Before beginning this process, please make sure that you have the following documents at hand: your National Producer Number (NPN), a copy of your NY State Insurance License, a copy of your Errors and Omissions Insurance Policy (E&O), and a copy of your W9. You will need these to complete your appointment.

If you have any questions or need additional assistance, our dedicated broker services unit is here for you. Please call 1-844-809-3893, Monday to Friday, 9am–5pm.

1. Visit hfbrokers.org. Under the “Work with Us” section, click Apply Now to begin the Broker Appointment and Credentialing process.

2. Select Agent if you are onboarding as an individual agent (commission earned will be paid to the individual).

Select Agency if you are onboarding on behalf of your agency (commission earned will be paid to the agency).

3. Enter requested information.

NPN = National Producer Number
4 Agent/Agency will receive a confirmation email at the email address that was entered.

5 The email will contain login name, NPN #, and temporary password.

6 Use temporary credentials to create a new profile in CallidusCloud.

Click Submit.
7 Follow instructions to create a unique password.

Click **Change Password**.

8 Select case key.

Click here to continue.

9 Complete the online application.
10. Complete the questionnaire.

11. Complete the payment information (include banking and routing number).
   Note: Be sure to use the account into which you want commissions paid.

13 Review and sign Healthfirst Producer Agreement.

Type name here.

Click Submit.

14 Sign Attestation Agreement by typing name and clicking Submit.

15 A popup message will appear to alert Agent/Agency that the application has been submitted.
After you have been appointed by Healthfirst, a welcome email will be sent. Click on the Healthfirst Broker Portal link to create an online account. Check Spam folder for email.

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