

The Commonwealth of Kentucky
kynect State-Based Marketplace



**How to Update Additional
Information in Agent Portal**

1 How to Update Additional Information in Agent Portal

If an Agent wishes to revise their spoken languages, method of contact, hours available, or proximity to public transportation that displays on kynect, they can update that information in Agent Portal following the below steps:

1. Log into Agent Portal

Kentucky Health Benefit Exchange | Welcome Jonathan Gongola | Sign Out | About | Help

My Account | Help

Overview | Book Of Business | My Quotes | My Delegates | Messages | Settings

Quick Links

- [Initiate an Application for Individual](#)
- [Initiate an Application for Employer](#)
- [Pre-Screening \(Individual\)](#)
- [Kentucky DOI](#)
- [Training Materials](#)
- [SHOP Tax Credit Estimator](#)

Announcements

- (0) Urgent
- (0) Unread

Issuer Websites

- [Anthem Health Plans of KY, Inc.](#)
- [BEST Life and Health](#)
- [CareSource Kentucky Co.](#)
- [Molina Healthcare of Kentucky, Inc.](#)
- [WellCare Health Plans of Kentucky, Inc.](#)

Reports

- [Agent Case Notes](#)
- [Prospect Template \(Individual\)](#)

My Clients

Individual	
Current	31
Past	4
Clients Added In The Last Month	0

[View More](#)

My Policies

Active	2
Termed	5
Pending	21
Expired RFI	1
RFI about to expire in a week	0

[View More](#)

My Prospects

Individual	
Current Prospects	13
Abandoned Prospects	1
Prospects Added In The Last Month	0

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My Quotes

Individual	
In Progress	14
Accepted	0
Submitted	4
Rejected	0

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- Click on the “Settings” tab on the top right. Then click “Edit” next to “Your Additional Information”

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My Information

Your personal and organization information is managed through the Kentucky Online Gateway portal. [Please use that channel for making any necessary updates, including password changes.](#)

<p>Your DOI Information</p> <hr/> <p>DOI AgentID 620913</p> <hr/> <p>Email : uat_ssp_agent_01@mailin ator.com</p> <hr/> <p>Primary Phone 8723567890</p> <hr/> <p>Primary Phone Type Work</p> <hr/> <p>Secondary Phone 8343567890</p> <hr/> <p>Secondary Phone Type Home</p> <hr/> <p>Business Address 11 Mill Creek Park 11 Path way Lexington, KY 40445</p> <hr/> <p>NPN 7866222</p> <hr/> <p>JCI AQZSZBZFZ VXX</p> <hr/> <p>DOI Agency ID 399327</p> <hr/> <p>Email : Optim@Script.com</p> <hr/> <p>Primary Phone : 1234567890</p> <hr/>	<p>Your Additional Information Edit</p> <hr/> <p>Spoken Languages Not Provided</p> <hr/> <p>Method of Contact Not Provided</p> <hr/> <p>Hours Available Not Provided</p> <hr/> <p>ASL, TTY, KyRelay Not Provided</p> <hr/> <p>Near Public Transportation Not Provided</p> <hr/>
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3. Update the fields according to your availability and click “Save”.

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Update Additional Information

Below you can update additional details about yourself. These details will allow customers to search for you using these special attributes you may possess. None are required, but adding such details may better align you with new customers.

Spoken Languages :

hold ctrl key to select multiple options

Method of Contact :

hold ctrl key to select multiple options

Hours Available :

hold ctrl key to select multiple options

ASL, TTY, KyRelay :

Near Public Transportation :

Save **Cancel**

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- Once you save your information in Agent Portal it will then reflect accurately in kynect health coverage on the Agent search tool as shown below.

