

BROKER ALERT



Reminder: Sales Portal now available



[View online](#)
[Forward to a friend](#)

We're pleased to announce the successful implementation of our dynamic, integrated new Sales Portal platform. As [previously communicated](#), Sales Portal provides easy access to the tools and resources you use every day – just sign in at amerihealthnj.com on the Brokers page using your ROAM username and password.

Clarification of Document Upload capability

One noteworthy feature of Sales Portal is the ability to upload new business documents directly into ROAM, which eliminates the Tracking Cover Sheet for the producing agent, and replaces the fax capability. The responsibilities around supporting this process, however, remain the same:

- Producing agent creates and transmits new business quote to primary agency
- Producing agent sees the document upload screen upon transmission to the primary agent; at this point the producing agent can upload documentation to the transaction folder
- Once transmission to primary agency is complete, the producing agent can go through the Enrollment tab in ROAM to review the transaction and continue to upload documentation
- All of the this can be done by the producing agent prior to the primary agent reviewing and approving the case

Please note that once the producing agent uploads the documents, the primary agent is still responsible for reviewing and approving the transaction and sending the information to AmeriHealth New Jersey. Producing agents will only send the documentation directly to AmeriHealth New Jersey, so this process remains "BAU" for both parties.

Learn about Sales Portal

- [Training Webinar](#) – a video presentation about key aspects of the new platform
- [User Guide](#) – comprehensive overview of the entire platform
- [Training Aids](#) – details about the [Home Page](#), [Document Upload](#), [Resource Center](#)

- [ROAM Updates](#) – highlights changes in ROAM

Thank you!

As always, we greatly appreciate the work you do, and look forward to your continued collaboration.

If you have any questions, please contact your AmeriHealth New Jersey broker representative.

To ensure you receive your AmeriHealth New Jersey emails, please add brokerbriefs@amerihealth.com to your address book.
If you received this email in error, or do not wish to receive future emails from us, [unsubscribe](#).

259 Prospect Plains Road, Bldg. M, Cranbury, NJ 08512-3706 | amerihealthnj.com
©2017 AmeriHealth | AmeriHealth Insurance Company of New Jersey | AmeriHealth HMO, Inc.
All rights reserved.