

Dear Agent,

## Congratulations and Welcome to the Murray Insurance Team!

As your Sales and Training Manager, I want to personally welcome you and say how excited we are to have you join the Murray Team. You are a valuable asset, and I look forward to being part of the positive impact you're going to have working with our amazing team.

I'll be helping you with your onboarding experience. In this email you will find the first steps to getting you started!

### Getting Started To Do:

1. Purchase your Errors & Omissions insurance and send the information to Lauren at [lsavickas@murrayins.net](mailto:lsavickas@murrayins.net).
2. Complete your FFM Training on CMS Portal ([www.portal.cms.gov](http://www.portal.cms.gov)) and then email Ada your CMS CERTIFICATE at [ajimenez@murrayins.net](mailto:ajimenez@murrayins.net).
3. Until you get your Florida Blue Agent of Record (AOR) number you can watch the video section: <https://salesagenttraining.videoshowcase.net/> you can use AOR number 5255-000. The password is amplify2022
4. Once you get your Agent of Record (AOR) number:
  - a. Go to Agent and Broker Training of the ACA (loom) thru Agent Point <https://www.floridablue.com/agents>
  - b. In Agent Point you must update your Profile to include correct FFM ID (loom)
  - c. You can now start selling ACA products!!
5. Complete Medicare Core Curriculum – once completed it can take 24hrs to populate Product Curriculum
  - a. Send Ada your Medicare and Product Certificates to [ajimenez@murrayins.net](mailto:ajimenez@murrayins.net)
6. For Florida Blue only – Complete Florida Blue Onboarding Training (monthly dates)

### Murray Support:

1. On completion of all training, reach out to Melanie at [mlivingstone@murrayins.net](mailto:mlivingstone@murrayins.net) to get your login to our CRM Agencybloc, phone system 8x8 (you will get a Murray work phone number) and start receiving leads.
2. Murray Support Team Contact List
3. All Training and Events can be found in our Murray Teamup calendar – instructions to download the Teamup app and click here <https://teamup.com/ks2wef76iqrc7n2t2q>
4. Stay in touch with Murray Managers and agent communications: down the GroupMe app on your mobile phone then Click here to join the Murray group: [https://groupme.com/join\\_group/54059059/p7cKH4Dg](https://groupme.com/join_group/54059059/p7cKH4Dg)
5. ATTEND biweekly agency wide conference calls. Calls are scheduled every other Monday at 8:30 AM. Add the Zoom invitation to your calendar.

Always know, I am here to assist you with your onboarding experience and success! Please feel free to contact me via email, text, or cell with questions and/or concerns. Your success is my success!

Welcome aboard!

Kindest regards,

Area Sales and Training Manager