

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 Items:

1. Purchase your Errors & Omissions insurance and send the information to Lauren at lsavickas@murrayins.net.
2. Complete your FFM Training on CMS Portal (www.portal.cms.gov) and then email Ada your CMS FFM CERTIFICATE at 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: train2win
4. Once you get your Agent of Record (AOR) number:
 - a. **Complete** the COMPASS Attestation included on the Florida Blue Echo sign Email.
 - b. **Go to** *Agent and Broker Training of the ACA* thru Agent Point training section <https://www.floridablue.com/agents>
 - c. In Agent Point you must update your Profile (Demographics) to include correct FFM ID
 - d. 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
6. For Florida Blue only – Complete Florida Blue Onboarding Training (monthly dates are attached)
7. Murray Agent resource page: <https://www.murrayins.net/agents/> go to top right to "Onboarding", scroll down and watch lunch and learn videos

Murray Support:

1. Murray Support Team Contact List attached
2. All Training and Events can be found in our Murray Teamup calendar – instructions to download the Teamup app [click here https://teamup.com/ks2wef76iqrc7n2t2g](https://teamup.com/ks2wef76iqrc7n2t2g)
3. Stay in touch with Murray Managers and agent communications: download the GroupMe app on your mobile phone then **Click here** to join the Murray group: https://groupme.com/join_group/54059059/p7cKH4Dg
4. 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