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Hassle Free Healthcare®

2012 Online Certification Instructions

1. Go to www.univhc.com. (New Users go to step 2; existing users skip to step 6)
2. If you are a new user, select New User and register. **Contact your FMO for valid Registration Code.** You must complete both of the registration steps. Be sure that all information is current and correct. Registration Code: [j498wr](#)
3. Once you click submit, your registration will be uploaded to our system.
4. You will receive a message sent to the email address provided at time of registration, confirming your registration and login details.
5. You will use this information to log in as an agent at www.univhc.com.
6. The first time that you log in, you will have to accept the agent terms and conditions and complete W-9 form before entering the portal.
7. After acceptance of the agreement, you will be given several options. Select 'Online Training' to complete the 2012 UHC Certification.
8. You will have to pass each quiz with a 90% or better before moving to the next. If you have any problems or questions, please contact certification@univhc.com.
9. AFTER COMPLETION OF ALL COURSES, YOUR LICENSE WILL BE VERIFIED AND YOU WILL BE APPOINTED WITH UNIVERSAL HEALTH CARE.
10. You can track your appointment status and writing number by logging in to the agent portal at www.univhc.com.
11. You will use this ID on all enrollment forms for Universal Health Care business. **It is imperative that you know your ID number.**
12. **You should not write any business until your state appointment has been approved. It is YOUR responsibility to ensure that all necessary license(s) have been provided to Universal and are approved before submitting any enrollments for a particular state.**
13. **Should you have any issues, you may contact Agent Support at 866-616-6396 or certification@univhc.com.**