The Commonwealth of Kentucky

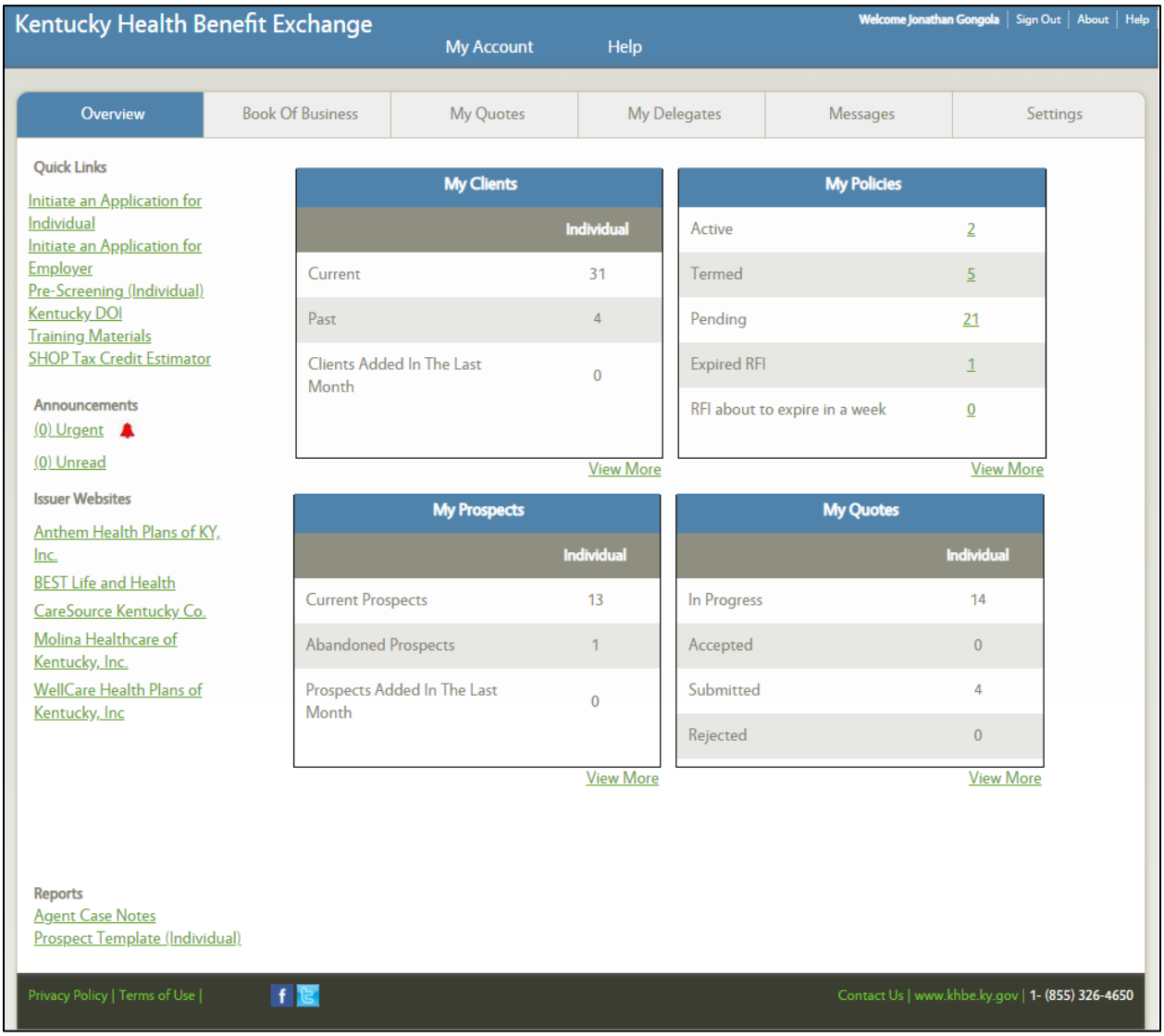
kynect State-Based Marketplace

How to Update Additional Information in Agent Portal

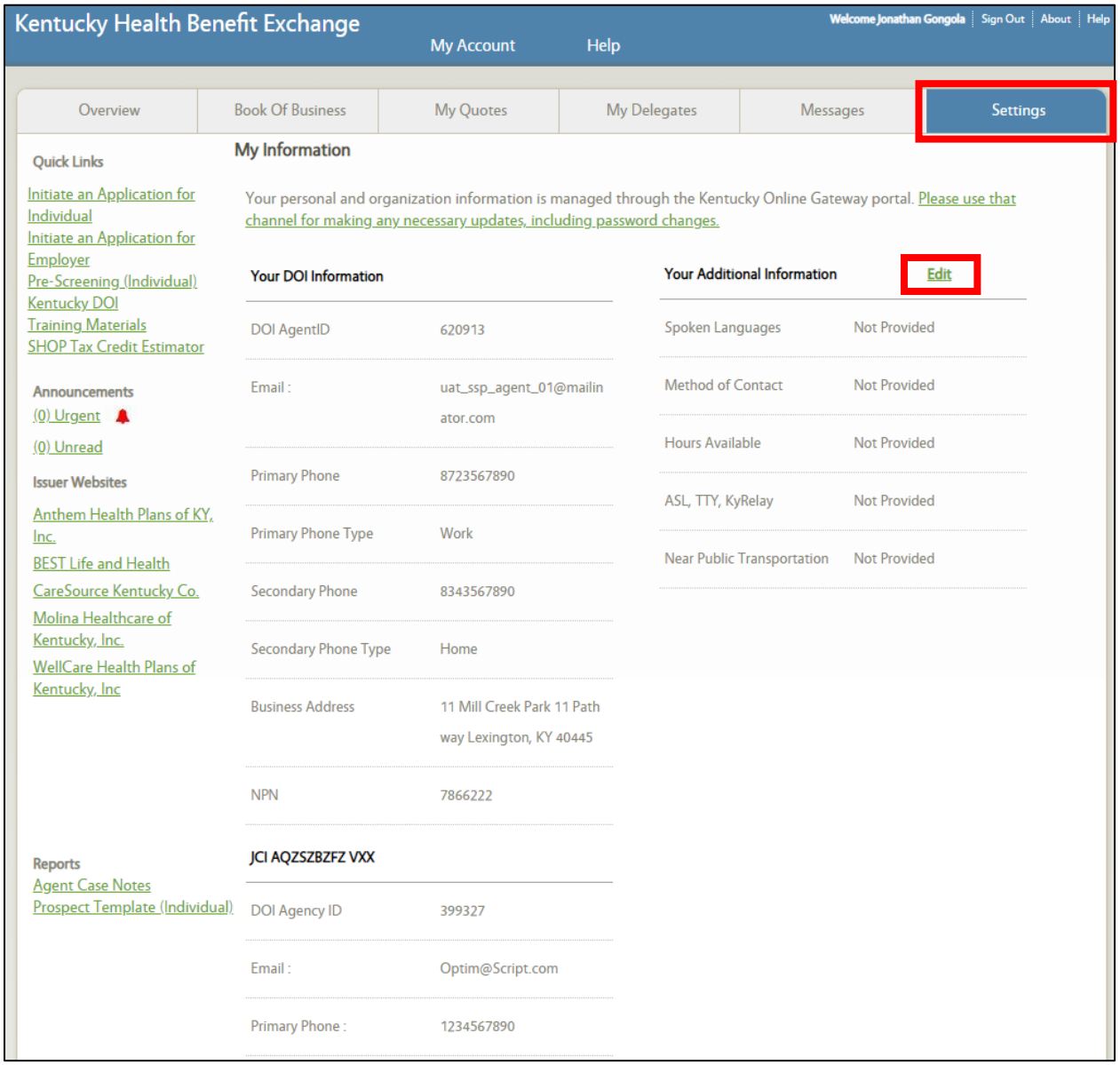
1 How to Update Additional Information in Agent Portal

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:

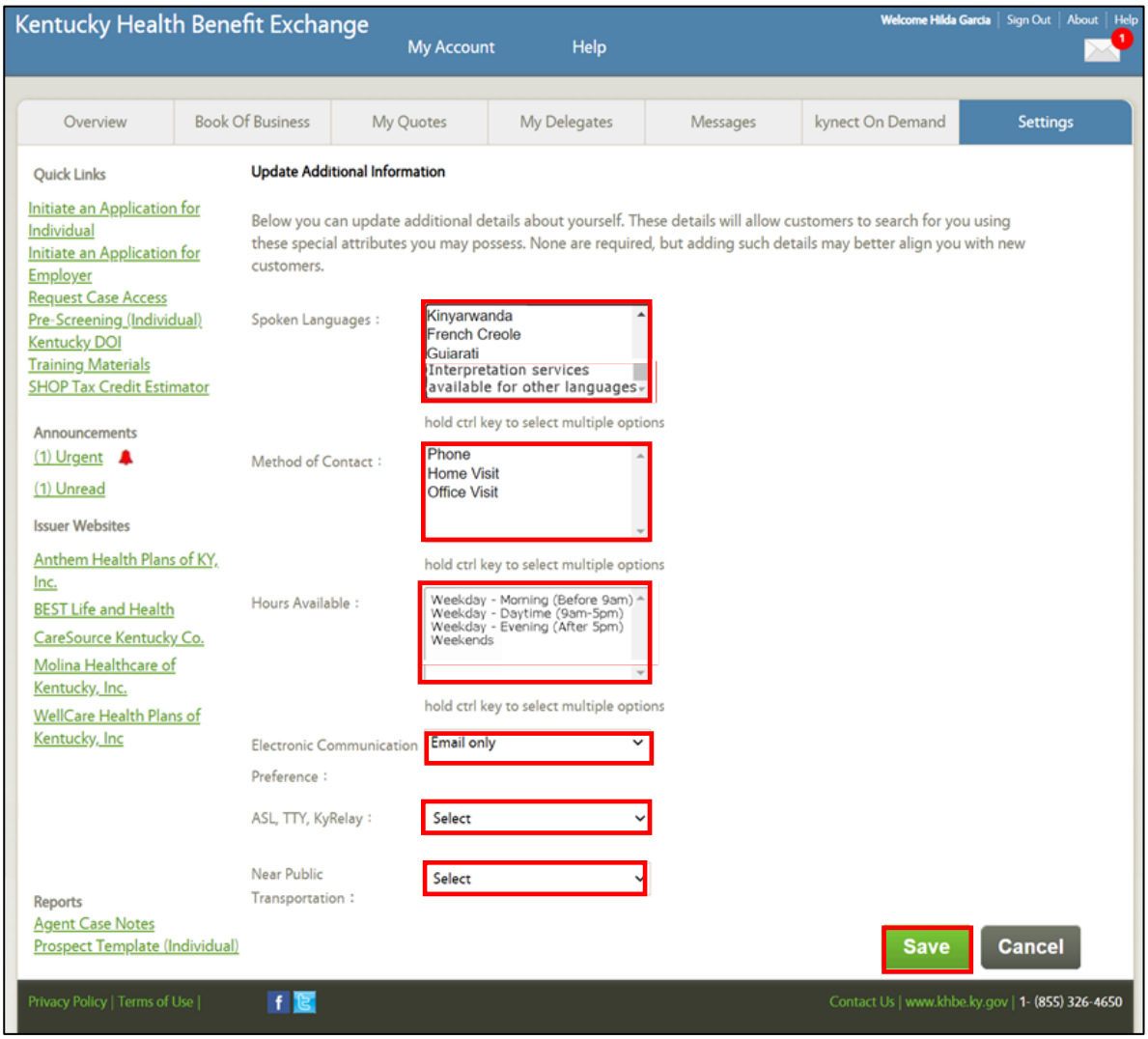
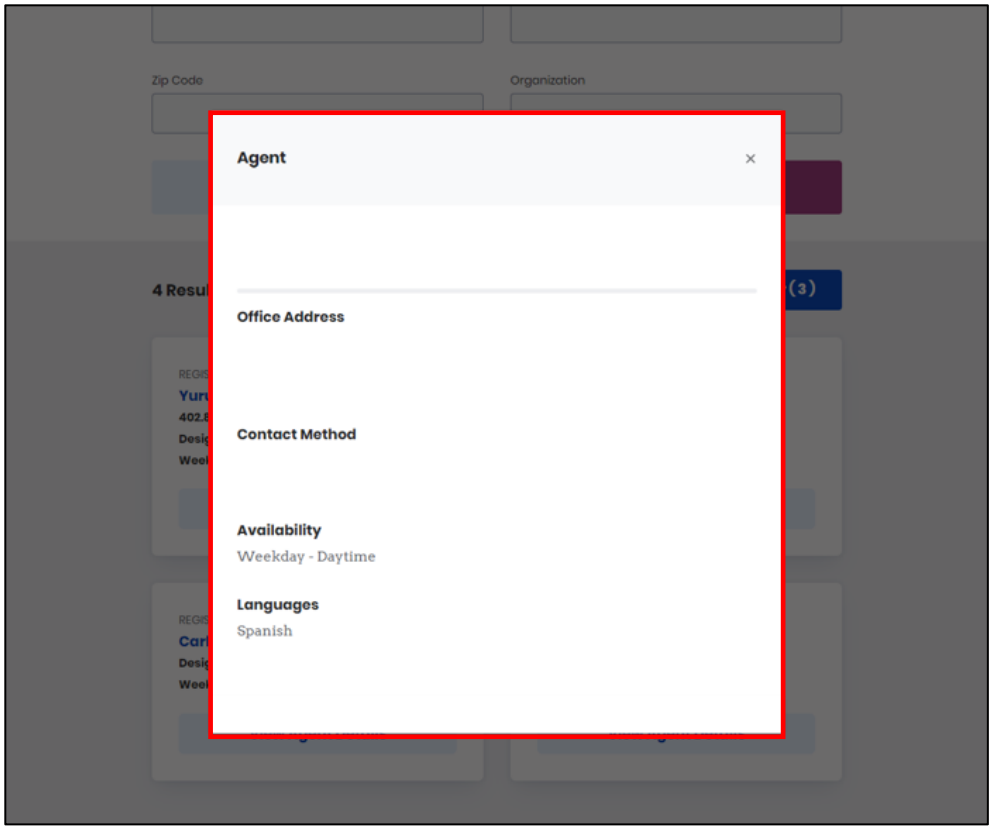
1. Log into Agent Portal



2. Select on the “Settings” tab on the top right. Then select “Edit” next to “Your Additional Information”



3. Update the fields according to your availability and select “Save”.



4. 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.