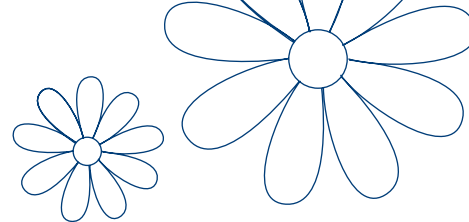


Agent/Broker Appointment and Licensing Instructions



Please follow these steps to get appointed with Lovelace Health Plan & Lovelace Insurance Company. All documents can be found on our website at lovelacehealthplan.com/brokers.

- STEP 1:**
If you have a New Mexico Insurance License, proceed to step 2. Otherwise, complete the New Mexico Division of Insurance Form 210. Send it directly to the Department of Insurance.
- STEP 2:**
Complete and submit the one-page Lovelace Producer Appointment Application.
- STEP 3:**
Complete and submit the signed Taxpayer Identification Number and Certification Form (W-9 Form). This is required for IRS reporting. The address you report on your W-9 is the same address where commission checks will be mailed. If you change addresses, you will need to submit an updated W-9 form.
- STEP 4:**
Submit a copy of your New Mexico Insurance license and a copy of your firm's license (if applicable).
- STEP 5:**
Submit a copy of the declaration page from your Errors and Omission policy (Certificate of Liability). All brokers are required to carry a \$50,000 per occurrence and \$250,000 annual aggregate policy.
- STEP 6:**
Complete the Lovelace Broker Agreement. Note: The contracting entity should be either you personally if commissions are payable to you under your social security number, OR your firm if commissions are payable to the firm. The firm must be licensed in New Mexico.

RETURN COMPLETED FORMS AND COPIES TO:

MAIL:

Juanita Jennings
Broker Relations Coordinator
Lovelace Health Plan
4101 Indian School Road NE
Albuquerque, NM 87110

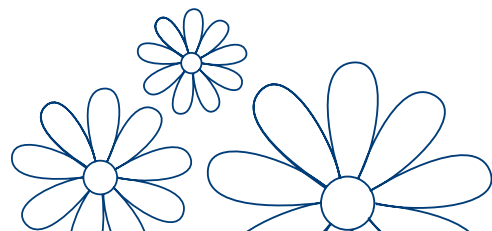
FAX:

Attn: Juanita Jennings
(505) 727-9287

E-Mail

broker.relations@lovelace.com

If you have questions about this process or the documents required, please contact Juanita Jennings at (505) 727-5664 or by email at Juanita.jennings@lovelace.com.



Lovelace
Health Plan

Lovelace Health System, Inc. • Lovelace Insurance Company