

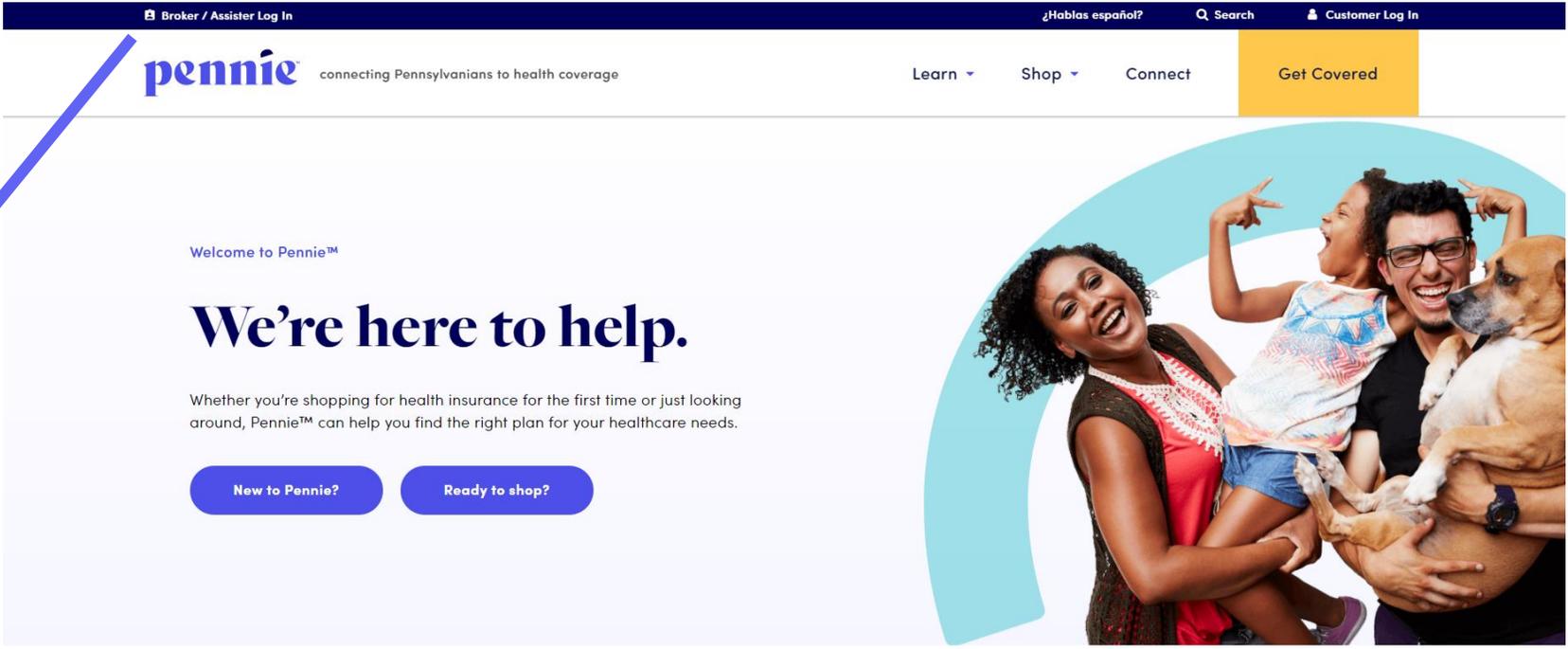


Claiming Your Pennie Profile Step-by-Step



Enrollment Entities (*organizations*)

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



Broker / Assister Log In



Enrollment Entities (*organizations*)

Connecting Pennsylvanians to health coverage.

Pennie is the only place that you can apply for financial help to lower the cost of your monthly premiums and out-of-pocket costs for health insurance.

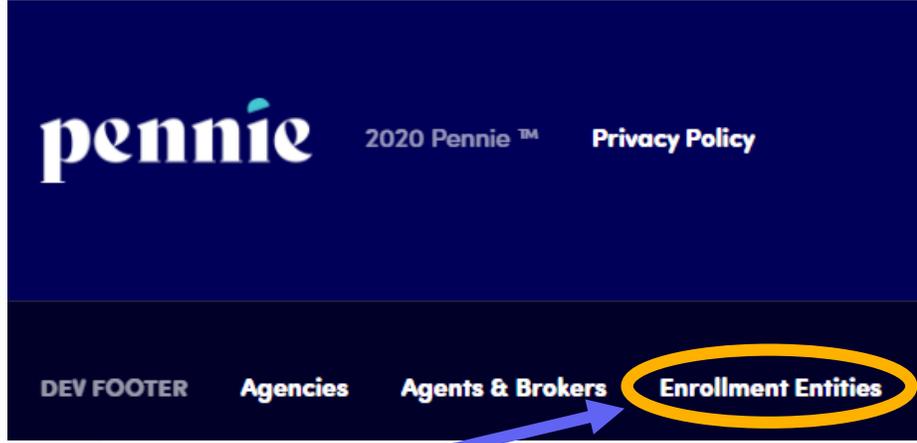
LET'S GET STARTED

- 

Browse for health & dental plans
Shop first, sign up later.
- 

Register with access code
Use your access code to register for a new account.
- 

Log in to existing account
If you already have an account, log in here.



Enrollment Entities (*organizations*)

New Entity Account Set-Up

All fields on this form marked with an asterisk (*) are required.

Basic Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone Number *

Security Question

Security Question *

Set Password

Password *

Confirm Password *

I have read and agree to the Privacy Policy

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.

Enrollment Entities (*organizations*)

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.

Enrollment Entities (*organizations*)

Step 1: Entity Information

Very Important

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

Enrollment Entities *(organizations)*

Steps

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

Step 1: Entity Information

Entity Type * In-Person Assistance
 Certified Navigator Entities
 Certified Application Counselor

Entity Name *

Business Name (Legal) *

Primary Email Address *

Primary Phone Number *

Secondary Phone Number

How would you like for us to contact you?
 Email
 Phone
 Fax
 Mail

Fax

Federal Tax ID *

State Tax ID *

Organization Type *

Counties Served *

Did your organization receive an Outreach and Education Grant?
 Yes
 No

Next

Enter Primary Entity/Organizational Information

Enrollment Entities *(organizations)*

Steps

- Entity Information
- 2. Populations Served**
- 3. Locations and Hours
- 4. Contact Information
- 5. Assistors
- 6. Document Upload
- 7. Payment Information

Step 2: Populations Served

> Languages
Check all languages of your target population and specify percentages accordingly.

> Ethnicities
Check all ethnicities of your target population and specify percentages accordingly.

> Industries
Check all industries that apply, and provide percentages per industry.

Back Next

Enter Languages, Ethnicities, and Industries served by the organization.

Enrollment Entities (*organizations*)



Steps

- Entity Information
- 2. Populations Served**
- 3. Locations and Hours
- 4. Contact Information
- 5. Assistors
- 6. Document Upload
- 7. Payment Information

Step 2: Populations Served

Check all languages of your target population and specify percentages accordingly.

Language *	Estimated percent of in language assistance *	Number of staff who speak the language fluently *
<input type="checkbox"/> Arabic		
<input type="checkbox"/> Armenian		
<input type="checkbox"/> Cantonese		
<input checked="" type="checkbox"/> English	90	4
<input type="checkbox"/> Farsi		
<input type="checkbox"/> Hmong		
<input type="checkbox"/> Japanese		
<input type="checkbox"/> Khmer/Cambodian		
<input type="checkbox"/> Korean		
<input type="checkbox"/> Lao		
<input type="checkbox"/> Mandarin		
<input checked="" type="checkbox"/> Russian	10	1
<input type="checkbox"/> Spanish		
<input type="checkbox"/> Tagalog		
<input type="checkbox"/> Vietnamese		
<input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Other (please specify)		
Total	100%	

Enter Organizational Language Capabilities

Must equal 100%

Enrollment Entities *(organizations)*



Steps

- Entity Information
- 2. Populations Served**
- 3. Locations and Hours
- 4. Contact Information
- 5. Assistants
- 6. Document Upload
- 7. Payment Information

Step 2: Populations Served

Languages

Check all languages of your target population and specify percentages accordingly.

Ethnicities

Check all ethnicities of your target population and specify percentages accordingly.

Ethnicity *	Estimated percent planned to serve *
<input type="checkbox"/> African	
<input checked="" type="checkbox"/> African American	40
<input type="checkbox"/> American Indian	
<input checked="" type="checkbox"/> Armenian	20
<input type="checkbox"/> Cambodian	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Filipino	
<input checked="" type="checkbox"/> Hmong	10
<input type="checkbox"/> Japanese	
<input type="checkbox"/> Korean	
<input type="checkbox"/> Laotian	
<input type="checkbox"/> Latino	
<input type="checkbox"/> Middle Eastern	
<input checked="" type="checkbox"/> Russian	30
<input type="checkbox"/> Ukrainian	
<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Other (please specify):	
<input type="checkbox"/> Other (please specify):	
Total	100%

Enter the predominant ethnicities served by the organization

Must equal 100%

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Entity Information
- 2. Populations Served
- 3. Locations and Hours
- 4. Contact Information
- 5. Assistors
- 6. Document Upload
- 7. Payment Information

Step 2: Populations Served

> Languages
Check all languages of your target population and specify percentages accordingly.

> Ethnicities
Check all ethnicities of your target population and specify percentages accordingly.

▼ Industries
Check all industries that apply, and provide percentages per industry.

Industries *	Estimated percent planned to serve *
<input checked="" type="checkbox"/> Agriculture	80
<input type="checkbox"/> Automotive	
<input checked="" type="checkbox"/> Construction	10
<input type="checkbox"/> Consumer Goods and Services	
<input type="checkbox"/> Energy	
<input type="checkbox"/> Financial Services	
<input checked="" type="checkbox"/> Food and Beverage	10
<input type="checkbox"/> Health Care	
<input type="checkbox"/> Housing and Real Estate	
<input type="checkbox"/> Manufacturing	
<input type="checkbox"/> Printing and Publishing	
<input type="checkbox"/> Sales	
<input type="checkbox"/> Telecommunications and Technology	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Other (please specify)	
Total	100%

Enter predominant industries served by your organization

Must equal 100%

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Site Information
- ✓ Population Served
- 3. Locations and Hours**
 - Primary Office
 - Sub-Office
- 4. Contact Information
- 5. Address
- 6. Document Upload
- 7. Personal Information

Step 3: Locations and Hours

Please list all locations and business hours for your organization.

Primary Site Location:

Primary Email Address:

Primary Phone Number:

Secondary Phone Number:

Hours of Operation

Day	Start	End
Monday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>
Tuesday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>
Wednesday	<input type="text" value="07:00 am"/>	<input type="text" value="07:00 pm"/>
Thursday	<input type="text" value="07:00 am"/>	<input type="text" value="07:00 pm"/>
Friday	<input type="text" value="07:00 am"/>	<input type="text" value="05:00 pm"/>
Saturday	<input type="text" value="08:00 am"/>	<input type="text" value="12:00 pm"/>
Sunday	<input type="text" value="Closed"/>	<input type="text" value="Closed"/>

Mailing Address

Address 1:

Address 2:

City:

State:

Zip code:

Physical Address

Provide referrals for customer assistance programs that are culturally and linguistically appropriate.

Same as Mailing Address:

Languages Spoken

Choose all spoken languages:

- English
- Arabic
- Armenian
- Cambodian
- Cantonese
- Farsi
- Hmong
- Korean
- Mandarin
- Russian
- Spanish
- Tagalog
- Vietnamese
- Other:

Choose all written languages:

- English
- Arabic
- Armenian
- Cambodian
- Farsi
- Hmong
- Korean
- Russian
- Spanish
- Tagalog
- Traditional Chinese character
- Vietnamese
- Other:

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

Enrollment Entities (*organizations*)

Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
 - Primary Sites
 - ✓ Sub-Sites
- 4. Contact Information
- 5. Assisters
- 6. Document Upload
- 7. Payment Information

Step 3: Location and Hours - Sub-Site

In this section, you will add all of your organization's sub-sites

Add Sub-Site

Back

Done

If your organization has more than one location, you may add sub-sites here.

Otherwise, click Done to move on to Contact Information.

Enrollment Entities (*organizations*)

pennie enabling participation in health coverage

Step 4: Enrollment Entities

- 1. General Information
- 2. Population Details
- 3. Enrollment Entities
- 4. Contact Information
- 5. Address
- 6. Operational Hours
- 7. Payment Information

Step 4: Enrollment Entities - See Site

In this step, you will add all of your organization's sub-sites.

Sub-Site Name

Primary Contact Address

Primary Phone Number

Secondary Phone Number

Hours of Operation*

Monday	07:00 am	to	07:00 pm
Tuesday	07:00 am	to	07:00 pm
Wednesday	07:00 am	to	07:00 pm
Thursday	07:00 am	to	07:00 pm
Friday	07:00 am	to	07:00 pm
Saturday	Closed	to	Closed
Sunday	Closed	to	Closed

Missing Address

Address 1:

Address 2:

City:

State:

Zip code:

Physical Address

Address 1:

Address 2:

City:

State:

Zip code:

Language Reported

English Language Spoken at this entity*

- English
- Arabic
- Armenian
- Cantonese
- Chinese
- French
- German
- Hindi
- Italian
- Japanese
- Korean
- Spanish
- Tagalog
- Vietnamese
- Other:

Other Language Spoken at this entity*

- English
- Arabic
- Armenian
- Cantonese
- Chinese
- French
- German
- Hindi
- Italian
- Japanese
- Korean
- Spanish
- Tagalog
- Vietnamese
- Other:

Save Sub-Site

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."

Enrollment Entities *(organizations)*



Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours**
 - Primary Sites
 - Sub-Sites
- 4. Contact Information
- 5. Assisters
- 6. Document Upload
- 7. Payment Information

Step 3: Location and Hours - Sub-Site

In this section, you will add all of your organization's sub-sites

[Add Sub-Site](#)

[Back](#) [Done](#)

Sub-Site List

Name	Address
Community Assisters - Falls Creek	109 Main St Falls Creek PA 15840

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.

Enrollment Entities *(organizations)*



Steps

- Entity Information
- Populations Served
- Locations and Hours
- 4. Contact Information**
- 5. Assistors
- 6. Document Upload
- 7. Payment Information

Step 4: Contact Information

Tell us about the contact people in your organization.

Primary Contact

Name * Sandra Long

Email * sandra.long@yopmail.cor

Primary Phone Number * 717 460 7307

Secondary Phone Number xxx xxx xxxx

How would this person like to be contacted?
 Email
 Primary Phone
 Secondary Phone
 Mail

Financial Contact

Name * jim Liu

Email * jim.liu@yopmail.com

Primary Phone Number * 717 460 7307

Secondary Phone Number xxx xxx xxxx

How would this person like to be contacted?
 Email
 Primary Phone
 Secondary Phone
 Mail

Back **Next**

Add the Primary Contact/Executive Officer for your organization.

Add the Financial Officer for your organization.

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

The screenshot shows a multi-step enrollment process. On the left, a 'Steps' sidebar lists: Entity Information, Populations Served, Locations and Hours, Contact Information, 5. Assisters (highlighted), 6. Document Upload, and 7. Payment Information. The main content area is titled 'Step 5: Assisters' and contains the text 'You will provide information about this organization's assisters'. A blue 'Add Assister' button is circled in yellow, with a 'Back' button to its left and a 'Done' button to its right.

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

Click "Done" if you have none to enter.

Enrollment Entities (*organizations*)

pennie enrolling Pennsylvanians in health coverage

Steps

- 1. Entity Information
- 2. Population Served
- 3. Location and Hours
- 4. Contact Information
- 5. Assister**
- 6. Document Upload
- 7. Payment Information

Step 5: Assister

In this section, you will provide information about the organization's assister.

Add Assister

Assister Basics

Name: Site:

Site Use: Community Assister

New Assister Form

First Name:

Last Name:

Email:

Primary Phone Number: ZIP: add: /2507

Secondary Phone Number:

How would this person like to be contacted? Email Primary Phone Mail

Is this Assister Certified? No Yes

Primary Assister Site:

Secondary Assister Site:

Mailing Address

Street Address:

City:

State:

Zip Code:

Profile Information

Spoken Language: English Arabic Armenian Cantonese Chinese Hindi Hmong Korean Mandarin Russian Spanish Tagalog Vietnamese

Supported (Select all that apply): English Arabic Armenian Cantonese Chinese Hindi Hmong Korean Mandarin Russian Spanish Tagalog Vietnamese

Written Language: English Arabic Armenian Cantonese Chinese Hindi Hmong Korean Mandarin Russian Spanish Tagalog Vietnamese

Supported (Select all that apply): English Arabic Armenian Cantonese Chinese Hindi Hmong Korean Mandarin Russian Spanish Tagalog Vietnamese

Education:

Upload Photo: Max: 1MB

Save

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

Click "Save" to add the Assister.

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
- ✓ Contact Information
- ✓ Assisters**
- 6. Document Upload
- 7. Payment Information

Step 5: Assisters

In this section, you will provide information about this organization's assisters

[Add Assister](#)

[Back](#) [Done](#)

Assister Roster

Name	Site	
Lisa Compa	Community Assisters	⚙️
Kim Lee	Community Assisters	⚙️

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.

Enrollment Entities *(organizations)*



Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
- ✓ Contact Information
- ✓ Assistors**
- 6. Document Upload
- 7. Payment Information

Step 5: Assistors

In this section, you will provide information about this organization's assistors

[Add Assistor](#)

[Back](#) [Done](#)

Assistor Roster

Name	Site
Lisa Compa	Community Assistors
Kim Lee	Community Assistors

[Edit](#)

NOTE:

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

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
- ✓ Contact Information
- ✓ Assisters
- 6. Document Upload**
- 7. Payment Information

Step 6: Document Upload

In this section, you can upload documents in support of your application

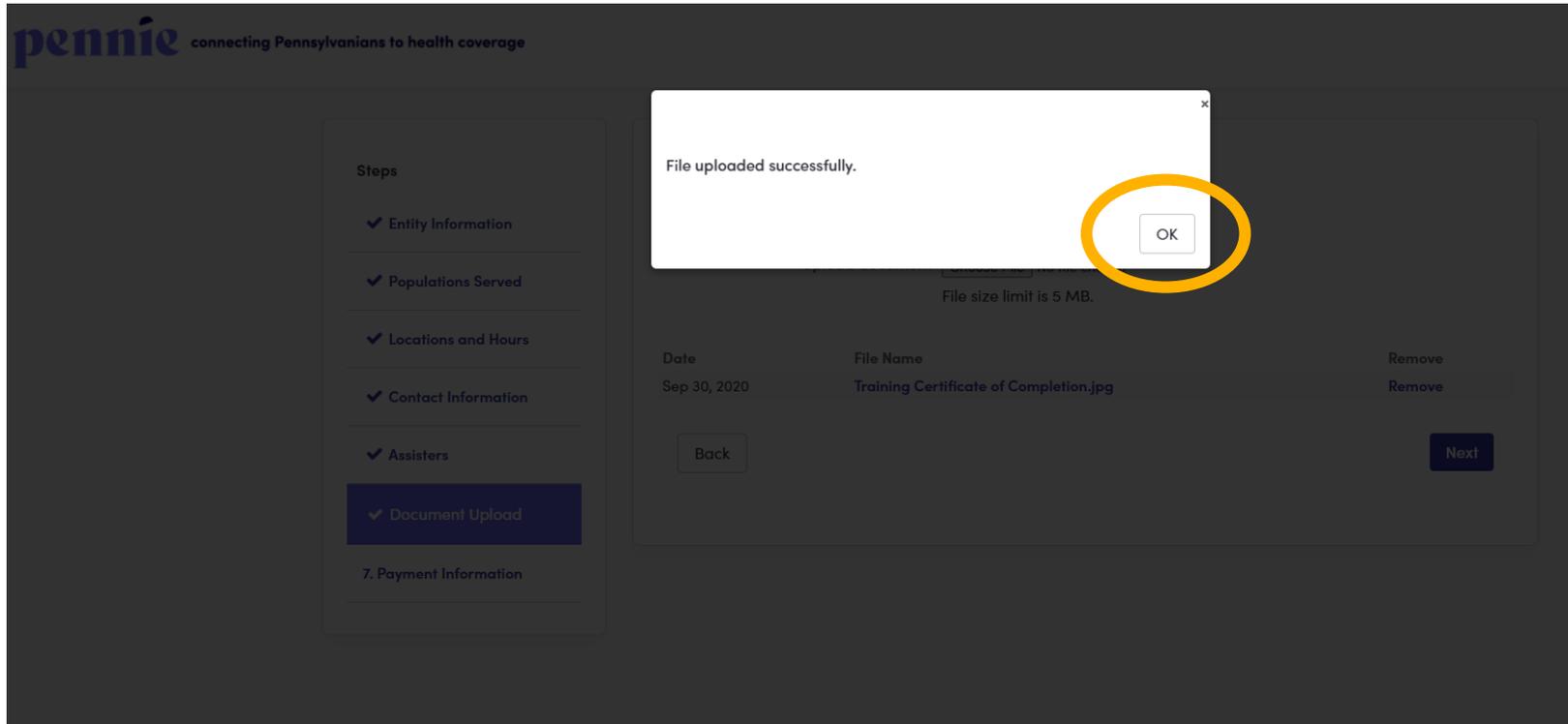
Upload document No file chosen
File size limit is 5 MB.

Nothing found to display.

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.

Enrollment Entities (*organizations*)



The screenshot displays the Pennie enrollment portal interface. On the left, a sidebar lists the steps of the enrollment process: Entity Information, Populations Served, Locations and Hours, Contact Information, Assistors, Document Upload (highlighted in blue), and 7. Payment Information. The main content area shows a confirmation message: "File uploaded successfully." with an "OK" button circled in orange. Below the message, a table lists the uploaded file:

Date	File Name	Remove
Sep 30, 2020	Training Certificate of Completion.jpg	Remove

Below the table are "Back" and "Next" buttons. A note indicates "File size limit is 5 MB."

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.

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
- ✓ Contact Information
- ✓ Assistors
- ✓ Document Upload**
- 7. Payment Information

Step 6: Document Upload

In this section, you can upload documents in support of your application

Upload document No file chosen
File size limit is 5 MB.

Date	File Name	Remove
Sep 30, 2020	Training Services Application.docx	Remove
Sep 30, 2020	PA 084368123.docx	Remove

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.

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

The screenshot shows a web form for "Step 7: Payment Information". On the left is a "Steps" sidebar with a list of steps: Entity Information, Populations Served, Locations and Hours, Contact Information, Assisters, Document Upload, and 7. Payment Information (highlighted in blue). The main content area contains the question "Receive payments?" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question are "Back" and "Submit" buttons. The "Submit" button is circled in yellow.

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.

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Steps

- ✓ Entity Information
- ✓ Populations Served
- ✓ Locations and Hours
- ✓ Contact Information
- ✓ Assistors
- ✓ Document Upload
- 7. Payment Information**

Step 7: Payment Information

Receive payments? * Yes
 No

Payment Method * Check
 EFT

Payment Address

Address 1 *

Address 2

City *

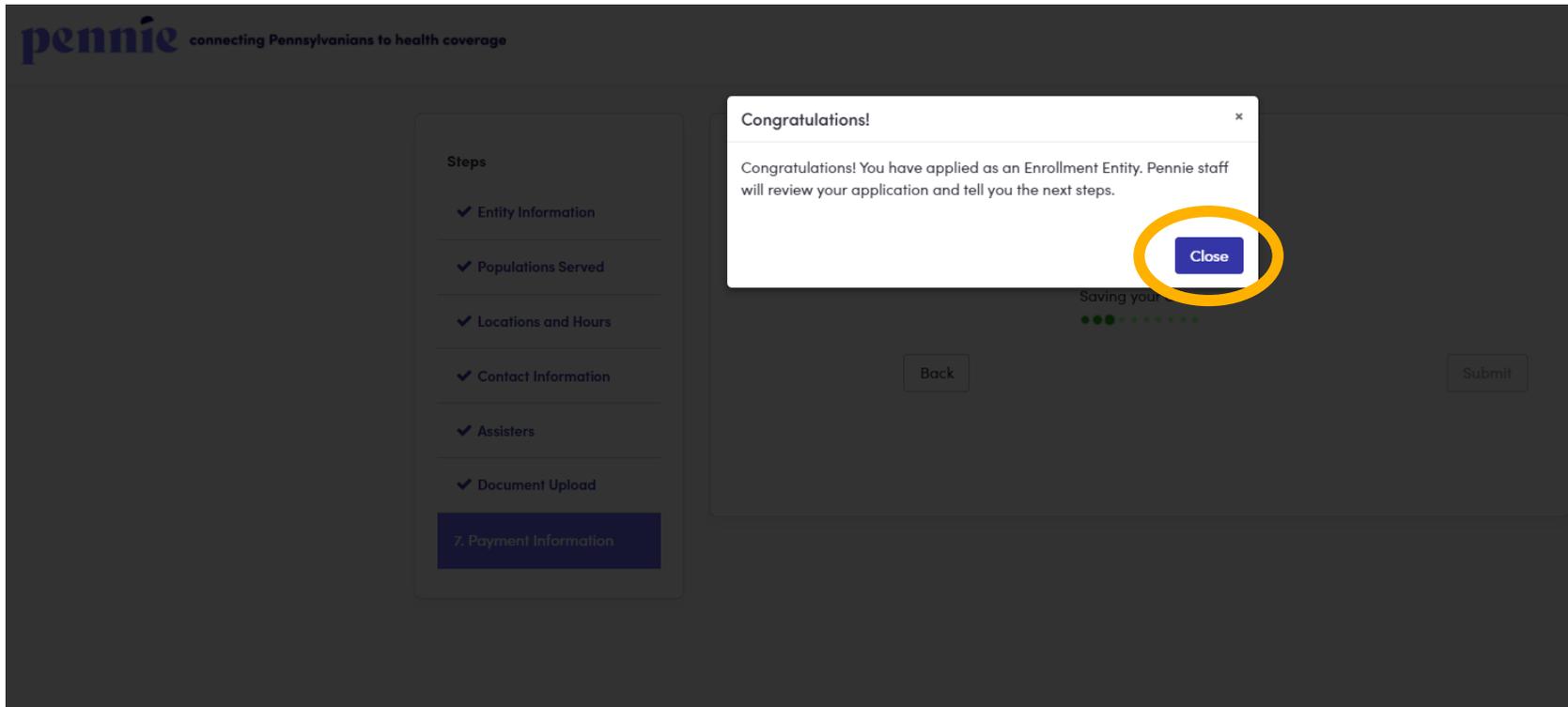
State *

Zip code *

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.

Enrollment Entities (*organizations*)



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.

Enrollment Entities (*organizations*)



Community Assisters

Steps

- Entity Information
- Populations Served
- Locations and Hours
- Contact Information
- Assisters
- Document Upload
- Payment Information
- Registration Status**

Registration Status

Entity Number 1000000039
Status Pending
Registration Renewal Date N/A

Registration History

Date	Previous status	New Status	Comment
09/30/2020	Incomplete	Pending	No Comments

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.

Enrollment Entities (*organizations*)

Assister **Entities**

Certified Enrollment Entities 42 Matching Certified Enrollment Entities

Refine Results By (reset all)

Entity Name

Status

Registration Renewal Date

From

To

Paid

Yes

No

Organization Type

Name	Assisters	Renewal Date	Status	Action
bestbrains	5	07/14/2021	Active	⚙️
Carrier staff member	1		Pending	⚙️
emmaava	1	08/17/2021	Active	⚙️
davecharlie	1	09/24/2021	Active	⚙️
Abc inc	0	08/18/2021	Active	⚙️
Community Assisters	2		Pending	⚙️
Entity	1	06/15/2021	Active	⚙️
Awesome Assister Services	2	08/31/2021	Active	⚙️
Berry White Assisters	0	08/28/2021	Active	⚙️
enrollment1	0		Incomplete	⚙️

1 2 3 4 5

What the Admin sees when reviewing an account.

Enrollment Entities (*organizations*)



Assisters ▾ Entities ▾

Community Assisters

- Entity Information
- Populations Served
- Locations and Hours
- Contact Information
- Assisters
- Document Upload
- Registration Status**

Registration Status Edit

Entity Number: 1000000039

Registration Status: Active

Registration Renewal Date: 09/30/2021

View the status of your certification application here. You can also see the history of previous actions related to your status.

Certified Enrollment Entity History

Date	Previous status	New Status	View Comment	View Attachment
09/30/2020	Pending	Active	No Comments	No Attachment
09/30/2020	Incomplete	Pending	No Comments	No Attachment

Pennie Assister Registration Status is now Active.

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

Enrollment Entities (*organizations*)

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://pa1uat.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 <https://pa1uat.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: 11586

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

Enrollment Entities *(organizations)*

ASSISTERS - DELEGATIONS - ACCOUNT

Assisters 2 Matching Assisters Add Assister

Refine Results By (reset all)

Assisters' First Name

Assisters' Last Name

Status

Active

Inactive

Certification Status

Select

Assister Certification Renewal Date

From

MM/DD/YYYY

To

MM/DD/YYYY

Go

Name	Number Of Clients	Certification renewal for Assister	STATUS	CERTIFICATION STATUS	
Kim Lee	0		InActive	Pending	⚙️
Lisa Compa	0		InActive	Pending	⚙️

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.

Enrollment Entities (*organizations*)

ASSISTERS ▾ DELEGATIONS ▾ ACCOUNT ▾

Assisters 2 Matching Assisters Add Assister

Refine Results By [\(reset all\)](#)

Assisters' First Name

Assisters' Last Name

Status

Active
 Inactive

Certification Status

Assister Certification Renewal Date

Name ▾	Number Of Clients ▾	Certification renewal for Assister ▾	STATUS ▾	CERTIFICATION STATUS ▾
Kim Lee	0		InActive	Pending
Lisa Compa	0		InActive	Pending

Note: The 'Edit' button (pencil icon) for the 'Lisa Compa' row is circled in yellow in the original image.

Select the Assister that you wish to edit.

Enrollment Entities (*organizations*)

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ASSISTERS - DELEGATIONS - ACCOUNT -

Kim Lee

Assister Information

Profile

Status

Assister Information Edit

First name Kim
Last name Lee
Email kim.lee@yopmail.com
Phone number (717)460-7307
Secondary Phone Number
How would you like us to contact you? email
Is this Assister Certified? No
Assister Certification #
Primary Assister Site Community Assisters
Secondary Assister Site Community Assisters - Falls Creek

Mailing Address

Street Address 109 Main St
Suite
City Falls Creek
State PA
Zip Code 15840

Profile Information

Review Assister Information

Review the Assister's Profile

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

Enrollment Entities (*organizations*)



Kim Lee

Assister Information

Profile

Status

Status

Status InActive

New Status

Comment

Date	Previous status	New Status	View Comment
09/30/2020	InActive	InActive	No Comments

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

Enrollment Entities (*organizations*)

Kim Lee

Assister Information

Profile

Status

Status Edit

Status Active

View the status of your certification application here. You can also see the history of previous actions related to your status.

Assister History

Date	Previous status	New Status	View Comment
09/30/2020	InActive	Active	No Comments

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

Enrollment Entities (*organizations*)



ASSISTERS - DELEGATIONS - ACCOUNT -

Assisters 2 Matching Assisters Add Assister

Refine Results By (reset all)

Assisters' First Name

Assisters' Last Name

Status

Active
 InActive

Certification Status
Select

Assister Certification Renewal Date

From
MM/DD/YYYY

To
MM/DD/YYYY

Go

Name	Number Of Clients	Certification renewal for Assister	STATUS	CERTIFICATION STATUS	
Kim Lee	0		Active	Pending	⚙️
Lisa Compa	0		InActive	Pending	⚙️

The Assister is now Active, but NOT Certified.

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

Enrollment Entities (organizations)



Assisters - Entities

Assisters 55 Matching Assisters

Refine Results By (reset all)

Assister First Name

Assister Last Name

Entity Name

Status
 Active
 Inactive

Certification Status
Select

Assister Certification Renewal Date
From:
To:

Name	Entity Name	Assister Renewal	Status	Certification Status	Action
Kim Lee	Community Assisters		Active	Pending	
Lisa Compa	Community Assisters		InActive	Pending	
Mary Bee	Overland Agency	07/29/2021	Active	Certified	
Mashum Vali	Entity ABC	07/20/2021	Active	Certified	
Mashum Vali	Mashum	08/05/2021	Active	Pending	
Mashum Vali	Mashum	08/06/2021	Active	Pending	
mason charlie	bestbrains		Active	Pending	
Mia Assister	Mia Entity	08/08/2021	Active	Certified	
Missy Smith	Karen	05/30/2021	Active	Certified	
monisha james	ivankajohn	01/17/2022	Active	Certified	

1 2 3 4 5 6

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

Enrollment Entities (*organizations*)

pennie connecting Pennsylvanians to health coverage

Assisters ▾ Entities ▾

Kim Lee

Assister Information

Profile

Certification Status

Status

Certification Status

Assister Number 3000000054
Certification Status Pending

Assister Certification Number N/A
Assister Certification Start Date N/A
Assister Certification Renewal Date N/A

Assister History

Nothing found to display.

Edit

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

Enrollment Entities *(organizations)*



Assisters ▾ Entities ▾

Kim Lee

Assister Information

Profile

Certification Status

Status

Certification Status

Assister Number 3000000054

Certification Status Pending

Assister Certification Renewal Date

Assister Certification Number

New Status

Comment

Upload Supporting Document No file chosen

File size limit is 5 MB.

View the status of your certification application here. You can also see the history of previous actions related to your status.

Assister History

Nothing found to display.

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

Enrollment Entities *(organizations)*



Assisters ▾ Entities ▾

Activation Link Has been sent

Kim Lee

Assister Information

Profile

Certification Status

Status

Certification Status

Assister Number 3000000054

Certification Status Certified

Assister Certification Number 5000000044

Assister Certification Start Date 09/30/2020

Assister Certification Renewal Date 09/30/2021

Edit

Assister History

Date	Previous status	New Status	View Comment	View Attachment
Sep 30, 2020	Pending	Certified	No Comments	No Attachment

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

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

Enrollment Entities (*organizations*)

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 you on Pennie.

In order to access your account, either [click here](#) or copy the following link into your web browser window:

<https://pa1uat.ghixqa.com/hix/account/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://pa1uat.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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Reference number: 11646

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

Here is what they will see.

pennie

ADDRESS

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

PHONE

+1 844-844-8040

WEB

pennie.com