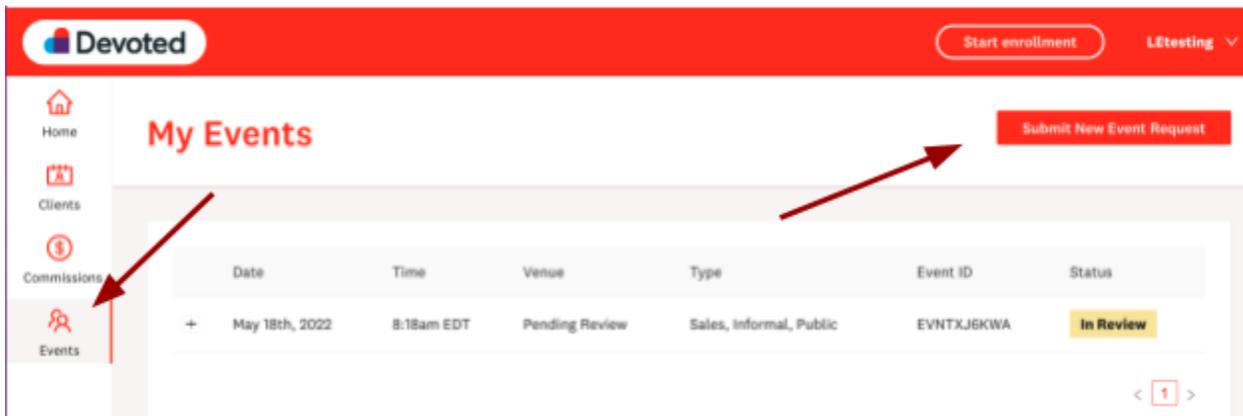


Event Submission for Brokers:

How the broker agent completes:

Want to host an event with Devoted Health or represent Devoted Health at one of your events? Follow these steps:

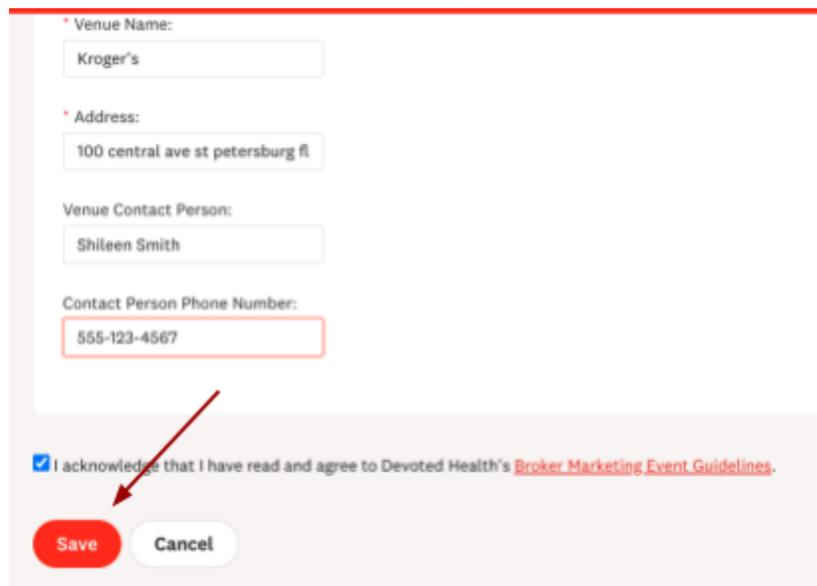
Go to your agent portal - www.agent.devoted.com. Choose the option for Events on the left and select "Submit New Event Request" top right.



Enter the information regarding the event. Items with a red asterisk are required; however the more information the better. Here are a few items to know about selecting the event items:

- If you are hosting the event in conjunction with a provider or at a provider's office be sure to select that it is a provider event.
- Here are the differences between informal and formal:
 - Formal Marketing Event - Are typically structured in an audience/presenter style with an agent/broker formally providing specific Plan/Part D Sponsor information via a presentation on the products being offered. Example: Seminar.
 - Informal Marketing Event - Are conducted with a less structured presentation or in a less formal environment. They typically utilize a table, kiosk that is manned by an agent/broker who can discuss the merits of the plan's products. Example: Tabletop.
- Here are the differences between sales and educational:
 - Educational Event - Educational events are designed to inform beneficiaries about Medicare Advantage, Prescription Drugs or other Medicare Programs and does not include marketing.
 - Marketing/Sales Events are designed to steer or attempt to steer potential enrollees, or the retention of current enrollees, toward a plan or limited set of plans.

Once you have filled out all the information related to the event and read and agreed to our broker marketing event guidelines which are found in our broker manual under “Devoted Health Educational and Sales Event”, the option will appear to “save” the event.



The screenshot shows a form with the following fields:

- Venue Name: Kroger's
- Address: 100 central ave st petersburg fl
- Venue Contact Person: Shileen Smith
- Contact Person Phone Number: 555-123-4567

Below the form, there is a checkbox labeled "I acknowledge that I have read and agree to Devoted Health's [Broker Marketing Event Guidelines](#)." which is checked. A red arrow points from the checkbox area down to a red "Save" button. A "Cancel" button is also visible next to it.

What happens next?

The information will go to our local market contacts who will review the information and contact you with any questions. You can watch the progress of your event under the “events” tab.

- When first submitted it will sit in “Review” status
- If the event is approved it will move to “Approved”
- If the event is canceled it will move to “Canceled”

Once submitted you will be able to see your event in your portal and as the event moved to either approved or canceled you will receive an email notification.

If you need to make a change to your event (i.e. date/time/location) please reach out directly to your local market contacts.