



# Affirm FFM Registration in ComplianceWire

## FFM Registration Affirmation

Producers and subproducers helping individuals enroll in Qualified Health Plans (QHPs) on the Federally Facilitated Marketplace (FFM) must register annually with the Centers for Medicare & Medicaid Services (CMS). In turn, issuers of QHPs are responsible for confirming their producers' registration. We're requiring you to affirm your registration in a simple online form via ComplianceWire, a learning management system from UL LLC.

## What You'll Need

- You'll need your own National Producer Number (NPN) from the National Insurance Producer Registry. In most states, your NPN is on your license. You can also find it on [www.nipr.com](http://www.nipr.com).
- You should have your own nine-digit producer number issued to you when you contracted (producers) or onboarded (subproducers) with us. **A subproducer should have his or her own producer number.**

## Log In to ComplianceWire

Go to the following Web address: <https://www.compliancewire.com/partners/hcscproducers>. Be sure to Bookmark this page or save it to your Favorites. Then follow these steps:

- 1 In the "User ID" field, enter your **NPN**. Your NPN must be 10 digits. Add leading zeros if your NPN is not 10 digits. For example, if your NPN is 1234567, enter 0001234567. Your User ID for ComplianceWire will always be your NPN.
- 2 Enter the same 10-digit **NPN** for the "Password" field, *unless* you used ComplianceWire last year and changed your password at that time. See the following page for help with passwords.
- 3 Next to "Company Code," enter **HCSCProducers** as one word. This field is not case sensitive.
- 4 Click the blue "I Accept" button.

ComplianceWire®

Welcome to  
ComplianceWire  
The World's Leading Compliance  
Learning Platform

Login

User Id 1

Password 2

Company Code 3

Do you accept the Terms of Use?

I Accept 4

Forgot your password? Forgot your User ID?

## Passwords: First Time ComplianceWire Users

When you use ComplianceWire for the first time with “HCSCProducers” as the Company Code, your password is your NPN. After you log in the first time with your NPN, you must choose two password security questions and answer them. Remember that your answers will be used in the event that you forget your password. You can always change your “Forgotten Password Questions” in your User Profile.

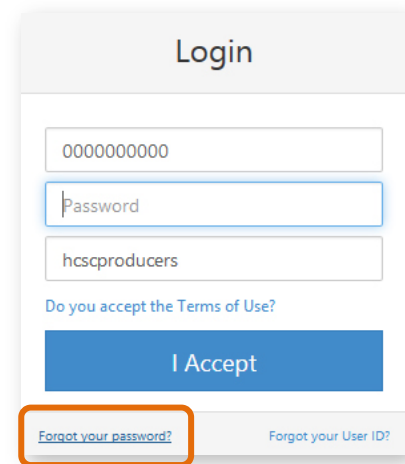
You will also be prompted to change your password from your NPN to a new password. After answering your password reset questions and updating your password, you can complete the “2016 FFM Registration Confirmation” form.

## Passwords: Returning ComplianceWire Users

If you used ComplianceWire last year to submit your plan year 2015 FFM training certificate, then you should have been prompted to reset your temporary NPN password at that time. Use your permanent password to log in. You are allowed **SIX** login attempts before you are locked out of ComplianceWire. After one hour, you can try to log back into the application.

### Forgotten Passwords

If you have used ComplianceWire in the past and do not remember your password, select the “Forgot your password?” link on the log in page. You’ll be prompted to enter the answers for your password reset questions. If you answer them correctly, you’ll be prompted to change your password and log in.



## Find the 2016 FFM Registration Affirmation Form

Once you log in, you can find the 2016 FFM Registration Affirmation form in a few different ways.

- 1 The 2016 FFM Registration Affirmation form may be displayed in the main window. You can select it from here.
- 2 You can also open the 2016 FFM Registration Affirmation form by clicking on the CURRICULUM or TO-DO tab. You can select one of the tabs and then locate the form.
- 3 Double click on the 2016 FFM Registration Affirmation form to open it.



# Complete the Form

Complete the 2016 FFM Registration Affirmation form by following these steps:

- 1 If you have completed the plan year 2016 FFM registration process, select **I agree** for the first statement.
- 2 Enter your National Producer Number in this area. Your NPN must be 10 digits. Add leading zeros if your NPN is not 10 digits. For example, if your NPN is 1234567, enter **0001234567**.
- 3 Enter the date you completed all steps of the plan year 2016 FFM registration process. Please use the following date format: MM/DD/YYYY. For example, if you completed registration on September 28, enter **09/28/2016**.
- 4 If applicable, select **I understand** for the next statement.
- 5 For "User ID," enter your ComplianceWire User ID, which is your 10-digit NPN. Remember to add leading zeros if your NPN is not 10 digits.
- 6 For Password, enter your ComplianceWire Password. If you haven't changed your password, it will be your 10-digit NPN. If you changed your password after your initial log in, be sure to use the new one.
- 7 Select **I Acknowledge** for the Reason for Signature.
- 8 If you would like to add a comment, you can do so here.
- 9 Click the blue "Electronically Sign" button to complete the form.

The screenshot shows the '2016 FFM Registration Affirmation' form. At the top right, it says 'Code: 2016 FFM Registration Affirmation NV Version: 0.0'. The main heading is 'Individual Marketplace Curriculum' and the sub-heading is 'Plan Year 2016 Certification of Compliance'. The form contains several text blocks and input fields. Callout 1 points to a dropdown menu with 'I agree' selected. Callout 2 points to a text input field for the National Producer Number. Callout 3 points to a date input field. Callout 4 points to a dropdown menu with 'I understand' selected. Below these is an 'e-Signature Required' section with fields for 'User Name' (Masters, Sarah), 'User Id', 'Password', 'Reason for Signature' (I Acknowledge), and 'Signature Comment'. At the bottom right, there are 'Cancel' and 'Electronically Sign' buttons. Callout 9 points to the 'Electronically Sign' button.

## Technical Support

For ComplianceWire Technical Support, such as logging in and password resets, contact our Help Desk at **888-706-0583**, Monday through Friday 7 a.m. to 10 p.m. CT, and Saturday from 7 a.m. to 3:30 p.m. CT.

For all other producer training issues, contact the Producer Service Center by calling 855-782-4272, Monday through Friday, 8 a.m. to 5 p.m. CT or emailing [qhp\\_training@bcbsok.com](mailto:qhp_training@bcbsok.com).

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