

Dear Producer:

Thank you for your interest in becoming appointed with ConnectiCare, Inc. & Affiliates.

An appointment kit **must** be completed, returned, and processed **prior** to submittal of cases or securing a case as agent of record.

To comply with Connecticut law, ConnectiCare will **NOT** accept new cases, renewals or agent of record changes for brokers who have not completed the appointment process.

Please complete and return the following items:

1. Producer Information Sheet

2. Form W-9

3. A copy of the declarations page of your Errors and Omissions insurance policy listing out the limits of liability and effective and end dates of policy.

4. Signed ConnectiCare Agent/Agency Agreement. *(Please note that if you are appointing yourself and the agency, both you and an officer or principal of the agency must complete and sign an agreement.)*

5. Signed Business Associate Confidentiality Agreement *(Please note that if you are appointing yourself and the agency, both you and an officer or principal of the agency must complete and sign an agreement.)*

6. Signed ConnectiCare Benefits, Inc. Producer Agreement *(Please note that if you are appointing yourself and the agency, both you and an officer or principal of the agency must complete and sign an agreement.)*

All of the above documents should be faxed to 860-678-5224 or emailed to CCIBROKERCOMMISSION@CONNECTICARE.COM

We must have **all** completed information to process your appointment. If you should have any questions call the broker licensing department at **860-674-5803**.