Step – by – Step Guide to setting up your organization's profile in Pennie.

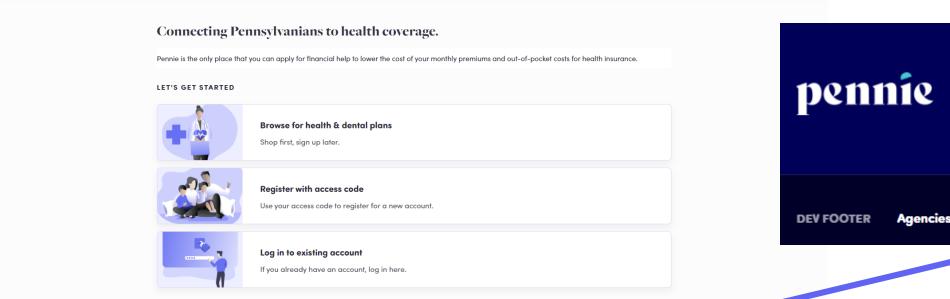


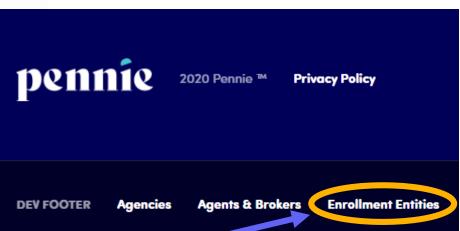
Broker / Assister Log In



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pennie connecting Pennsylvanians to health coverage

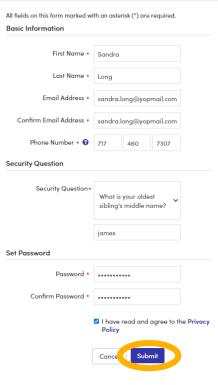




Login Help & Support ▼







Enter the Name and Contact Information for the Organization's Account Manager.

This is the person responsible for management of the organization's Pennie Account.

Later CEO, CFO, and Executive/Owner information will be collected.

Steps 1. Entity Information 2. Populations Served 3. Locations and Hours 4. Contact Information 5. Assisters 6. Document Upload 7. Payment Information

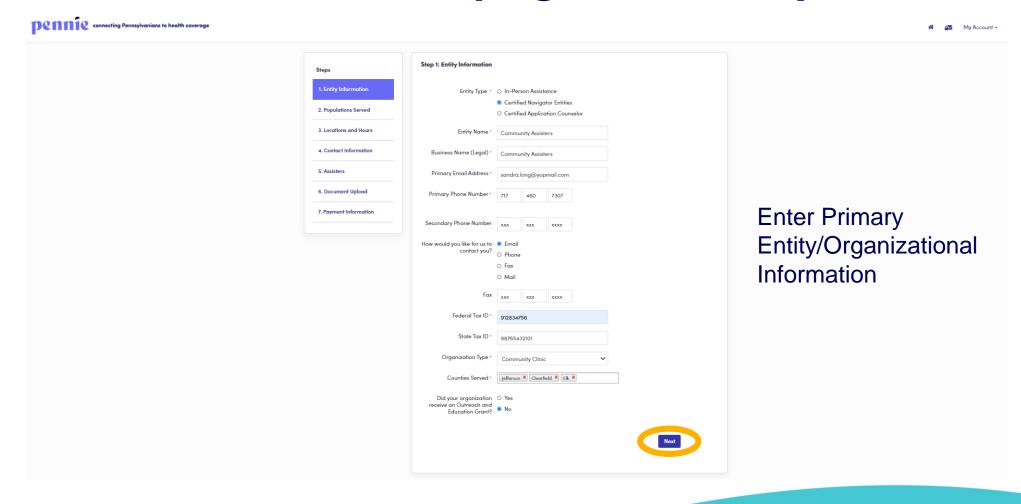
These are the seven steps that Entities need to follow to set up to claim their Pennie Entity Account.

Step 1: Entity Information

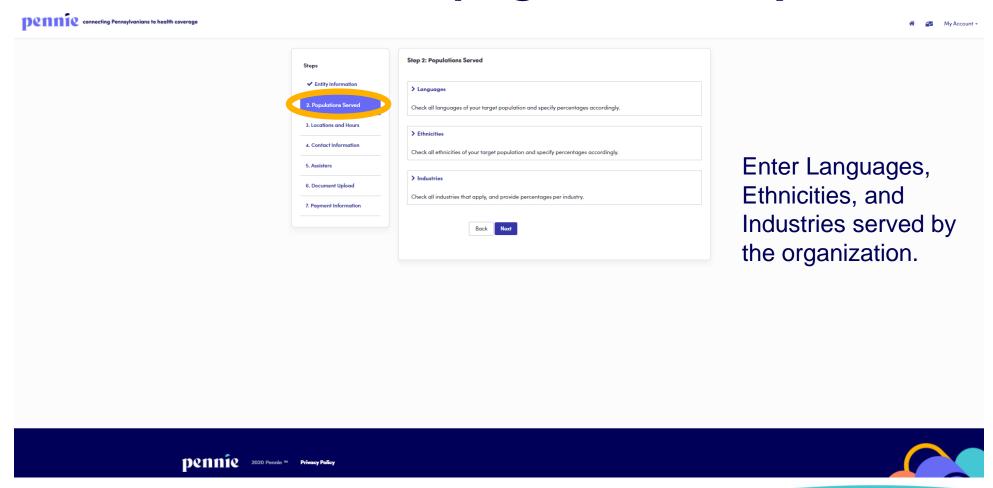
Very Important

- Entity Type * O In-Person Assistance Independent CACs Non-PACHC Affiliated
 - Certified Navigator Entities Members of PACHC
 - Certified Application Counselor Non-PACHC Affiliated CDOs

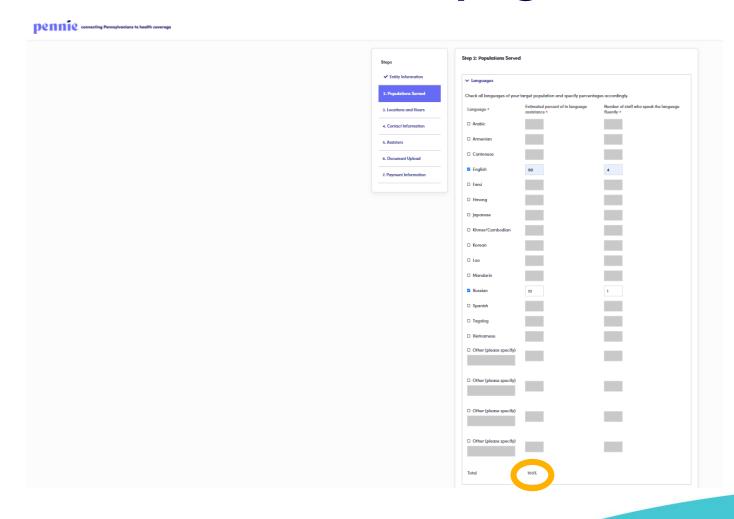






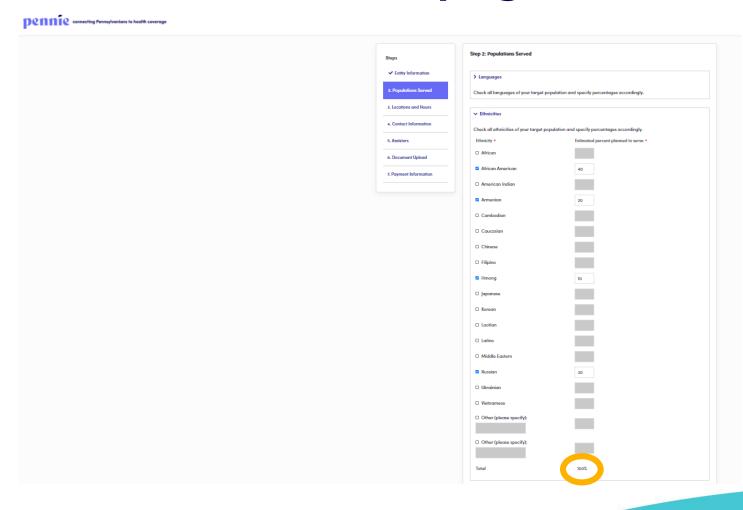






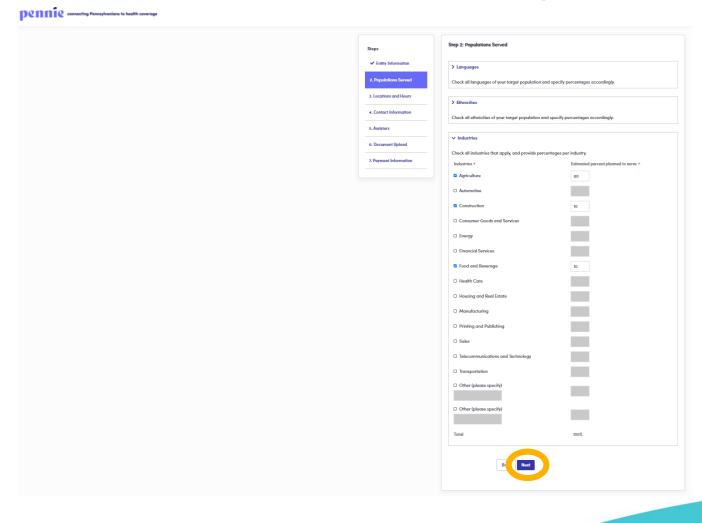
Enter Organizational Language Capabilities

Must equal 100%



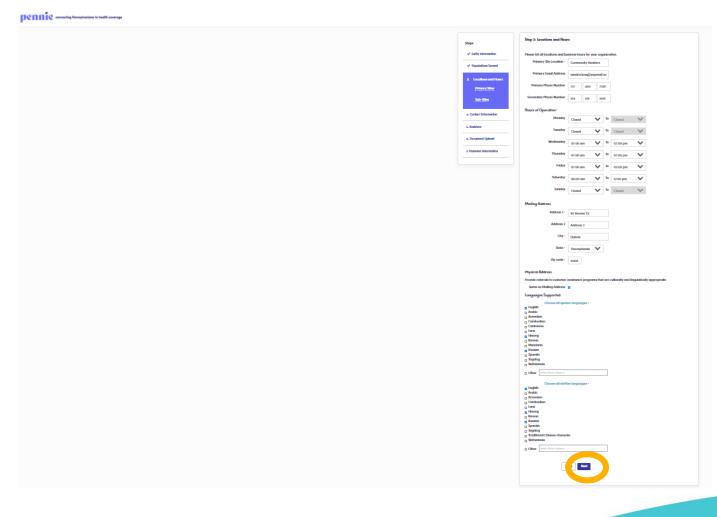
Enter the predominant ethnicities served by the organization

Must equal 100%

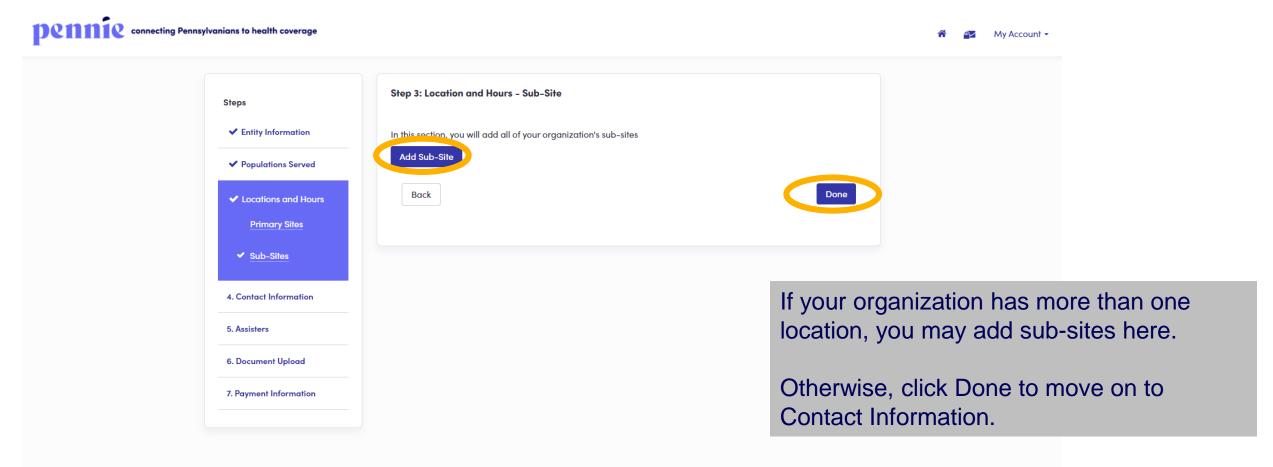


Enter predominant industries served by your organization

Must equal 100%



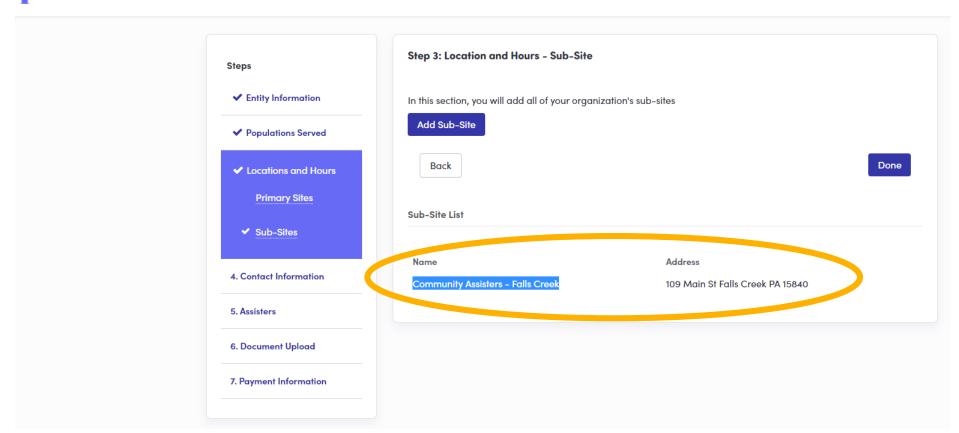
For your primary business location, plese enter contact information, hours of operation, and languages spoken and written.



To Add a sub-site, simply enter the sub-site name, contact information, hours of operation, and languages spoken/written at that sub-site.

When complete, click "Save Sub-Site."

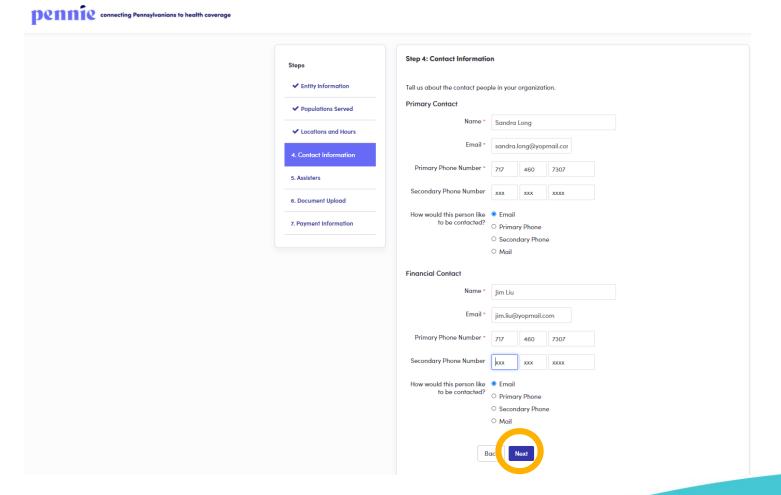
1021111112 connecting Pennsylvanians to health coverage



The sub-site now shows up in your Sub-Site List.

Click "Add Sub-Site" to add another location to the list.

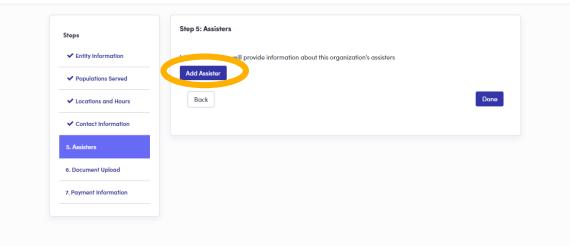
Click "Done" to advance to organizational Contact Information.



Add the Primary Contact/Executive Officer for your organization.

Add the Financial Officer for your organization.





Just click "Add Assister" to add those in your organization who serve as assisters.

Click "Done" if you have none to enter.



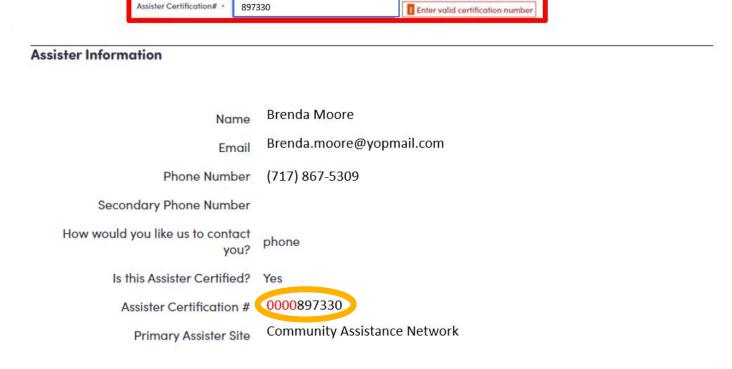
Done

Enter the Assister's name, contact information, location information, and language profile.

Click "Save" to add the Assister.



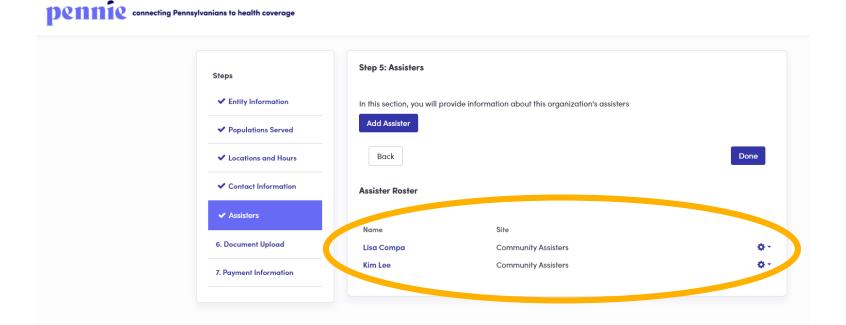
If you are encountering a format error while adding Pennie Assisters to your Enrollment Entity Account, please note that you will need to enter 0000 (four zeros) before the Assisters PA Registration Number.



Quick Tip:

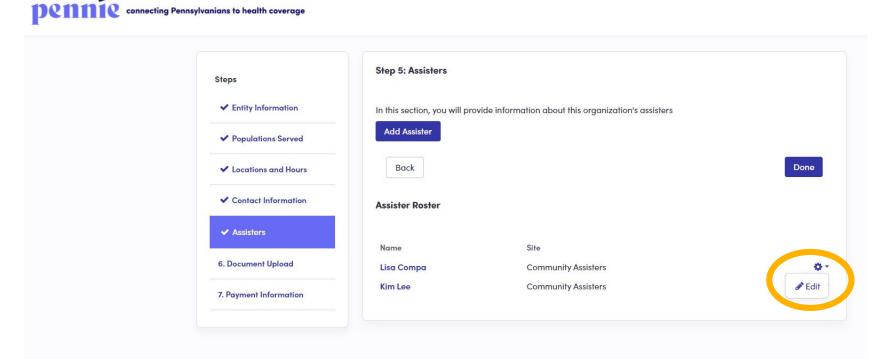
Always use four zeros before the six-digit Assister registration number.





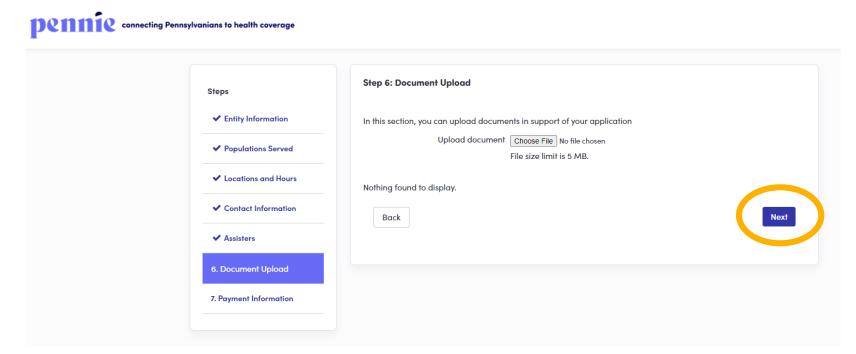
The new assisters are now added and can claim their accounts via an email notification and secure link.

Click "Done" to continue to Document Upload.



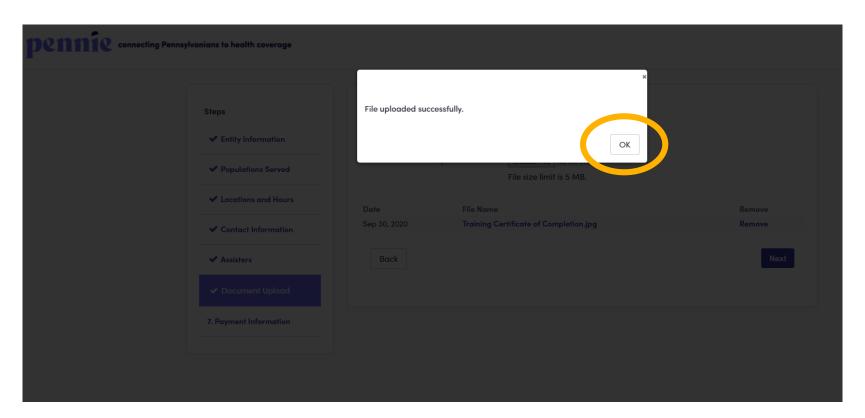
NOTE:

If you need to edit the information that you entered for an Assister, simply click the edit gear in the righthand corner.



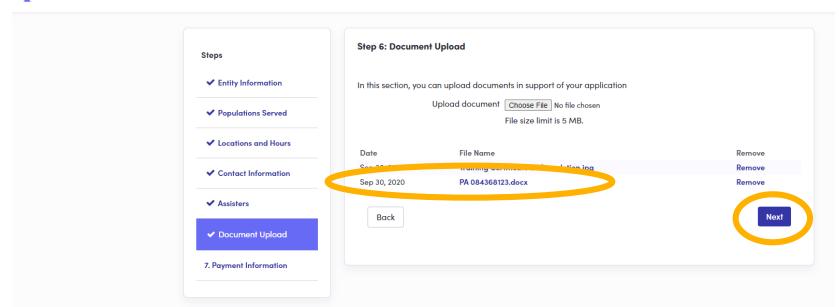
In the initial claiming of your organization's Pennie Entity Account, please upload a copy of your organization's Pennsylvania Assister License.

If you cannot locate the document, it may be added after account creation.



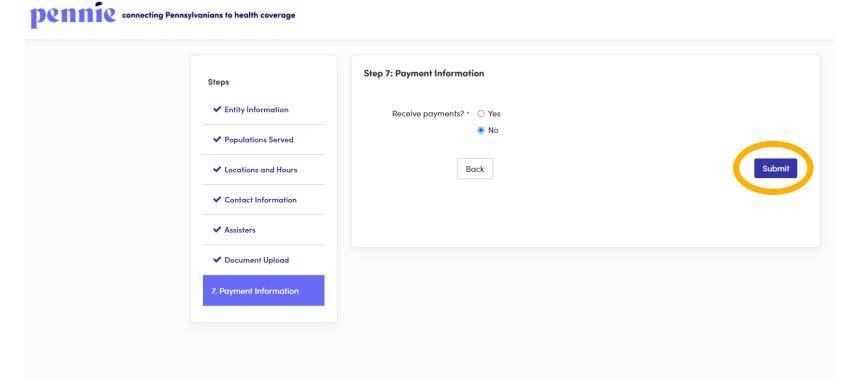
When you upload your organization's PA Assister License from the Pennsylvania Department of Insurance or any other document, you will see a confirmation message when the upload is successful.





When you upload your organization's PA Assister License from the Pennsylvania Department of Insurance or any other document, you will see a confirmation message when the upload is successful.

Click "Next" to continue.

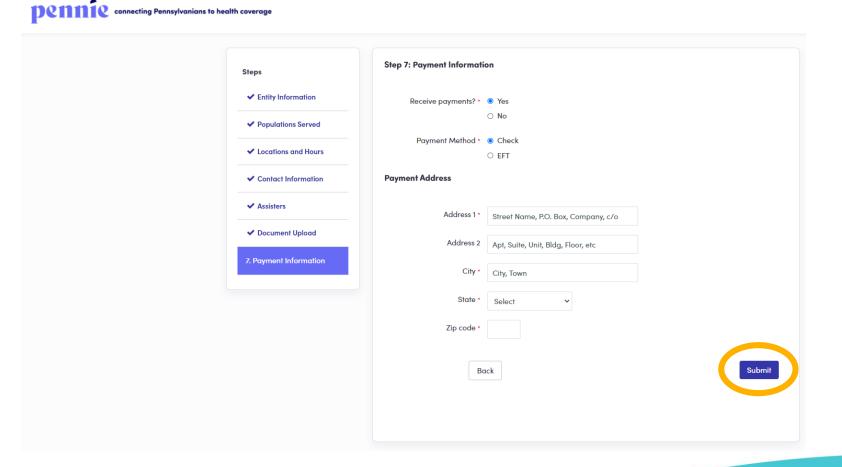


Does your organization receive payment?

If so, select "Yes."

If not, select "No."

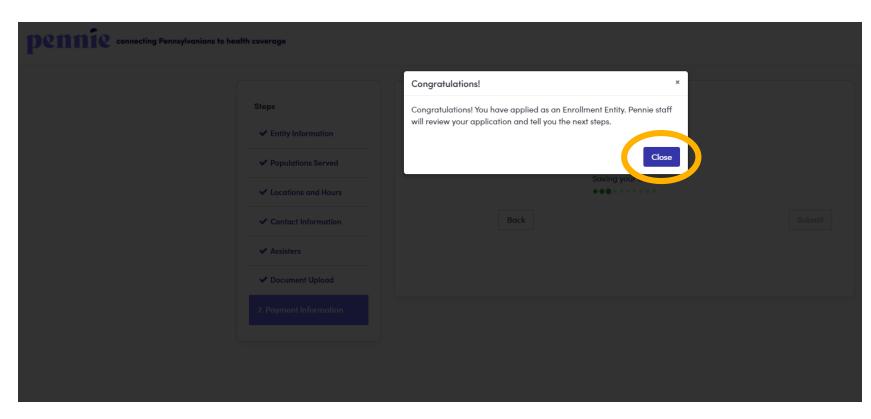
Select "Submit" if you are ready to complete your Pennie Entity Account Registration.



If your organization does receive payments, select "Yes," select the "Payment Method," and enter the "Payment Address."

Click "Submit" when you are ready to complete.





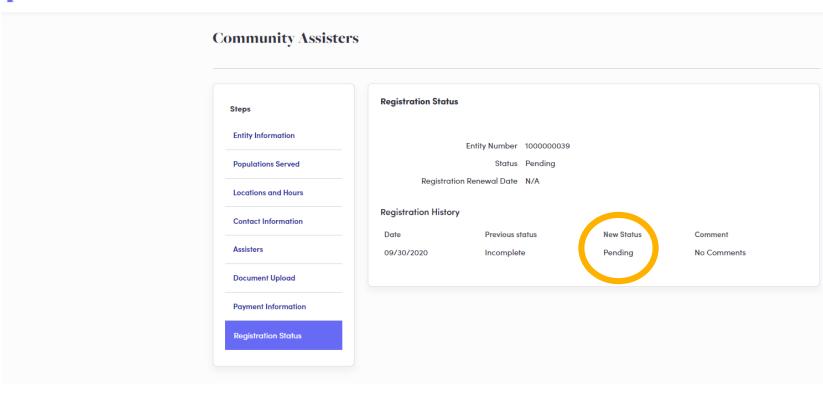
Congratulations!

You have claimed your Pennie Assister Entity Account.

Click "Close" to access your new account.

Note: You will be taken directly to the organization's Registration Status page.

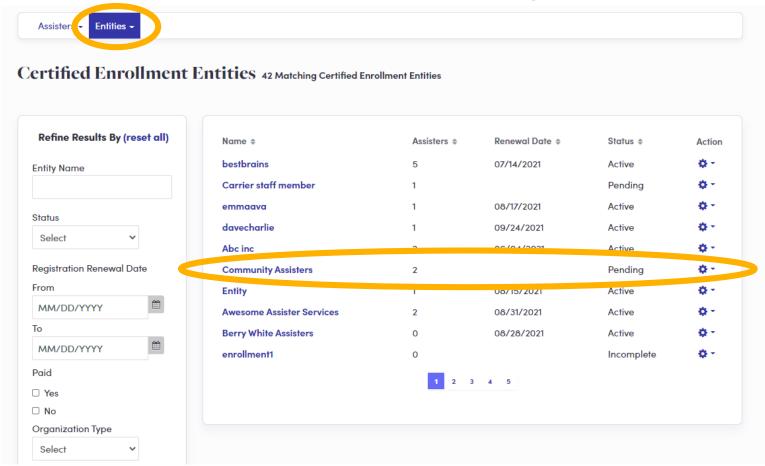




Your organization's Pennie Entity Registration is now in Pending status.

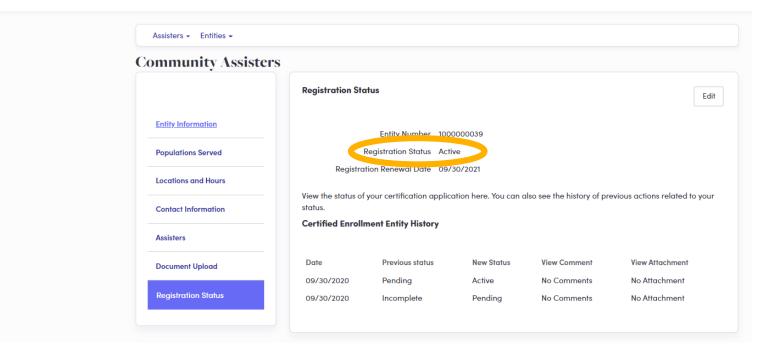
The Pennie Assister Admin will review you Entity Registration and "Deny" or set your organizational status to "Active" in the Pennie system.

Pennie Admin review will take less than 36 hours, but no more that 48 hours from your time of submission.



What the Admin sees when reviewing an account.





Pennie Assister Registration Status is now Active.

The Account Manager will receive a notification via email that their Pennie account is Active.

Alert from Pennie: You have a new message in your account

From: noreply@pennie.com Date: 2020-09-30 09:38

- Show pictures. --

Dear Sandra Long,

You have an important message from Pennie in your Secure Inbox that may require an action from you.

To access the message, log in to your Pennie account at https://paluat.ghixqa.com and click on My Inbox.

Please review the message carefully for updates and requests for action or information.

Reminders

- . Make sure to keep your account and contact information, including your email address, up-to-date and report any changes to Pennie so we can continue to provide you with important updates.
- If you are unable to access your account, please contact Pennie Customer Service at 1-844-844-8040 or TTY 711.

Thank you,

Pennie

Contact Information

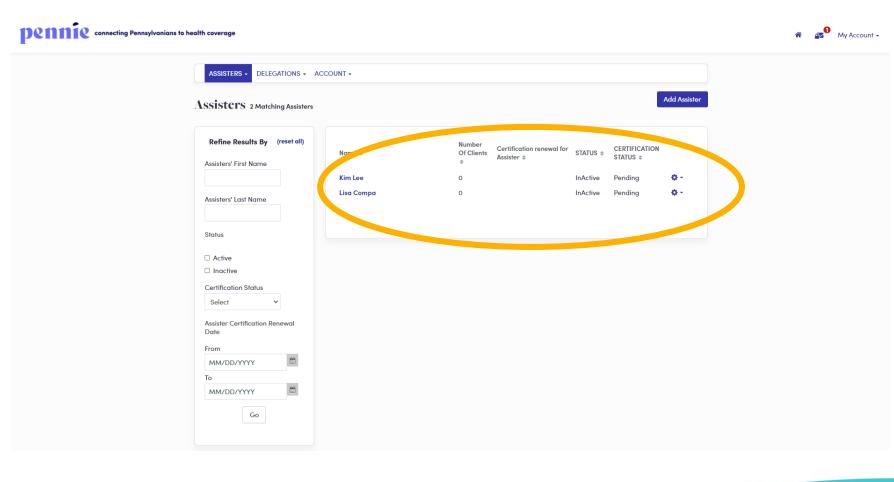
- To access your Pennie account, please visit <a href="https://paluat.ghixga.com/hixgo.com/hixg
- To speak with a customer service representative, please call Pennie Customer Service at 1-844-844-8040 or TTY 711. Se habla español. Help is also available in other languages.

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Reference number: 11586

Entity Account Manager clicks on link to claim their account and to begin management.



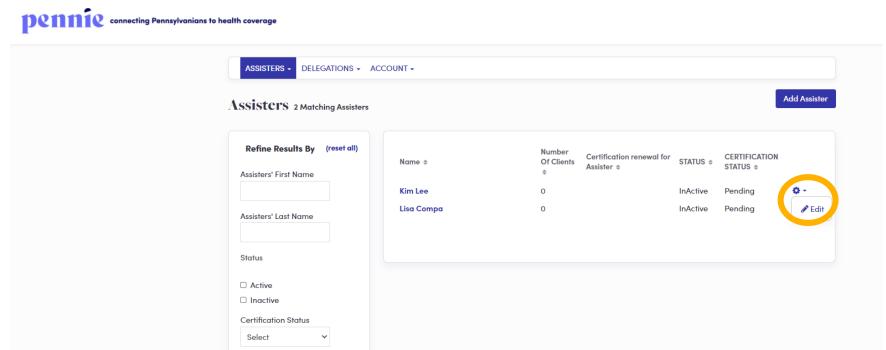


Welcome to your organization's Pennie Assister Entity Portal.

Now, what about those Assisters?

They are in Pending Status.

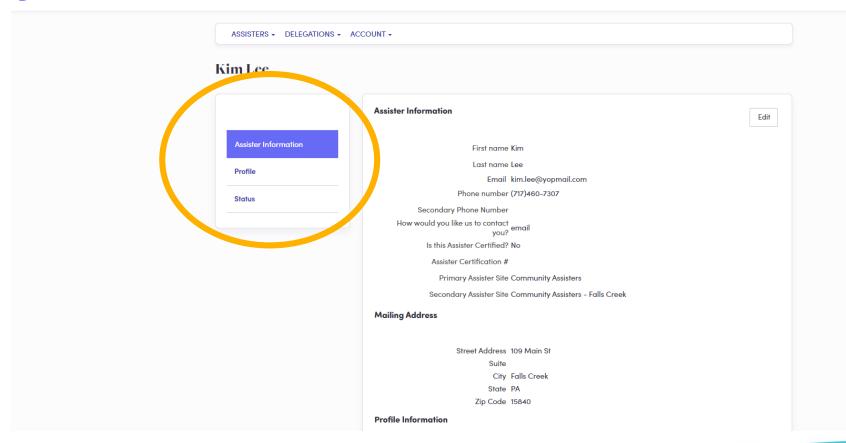
They need to be set to active by their organization's (the Assister Entity) account manager.



Assister Certification Renewal

Select the Assister that you wish to edit.



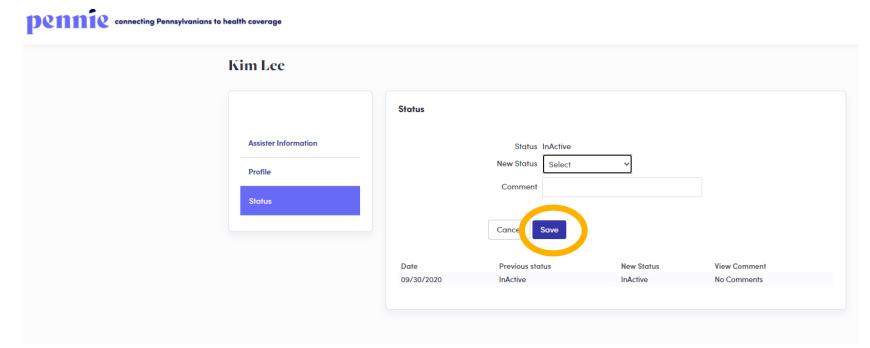


Review Assister Information

Review the Assister's Profile

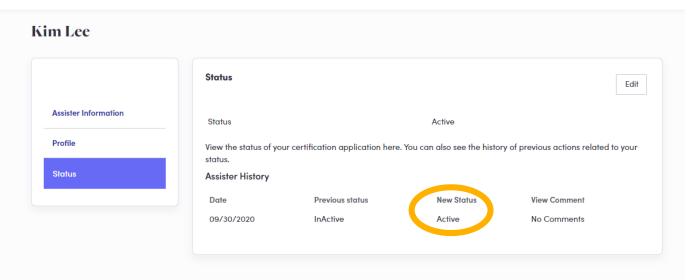
Select the Status tab when you wish to change their Pennie Assister Account to active.





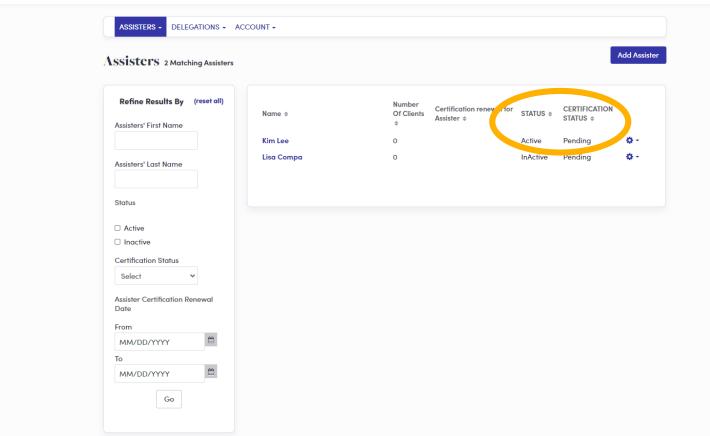
Select "Active" or "Inactive" status for the Assister and click "Save."





The Assister is now "Active" and will receive an account claiming notification by email.

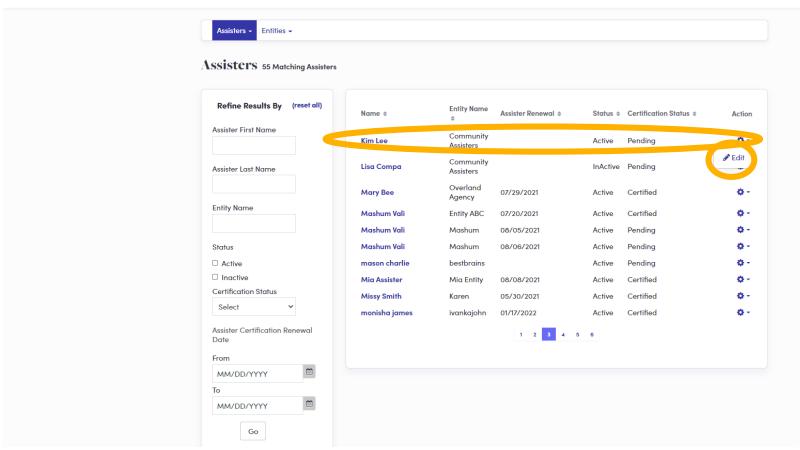




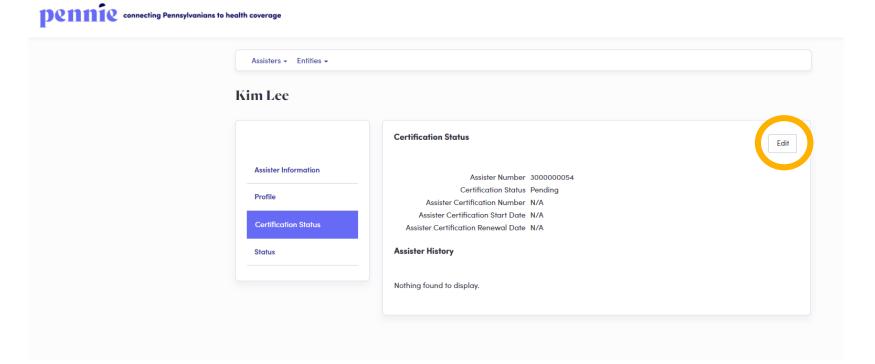
The Assister is now Active, but NOT Certified.

Note: only the Pennie Assister Admin can "Certify" an Assister.



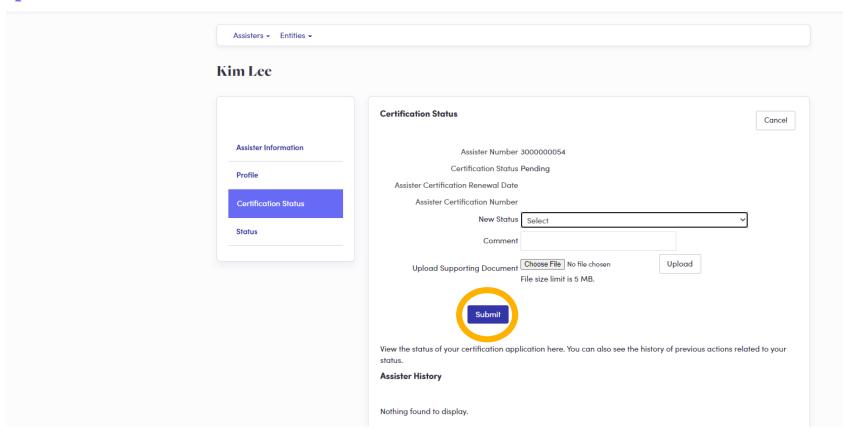


The Pennie Admin will set the Assister's Account to Certified when proof of Pennie Trining has been provided.



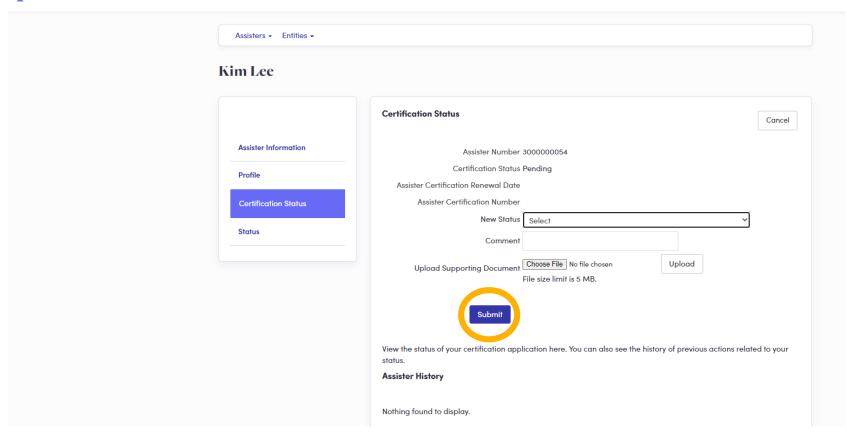
Pennie Admin edits status to certified when proof of successful completion of Pennie Training has been provided.



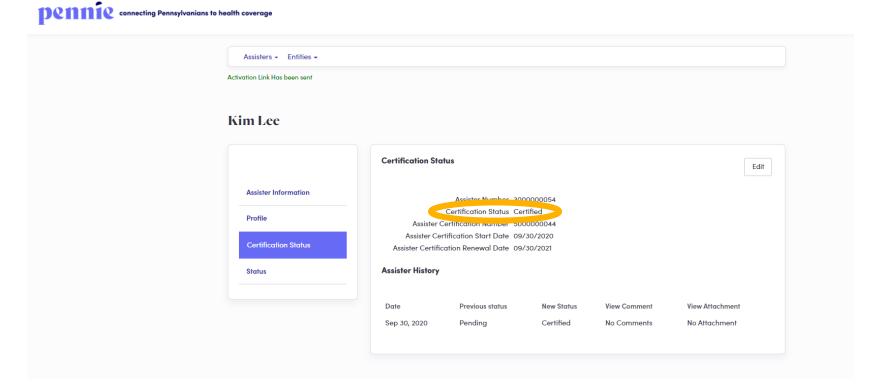


New Status is either Certified, Withdrawn, Denied, or De-Registered.





New Status is either Certified, Withdrawn, Denied, or De-Registered.



The Assister's status is now "Active" and "Certified."

The Assister now has a notification to claim their Pennie Assister Account.

An account has been created for you on Pennie

From: noreply@pennie.com Date: 2020-09-30 16:55

-- Show pictures, --

Dear Community Assisters

An account has been created for your remine.

In order to access your accounce either click here or copy the following link into your web browser window:

https://pa1uat.ghixqa.com/hix/accoun/mas/active/my989b19c8a23c403e84a36b3ee2d8a0e9

This is a one-time login and will expire after 60 days.

If you need further assistance, please contact Pennie at the toll-free number below.

Thank you,

Pennie

Contact Information

- To access your Pennie account, please visit https://paluat.ghixqa.com/hix
- To speak with a customer service representative, please call Pennie Customer Service at 1-844-844-8040 or TTY 711. Se habla español. Help is also available in other languages.

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Privacy Policy

Reference number: 11646

The Assister now has a notification to claim their Pennie Assister Account.

Here is what they will see.



A Step – by – Step Guide to setting up your organization's profile in Pennie.

An account has been created for you on Pennie

From: noreply@pennie.com Date: 2020-09-30 16:55

-- Show pictures, --

Dear Community Assisters

An account has been created for your remine.

In order to access your accounce either click here or copy to following link into your web browser window:

https://pa1uat.ghixqa.com/hix/account/isser/activation/989b19c8a23c403e84a36b3ee2d8a0e9

This is a one-time login and will expire after 60 days.

If you need further assistance, please contact Pennie at the toll-free number below.

Thank you,

Pennie

Contact Information

- To access your Pennie account, please visit https://paluat.ghixqa.com/hix
- To speak with a customer service representative, please call Pennie Customer Service at 1-844-844-8040 or TTY 711. Se habla español. Help is also available in other languages.

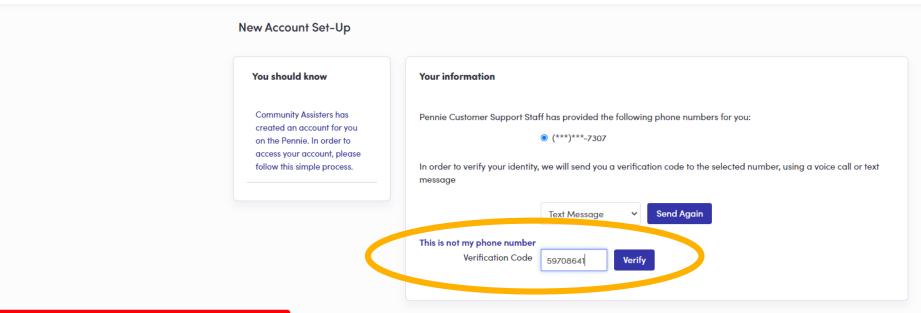
© 2020 Pennie TM Privacy Policy

Reference number: 11646

To claim their Pennie Assister Account, the Assister must click on the secure link in their account claiming email.







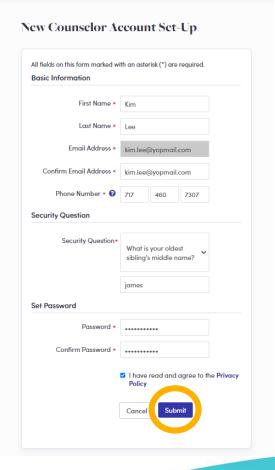
The Assister will receive a text message or voice call to provide a Verification Code.

Once, the code is entered, click "Verify."



The assister may contact the Pennie Call Center for Assister Technical Support +1 (844) 844-8040

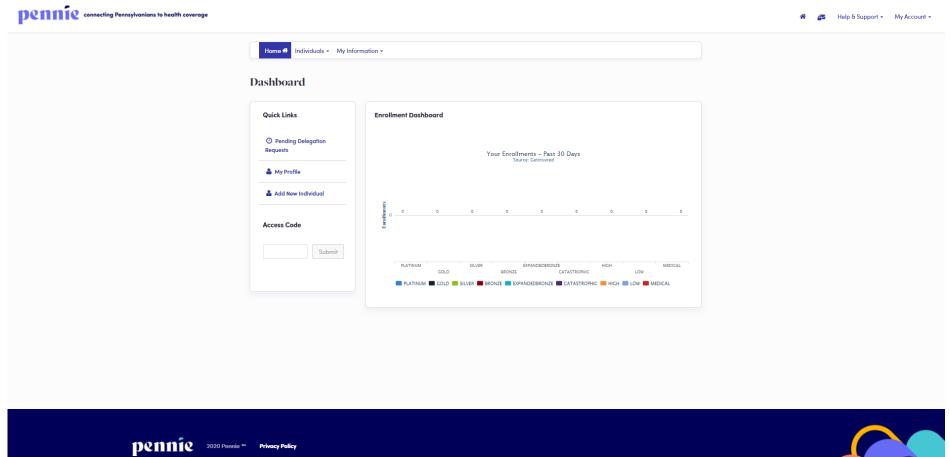




The Assister verifies their name, contact information, sets a security question, and an account password.

Click "Submit" when ready to claim your Assister Account.





Welcome to your Pennie Assister Account.







ADDRESS

312-318 Market Street, Bowman Tower, Floor 3 Harrisburg, Pennsylvania 17101

PHONE

+1844-844-8040

WEB

pennie.com