

# Agent Portal

## Walkthrough

### Access these commonly requested items through the Agent Portal

Visit [Humana.com](https://www.humana.com) and log in to get started

#### **Create, Pull, or Update a Quote**

- Quote, Enroll & Manage
- Create a Quote/Small Business Medical (2-50) & Specialty Benefits
- Create a New Quote/View Quote/Edit

#### **Access Renewal Packet**

- Quote, Enroll & Manage
- Renew a Group/Small Business & Specialty Business Renewal Center
- Current Account Listing
- View Letters

#### **View Add On Rates**

- Quote, Enroll & Manage
- Renew a Group/Small Business & Specialty Business Renewal Center
- Current Account Listing
- View Add on Rates

#### **Access Current Group's Plan Summary**

- Quote, Enroll & Manage
- Renew a Group/Small Business & Specialty Business Renewal Center
- Current Account Listing
- Request a Quote
- Put in Quote Effective Date (any option is fine here) Continue
- Click Continue on the next page
- Click on the Plan Name Links

#### **Access BUD Report & Health Plan Guide**

- Quote, Enroll & Manage
- Access the Broker BUD
- Select an Account
- Click Quick Meeting Packet and select options for BUD Report
- OR Click View your Humana Health Plan Guide for Health Plan Guide

#### **Access BUD Report & Health Plan Guide**

- Quote, Enroll & Manage
- Under Humana Vitality click Activity Report or Engagement Report

For Log-in or technical support please contact our Web Team 800-558-4444 ext. 4118

