

# 2017 Returning Agent Access Instructions



## Your Quick-Ref guide

This Job Aid will walk you through Logging into Cigna-HealthSpring Producer's University and how to take the training for 2017 Certification.

## Registering for Producer's University

Start on Producer's University, launch: <https://cignahealthspringproducers.com>

### 1 Enter your Username and Password.

**Note:** If you have forgotten your username password, click the link and follow the steps reset.

or  
to

### 2 Confirm that your personal information is accurate.

Be sure to check email, address and phone number. If it is incorrect, use the email link or call your upline to request an information update with Cigna-HealthSpring.

- 3 Select the Cigna-HealthSpring markets where you are licensed from the list.

Leave CMS Training Provider as Pinpoint.

**ALL AGENTS: Scroll through and select state(s) you're licensed to sell below. Then select appropriate**  
**Please note that all markets selected will be part of your required training.**

- AL
  - Alabama
  - Birmingham
  - Montgomery
  - Mobile
  - Huntsville
- AZ

**Select your CMS Medicare Training provider.\***  
 Pinpoint \$89.95 (90 minutes) ▼

You will be able to switch to AHIP or upload a certificate from your track once you log in.

- 4 Leave password as is or change if you desire.
- 5 Confirm your Security Question and Answer.
- 6 Click Register.

**Create / Modify Your Password**  
 If you are a new user, please create a password below. If you are a returning user and do not enter a new password below, your password will remain the same as previously saved.

Password: \*   
 Passwords must be at least 8 characters long and contain at least one numeric digit.

Confirm Password: \*

---

**Password Recovery Security Question and Answer**

\*  ▼ \*

7 Click My Learning to see your tracks.



8 Select any course to start. Please note that you only have 3 attempts to pass each course.



Here is where you can switch AHIP or "Other" to upload a certificate.



**Questions?**

Contact HAAL at **866.442.7516**