



October 29, 2013

Agency Administrator and Broker Account Creation

The MNSure Agency Administrator and Broker account creation process has begun. Certified Agency Administrators and Brokers will be receiving information regarding the account set up process.

There are four modules to complete for MNSure Certification training:

- MNSBRK01-MNSURE AGENT/BROKER CERTIFICATION: COURSE ONE
- MNSBRKR01Q-MNSURE AGENT/BROKER CERTIFICATION: COURSE ONE CLOSED BOOK EXAM.
- MNSBRKR02A-MNSURE AGENT/BROKER CERTIFICATION: COURSE TWO
- MNSBRKR02Q- MNSURE AGENT/BROKER CERTIFICATION: COURSE TWO CLOSED BOOK EXAM.

To print a copy and verify certification completion:

- Log in to Pathlore [here](#)
- Click on "Your learning path summary"
- Click on the plus (+) sign next to MNSure Agents and Brokers to expand, status will indicate "mastered" for all four modules.
- Or, click on "Your learning transcript" and status will indicate "mastered" for all four modules.
- We recommend you don't attempt to print Final Exam scores prior to clicking through the entire module. For some Users it has caused the system to register that the Exam was "not mastered."

Once you have completed certification coursework and exams you will:

- Be listed in the Assister directory
- Receive an email with a password and link to ordering MNSure branded materials
- Begin the account creation process for the MNSure web site
 - Independent brokers who will serve both agency administrator and broker roles within MNSure will need to create both types of accounts.

Benefits to MNSure certification and account creation:

- A listing on the public MNSure SHOP Directory – this is a searchable directory of brokers serving small employers

- Ability to modify your own account information, including the information listed on the SHOP Directory
- Link to your small employer clients within MNsure, via the SHOP Directory
- Act and enroll on behalf of small employers within MNsure
- View your dashboard for application tracking
- Access the MNsure Broker landing page which will include links to resources and announcements.

Contact us

Contact center phone: 1(855)366-7873 press 1-8-2 for broker line.

Contact center hours: M-F 7:30 AM- 5:00 PM CST

Email address: brokers@mnsure.org