

# Steps to Becoming a Get Covered Illinois–Certified Broker

## Step 1. Create your Broker Portal account with Get Covered Illinois

- If you are part of an **existing agency**:
  - Contact your Agency Manager to have them add you as a new broker to the existing agency account; **OR**
  - [Register here](#) upon confirming that no one else in the agency has already registered for or logged into a Get Covered Illinois broker account.
- If you are an **independent broker**:
  - [Register here](#) to create your agency account. You will create an agency of one as the sole broker.
- **IMPORTANT:** Do **NOT** inadvertently create a customer account by going to “Enroll” and “Create Account.” This will cause delays in your ability to claim your broker account and begin serving customers.
- Click the activation link that you received to claim your created **Broker Portal** account and follow the prompts.
  - This activation link is only valid for 24 hours so take action right away. If the activation link has expired, call the Get Covered Illinois Assister & Broker Support Team to have a new activation link emailed to you.
- Enter the one-time verification code that was sent to your phone number.
  - You can choose text or voice call. If you cannot receive a text message or direct voice call at the phone number on your account, call the Get Covered Illinois Assister & Broker Support Team to have your phone number updated.
- Set up [multifactor authentication](#) upon creating your **Broker Portal** account.

## Step 2. Maintain a license with the Illinois Department of Insurance with a health line of authority

- Check your National Producer Number (NPN) in your Get Covered Illinois Broker Portal. Be sure to use your NPN and not your state license number in the portal.
- Ensure that your license has an “active” status with a health line of authority.
- Refer to the following resources:
  - Illinois Department of Insurance Producer/Provider License public search.
  - Illinois Department of Insurance Licenses, Certifications, and FAQs page.

## Step 3. Complete the online training and score at least 80% on the post-training assessment

- Create or sign into your Learning Management System [account](#).
- Be sure to register with the same email address as used for your Broker Portal account.
- Be sure to use your NPN and not your state license number in your Learning Management System account.
  - **IMPORTANT:** If you do not include your NPN in your account, your certification will be delayed.
- Complete your remaining “Agent/Broker Marketplace Certification Training” courses, including the post-training assessment and User Agreements.
- Get Covered Illinois will review your certification requirements after you have completed your training. Your Broker Portal status will then be updated to “certified” within 5 to 7 business days.