Step 1 Login to portal



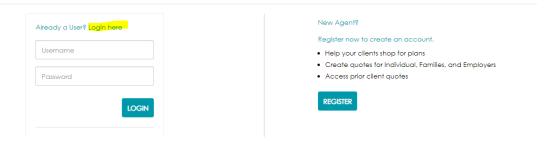
Reminder: If this is your first visit to our new and improved web experience you will need to create a new account.

Login

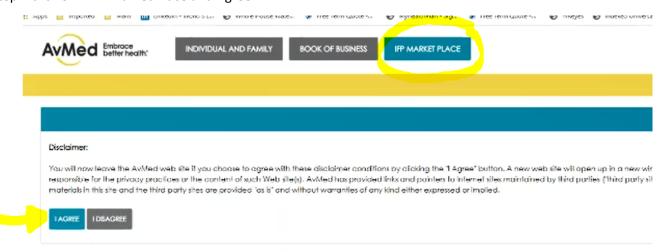
Welcome Agent!

Sign in using your Agent System credentials or register now in order to:

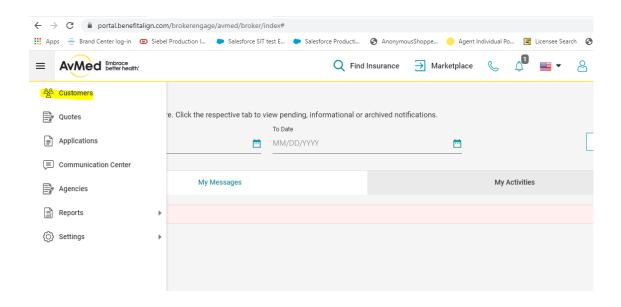
- Help your clients shop for plans
- Create quotes for Individual, Families, and Employers
- Access prior client quotes



Step 2 click on FFM Market Place and Agree

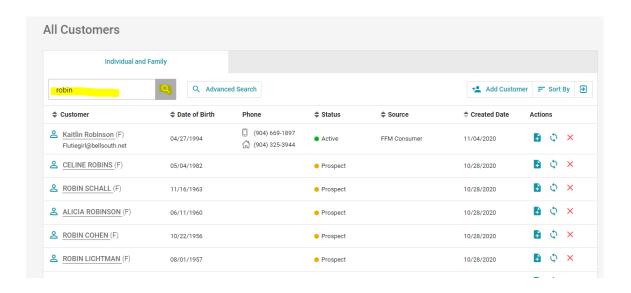


Step 3

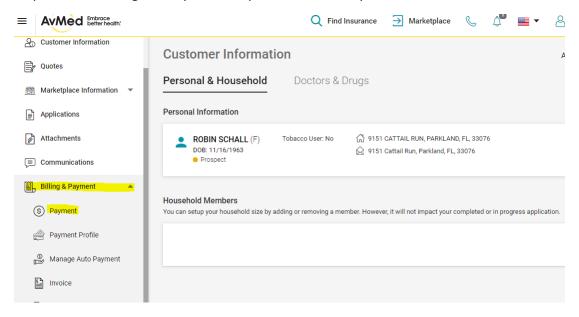


Step 4 Search for customer

click on their underlined name



Step 5 click on Billing and Payment, drop down click on Payment



Step 6 Process remaining payment and submit

