



# Keep learning

## Aetna Funding Advantage Springboard Marketplace® Training Sessions

**Ready to get started with Aetna Funding Advantage (AFA) on Springboard Marketplace? Our training sessions can help. Check out the details on our mini and detailed training sessions:**

### **Broker/GA Renewal 30 Minute Mini Sessions**

Provides a quick overview of accepting AFA renewals in Springboard (selecting a plan, setting defined contribution and enrollment). Also includes the process for current Aetna fully-insured groups accepting an AFA offer in Springboard. To attend one of these mini sessions, select a date/time and complete the online registration form.

[Monday, October 30,  
2017 at 4:30pm EST](#)

[Tuesday, October 31,  
2017 at 11:30am EST](#)

[Thursday, November 2,  
2017 at 12:30pm EST](#)

[Friday, November 3,  
2017 at 3:30pm EST](#)

[Monday, November 6,  
2017 at 12:30pm EST](#)

[Tuesday, November 7,  
2017 at 12:30pm EST](#)

[Thursday, November 9,  
2017 at 12:30pm EST](#)

[Monday, November 13,  
2017 at 12:30pm EST](#)

[Tuesday, November 14,  
2017 at 12:30pm EST](#)

[Thursday, November 16,  
2017 at 12:30pm EST](#)

[Monday, November 20,  
2017 at 12:30pm EST](#)

[Tuesday, November 21,  
2017 at 12:30pm EST](#)

**Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company and its affiliates (Aetna).** Aetna Funding Advantage (AFA) plans are self-funded, meaning the benefits coverage is offered by the employer. Aetna Life Insurance Company only provides administrative services and offers stop loss insurance coverage to the employer.

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# Detailed Training Sessions

## **Detailed Broker/GA Renewal Training**

**Every Wednesday afternoon from 1:00-2:00pm EST**

Covers the process of accepting AFA renewals in Springboard (selecting a plan, setting defined contribution and enrollment). Also includes the process for current Aetna fully-insured groups accepting an AFA offer in Springboard. To attend this training session, [click here to register for a date](#).

## **Broker/GA New Business & Ongoing Administration Training**

**Every Thursday afternoon from 1:00-2:00pm EST**

Covers employee and administrative enrollment in Springboard as well as ongoing administrative functions such as adding and terminating employees, processing life events, running reports and more. To attend this training session, email the Springboard Team at [SpringboardMarketplaceTraining@aetna.com](mailto:SpringboardMarketplaceTraining@aetna.com) – noting your name, company name and state.

## **Plan Sponsor/HR Administrator Training**

**Every Tuesday afternoon from 2:00-3:00pm EST**

Covers ongoing administration for plan sponsors or those in an HR Administrator role. Key topics include adding and terminating employees, processing life events, running reports and more. To attend this training session, email the Springboard Team at [SpringboardMarketplaceTraining@aetna.com](mailto:SpringboardMarketplaceTraining@aetna.com) – noting your name, company name and state.

## On-Demand Help

You can find helpful information like detailed user guides, quick start guides, log in instructions and more on your [Springboard Homepage](#) and on the Springboard page of [ProducerWorld®](#).

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