Online Training Center User Guide









Getting Certified

- Register on the site as a new user OR login as a returning user
- 2 Upload certificate (AHIP or Gorman) to show you've completed Medicare Basics training **OR** complete Pinpoint Global's training
- 3 Complete Product training



Table of Contents

- 1. New User Registration
- 2. Returning User Registration
- 3. Certificate Upload
- 4. Medicare Basics
 - a) Certification Upload
 - b) Pinpoint Global
- 5. Product Training
- 6. Home Page
- 7. Certification
- 8. Transcript
- 9. Event Calendar
- 10. Updating Profile
- 11. System Requirements



- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>



New User Registration

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>



New User Registration

Once your administrator has added you to the site, you will receive a **welcome email** containing:

- Registration ID
- Access code
- Site Address

Please go to: https://bcbsnpa.pinpointglobal.com/Apps/Medicare/PreRegistration.aspx

New User Registration	一周 工工 电光谱学 化二氯异
You should have received your Registration ID and Access code in a welcome email. If not, click here to	resend the information to your email.
Click here for our Online Training User Guide	
Register to Complete Medicare Certification	
Registration ID:	Enter your "Registration ID" and
Access Code:	"Access code" and click
Continue	
Already registered? Click here to login.	"Continue"
Why Certify?	
The Centers for Medicare & Medicaid Services (CMS) requires plan sponsors to provide training and testi	ing on Medicare rules, regulations and compliance-related information on the products they intend to sell.
You are required to complete annual certification if you are responsible (as a sales representative or emp	loyee of Blue Cross and Blue Shield) for some aspect of marketing, sales, and/or service.

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>



New User Registration

For technical issues email: Medicare.training.support@clearstonesolutions.com

New User Registration	
You should have received your Registration ID and Access code in a welcome email. If not, click here to resend the information to your email.	一
Click here for our Online Training User Guide	
Register to Complete Medicare Certification	
Registration ID:	
Access Code:	
Continue	
Already registered? Click here to login.	

If you don't have the welcome email, please use the link "click here" to resend that information to your email.

Why Certify?

The Centers for Medicare & Medicaid Services (CMS) requires plan sponsors to provide training and testing on Medicare rules, regulations and compliance-related information on the products they intend to sell.

You are required to complete annual certification if you are responsible (as a sales representative or employee of Blue Cross and Blue Shield) for some aspect of marketing, sales, and/or service.

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>



New User Registration

Check your email and enter your "Registration ID, "Access code," and click "Continue"

New User Registration

You should have received your Registration ID and Access code in a welcome email. If not, <u>click here</u> to resend the information to your email.

Click here for our Online Training User Guide

Register to Complete Medicare Certification

Registration I	D:				
Access Code	-				
Continue]				
		***********	************	************	***********

Already registered? Click here to login.

Why Certify?

The Centers for Medicare & Medicaid Services (CMS) requires plan sponsors to provide training and testing on Medicare rules, regulations and compliance-related information on the products they intend to sell.

You are required to complete annual certification if you are responsible (as a sales representative or employee of Blue Cross and Blue Shield) for some aspect of marketing, sales, and/or service.





New User Registration

MENU TYCAN OSCI INCE

2. Returning User Registration

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3. <u>Medicare Basics</u>

- a) <u>Certification</u> <u>Upload</u>
- b) <u>Pinpoint Global</u>

New User Registration

- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

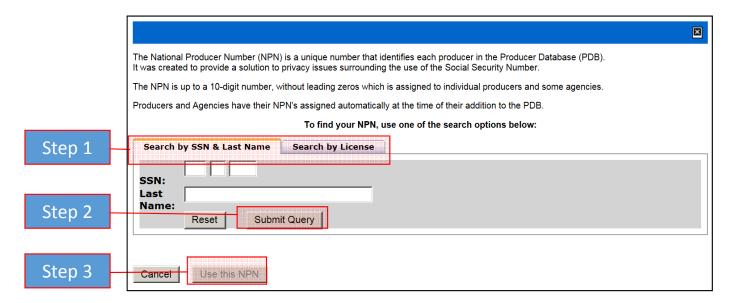
Registration			
*required field			
Confidential Information			
NPN must match the data provided by the NIPR			
Please click Lookup NPN using NIPR to popular			
National Producer Number:*	Look	cup NPN using NIPR	
Please save your NPN in a secure location, as it will be	come your userna <mark>me.</mark>		
		/	
Submit		/	
	Click the "Look	cup NPN using NIPR	button
	CHER THE LOOK	rab in it asing in it	Batton

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements



New User Registration

- 1. Search for your NPN by SSN & Last Name or by License.
- 2. Select "Submit Query."
- 3. Confirm results. If correct, select "Use this NPN" to populate your NPN on the training site. If query does not result in your correct NPN, verify NPN and try again.

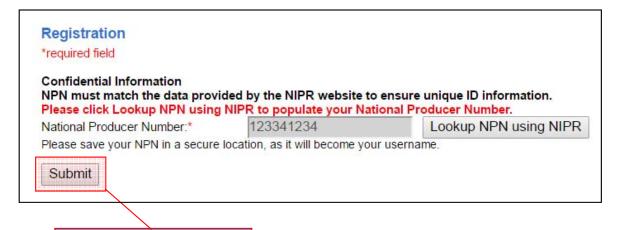




New User Registration

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements



Click the Submit button to continue.



New User Registration

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Complete your personal information.

If you haven't completed Medicare Basics training with AHIP or another provider, you may use Pinpoint Global to complete your CMS Medicare Training.

Update/Modify your password and select the password recovery options.

	provided by the NIPR website to ensu using NIPR to populate your National	
National Producer Number:		Lookup NPN using NIPR
Please save your NPN in a s	ecure location, as it will become your use	rname.
Personal Information		
First Name:*	test	
Middle Initial:		
Last Name:*	test	
Suffix:		
E-mail:*	lekha.gupta-badjie@clears	
Confirm E-mail:*	lekha.gupta-badjie@clears	
Select your CMS Medicare	Training Provider.	
Select your CMS Medicare Select	Training Provider.	
	Training Provider.	
	Training Provider.	
Select Create / Modify Your Pass If you are a new user, pleas	word e create a password below. If you are a	
Select Create / Modify Your Pass If you are a new user, pleas	word	
Select Create / Modify Your Pass If you are a new user, pleas password below, your pass	word e create a password below. If you are a word will remain the same as previously	saved.
Select Create / Modify Your Pass If you are a new user, pleas password below, your pass	word e create a password below. If you are a word will remain the same as previously	
Create / Modify Your Pass If you are a new user, pleas password below, your pass Password: *	word e create a password below. If you are a word will remain the same as previously Passwords must be at least 8 cha	saved.

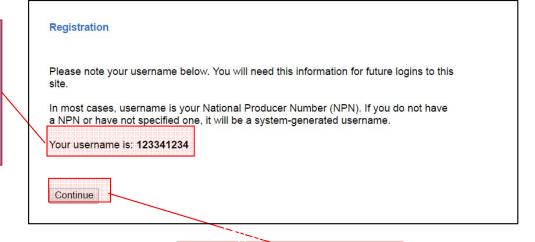
Basic Blue® Rx (PDP) A Medicare Prescription Drug Plan

New User Registration

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. **Product Training**
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Please note this username for your future visits. You will also receive an email confirming your registration.



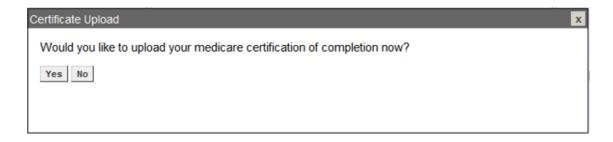
"Continue" button will log you into the site and take you to the home page.



New User Registration

If you completed training with AHIP or Gorman, you will be prompted to upload your certificate.

See Certification Upload for instructions on how to upload a certificate



- **New User Registration**
- **Returning User Registration**
- **Medicare Basics**
 - a) <u>Certification</u> **Upload**
 - **Pinpoint Global**
- **Product Training**
- Home Page
- Certification
- Transcript
- **Updating Profile**
- **System Requirements**



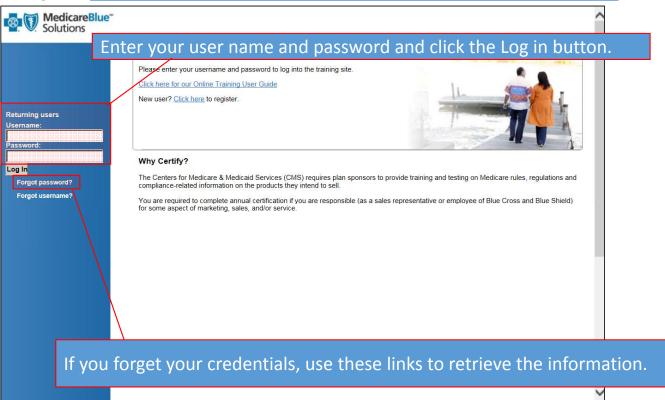
- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. **Product Training**
- 5. Home Page
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Returning User Registration



Returning User Registration

- You will receive an **email** from your Plan Administrator with the training site's address
- Please go to: https://bcbsnpa.pinpointglobal.com/Apps/Medicare/Default.aspx



- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements



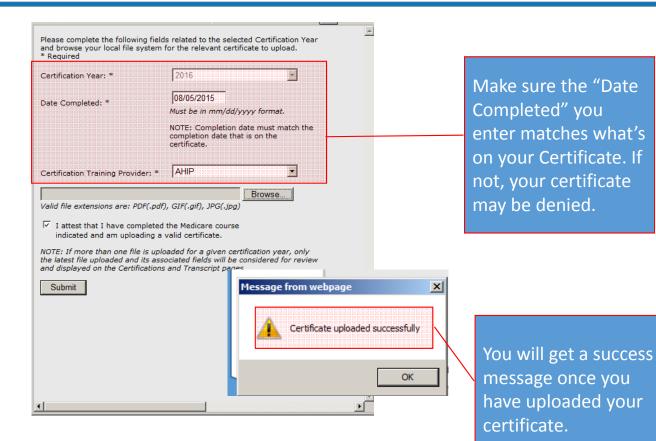
- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Medicare Basics



Certification Upload

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>





MENU ____

- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. **Product Training**
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Certification Upload

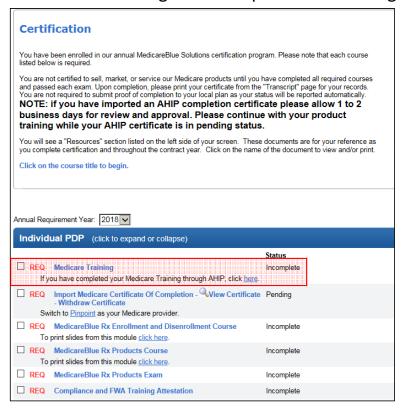
Individ	ual PDP (click to expand or collapse)			
		Status	200 X X X X X X X X X X X X X X X X X X	Date Completed
REQ	Import Medicare Certificate Of Completion - View Certificate - Withdraw Certificate	Pending		
Sw	itch to <u>Pinpoint</u> as your Medicare provider.		\overline{T}	
REQ	MedicareBlue Rx Enrollment and Disenrollment Course	Incomplete		
То	print slides from this module click here.			
☐ REQ To	MedicareBlue Rx Products Course print slides from this module <u>click here</u> .	Incomplete		
REQ	MedicareBlue Rx Products Exam	Incomplete		
REQ	Compliance and FWA Training Attestation	Incomplete		

The "Import Medicare Certificate of Completion" status will indicate "Pending." Please allow 2-3 business days for your Plan Administrator to approve your Certificate.



Medicare Basics Training

If you haven't completed your Medicare Basics training with AHIP or Gorman, click the Medicare Training link. Complete that training on Pinpoint's site.



- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements



Medicare Basics Training

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements

Clicking the Medicare Basics training link will route you to Pinpoint Global's website. You are required to complete all three modules (or show proof of completion of CMS' FWA). The "Print Certificate" button will be available once all modules have been completed.

If you have issues on the Pinpoint site, use the contact information located on the left navigation menu.



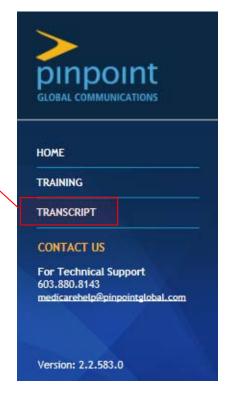


Medicare Basics Training

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. **Product Training**
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Click the Transcript link on the navigation bar to get to the Print Receipt option.





- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Product Training

MedicareBlueSM Rx (PDP) A Medicare Prescription Drug Plan Iowa • Minnesota • Montana • Nebraska • North Dakota • South Dakota • Wyoming

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Product Training

Product training also must be completed.

Individual PDP (click to expand or collapse)	
DEC. Madiana Tarinina	Status Date Completed
	Incomplete
REQ Import Medicare Certificate Of Completion - View Certificate - Withdraw Certificate	Pending
Switch to Pinpoint as your Medicare provider.	
REQ MedicareBlue Rx Enrollment and Disenrollment Course To print slides from this module click here.	Incomplete
REQ MedicareBlue Rx Products Course To print slides from this module click here.	Incomplete
REQ MedicareBlue Rx Products Exam	Incomplete
REQ Compliance and FWA Training Attestation	Incomplete

You don't have to wait for your Certificate to get approved before you can complete your product training. You get a **maximum of three attempts** to pass the exam with a score of **85% or better**.



- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Home Page



Product Training

MENU

New User Registration

Returning User Registration

Medicare Basics

Certification **Upload**

Pinpoint Global

Product Training

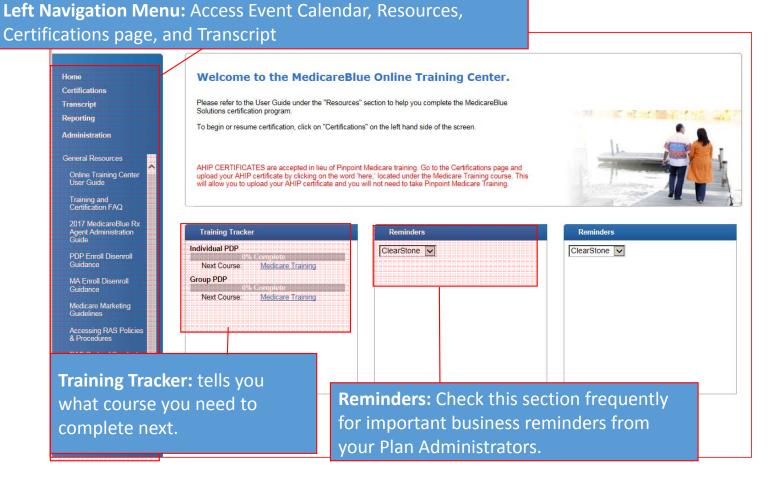
Home Page

Certification

Transcript

Updating Profile

System Requirements



Basic Blue® Rx (PDP) A Medicare Prescription Drug Plan

MENU

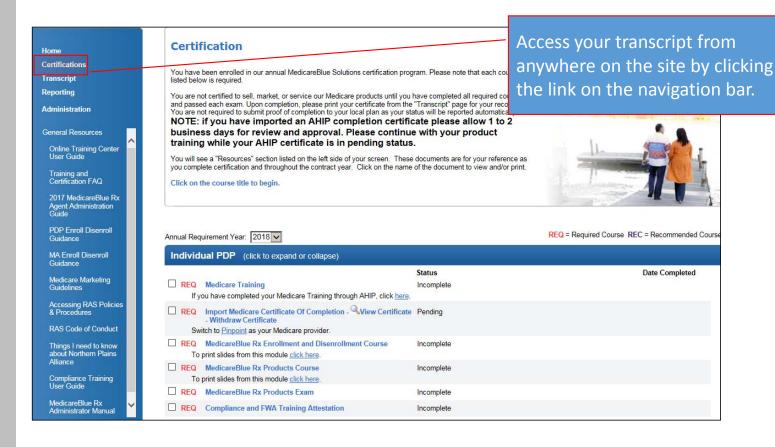
- 1. New User Registration
- 2. <u>Returning User</u> <u>Registration</u>
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Certification

MedicareBlue[™] Rx (PDP) A Medicare Prescription Drug Plan Iowa • Minnesota • Montana • Nebraska • North Dakota • South Dakota • Wyoming

Certification

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u>Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements





Certification

New User Registration

Returning User Registration

MENU

- **Medicare Basics**
 - a) <u>Certification</u> **Upload**
 - **Pinpoint Global**
- **Product Training**
- Home Page
- Certification
- **Transcript**
- **Updating Profile**
- **System Requirements**

A checkbox indicates completion.

	Status	Date Completed
REQ Medicare Training If you have completed your Medicare Training through AHIP, click here	Complete e.	12/5/2016 2:31:33 PN
REQ MedicareBlue Rx Enrollment and Disenrollment Course To print slides from this module <u>click here</u> .	Complete	12/5/2016 2:35:22 PN
MedicareBlue Rx Products Course To print slides from this module <u>click here</u> .	Complete	12/5/2016 2:36:06 PN
REQ MedicareBlue Rx Products Exam	Complete	12/5/2016 2:41:55 PN
REQ Compliance and FWA Training Attestation	Complete	12/5/2016 2:42:13 PM

You can view your scores, attempts, and dates of completion on the Transcript page.



- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

Transcript

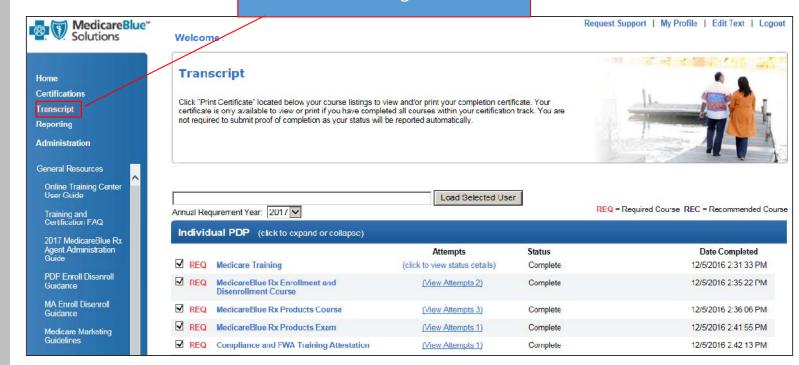


Transcript

MENU

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements

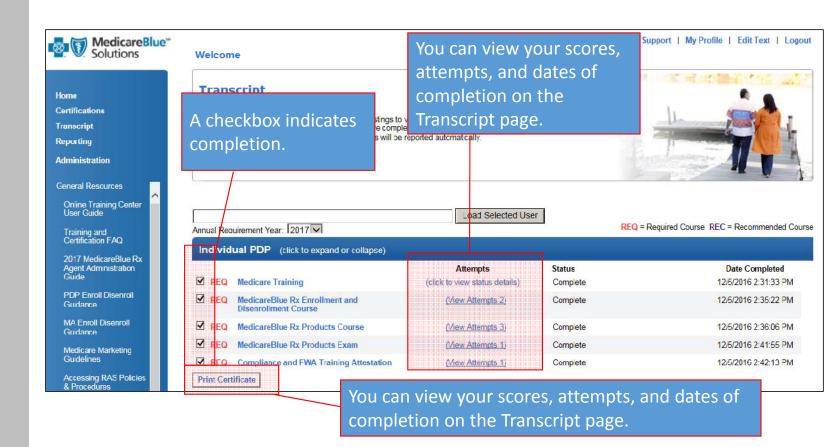
Access your transcript from anywhere on the site by clicking the link on the navigation bar.





Transcript

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements





- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. **Product Training**
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements

Updating Profile

MedicareBlue[™]Rx (PDP) A Medicare Prescription Drug Plan Iowa • Minnesota • Montana • Nebraska • North Dakota • South Dakota • Wyoming

Updating Profile

Access your Profile from anywhere on the site. The link is available on the upper right corner of the site.

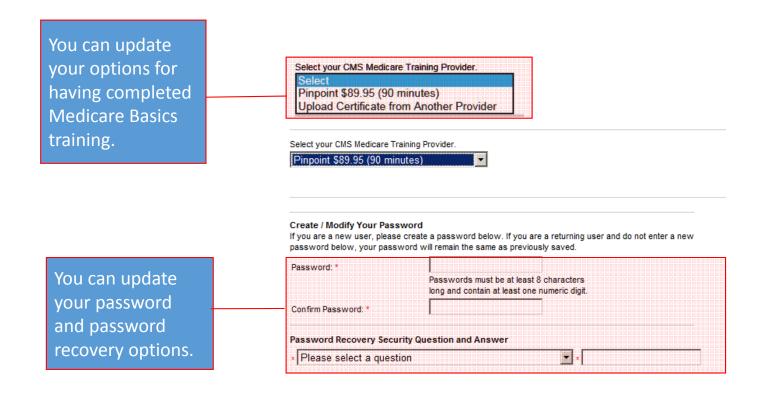


- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> Upload
 - b) Pinpoint Global
- 4. Product Training
- 5. Home Page
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. System Requirements



Updating Profile

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. Home Page
- 6. Certification
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. System Requirements





- 1. New User Registration
- 2. Returning User Registration
- 3. <u>Medicare Basics</u>
 - a) <u>Certification</u> <u>Upload</u>
 - b) <u>Pinpoint Global</u>
- 4. Product Training
- 5. <u>Home Page</u>
- 6. <u>Certification</u>
- 7. Transcript
- 8. <u>Updating Profile</u>
- 9. <u>System Requirements</u>

System Requirements



System Requirements

Acceptable Browsers

Internet Explorer browsers 7-11 are the recommended browsers for this training. Other acceptable browsers include Chrome 25.0.1364.172 and Safari 5.1.7 for windows. A free download for Internet Explorer is available at: http://windows.microsoft.com/en-US/internet-explorer/downloads/ie

Some things that may adversely affect your user experience are:

- Security Settings: Under Tools > Internet Options, locate "Security". Set level to medium-high and click "OK"
- External Toolbars: Under Tools > Manage > Enable or Disable add-ons and reference "Enabled" area. Select any third-party toolbars and click "Disable" radio button, followed by clicking "OK"
- **Company Intranet:** Attempting to view the site via company intranet may impact access and performance. Instead, try copying the link your company has provided you in a separate browser.
- **Virtual Private Network (VPN):** May impact course content performance. Discontinue if you experience issues.
- **Out Dated Flash:** Make sure you have the latest Flash player installed. The latest version is available at: http://get.adobe.com/flashplayer/

- 1. New User Registration
- 2. Returning User Registration
- 3. Medicare Basics
 - a) <u>Certification</u> <u>Upload</u>
 - b) Pinpoint Global
- 4. **Product Training**
- 5. Home Page
- 6. Certification
- 7. <u>Transcript</u>
- 8. <u>Updating Profile</u>
- 9. System Requirements





