RECRUITER REFERENCE

Contracting & Certification Guide

Everything a new recruiter needs to complete contracting through Maximum Value Plans and pass certification through the Agent Recruitment Hub.

Part 1 Contracting

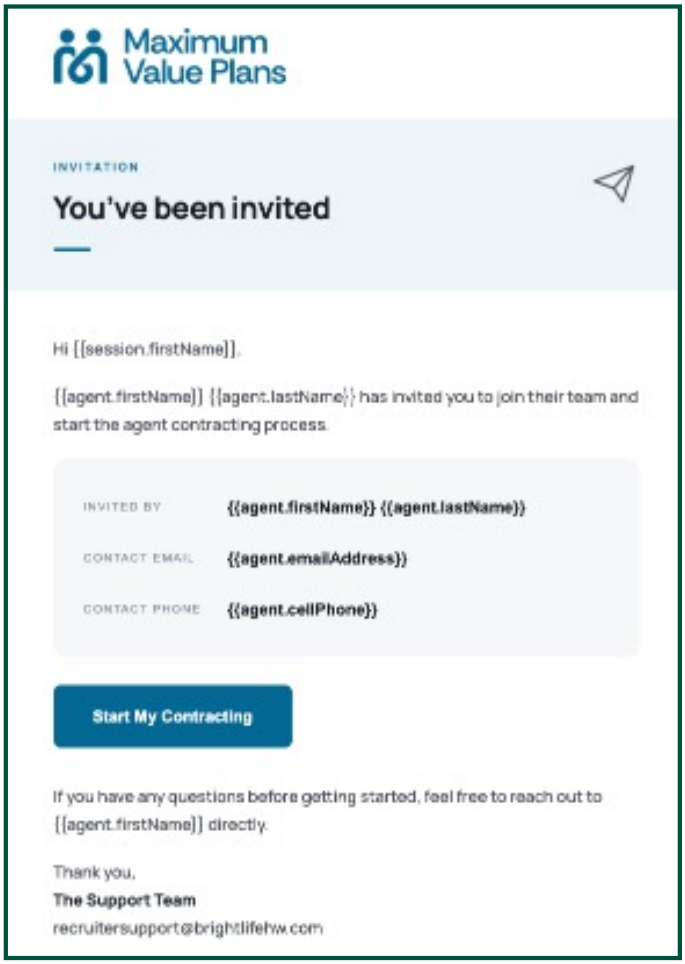
Part 2 Certification

Bright Life Health & Wellness

PART 1 · CONTRACTING

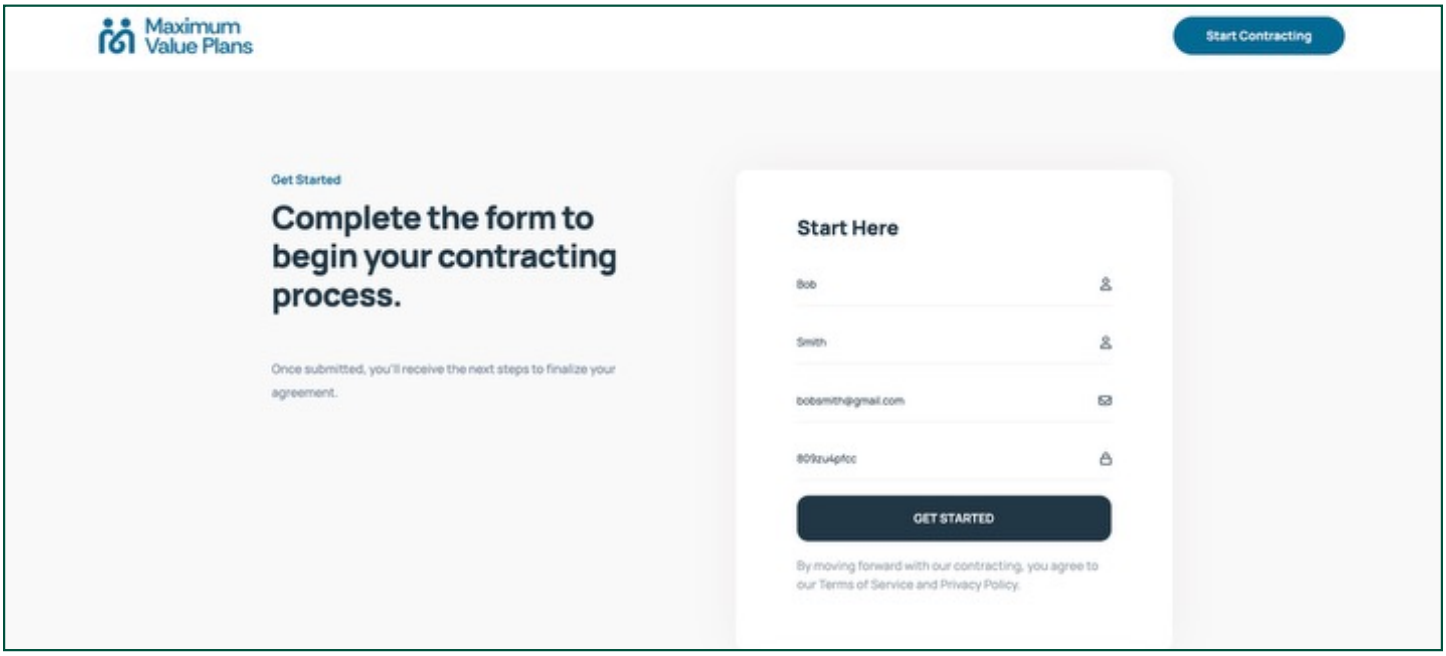
1 Receive Your Contracting Invitation

The recruiter receives the contracting link from “Maximum Value Plans” once their upline sends and looks similar to this.



2 Start Contracting

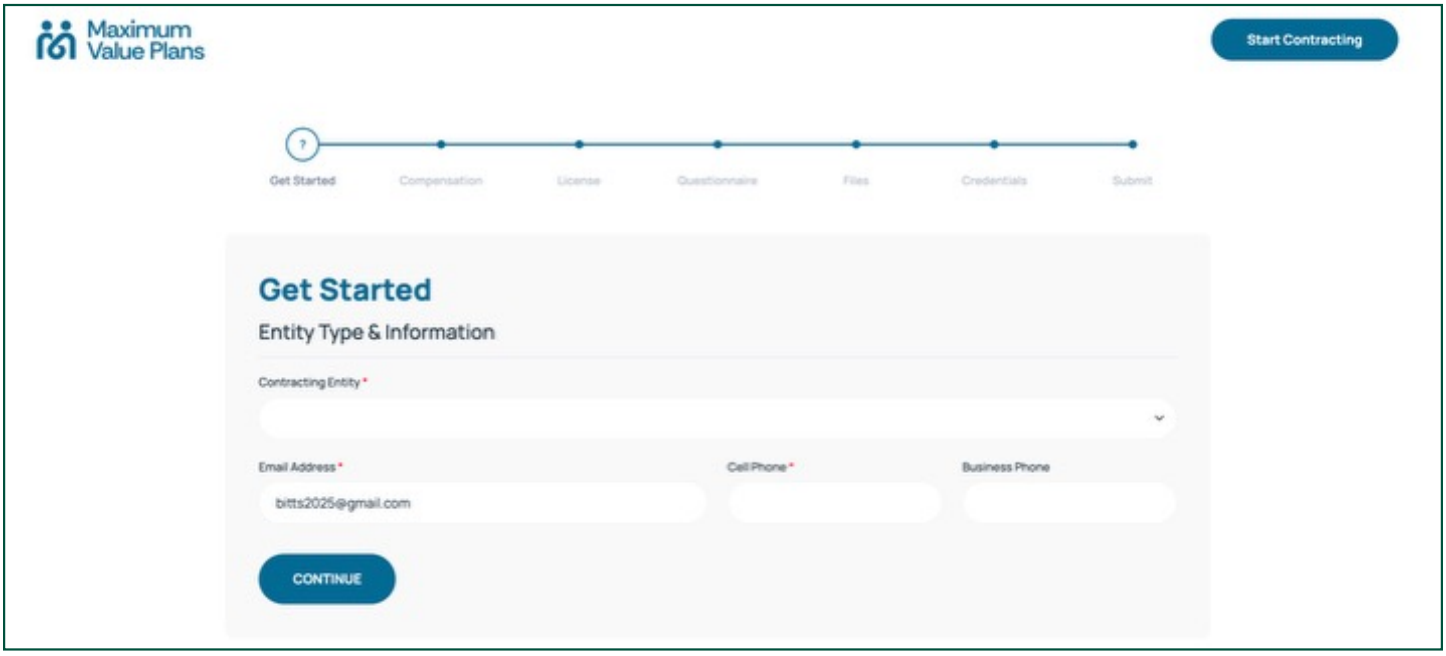
Click **“Start Contracting”** and the contracting page will open.



PART 1 · CONTRACTING

3 Get Started

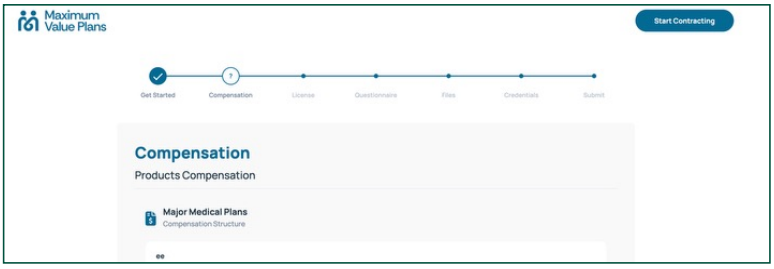
Fill out all the information on the **"Get Started"** page.

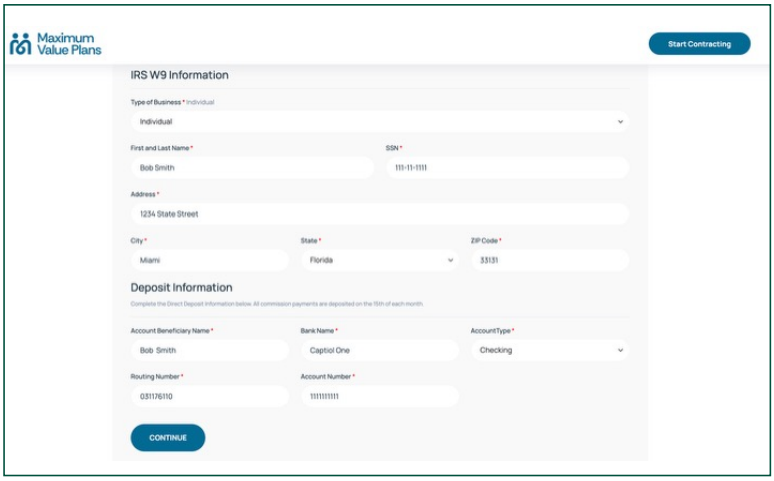


4 View Compensation

View your compensation and scroll to the bottom to enter IRS W-9 information.

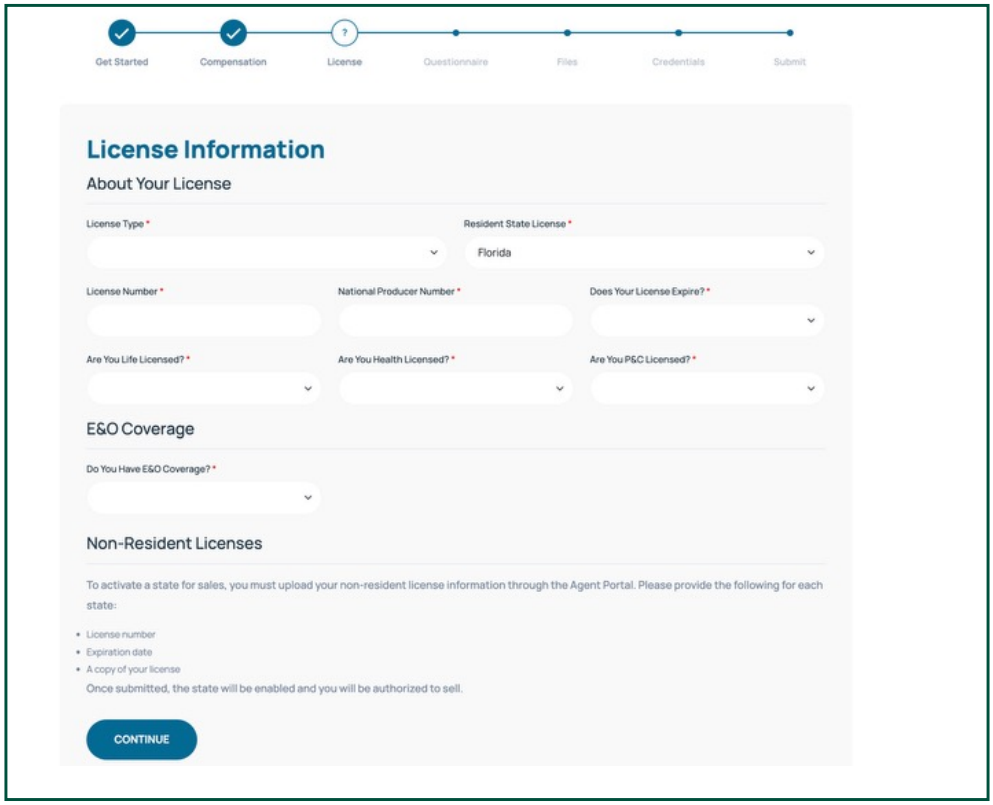
****If your upline enters your compensation it will show here per plan. If the compensation is showing $0 that means you are an LOA.**





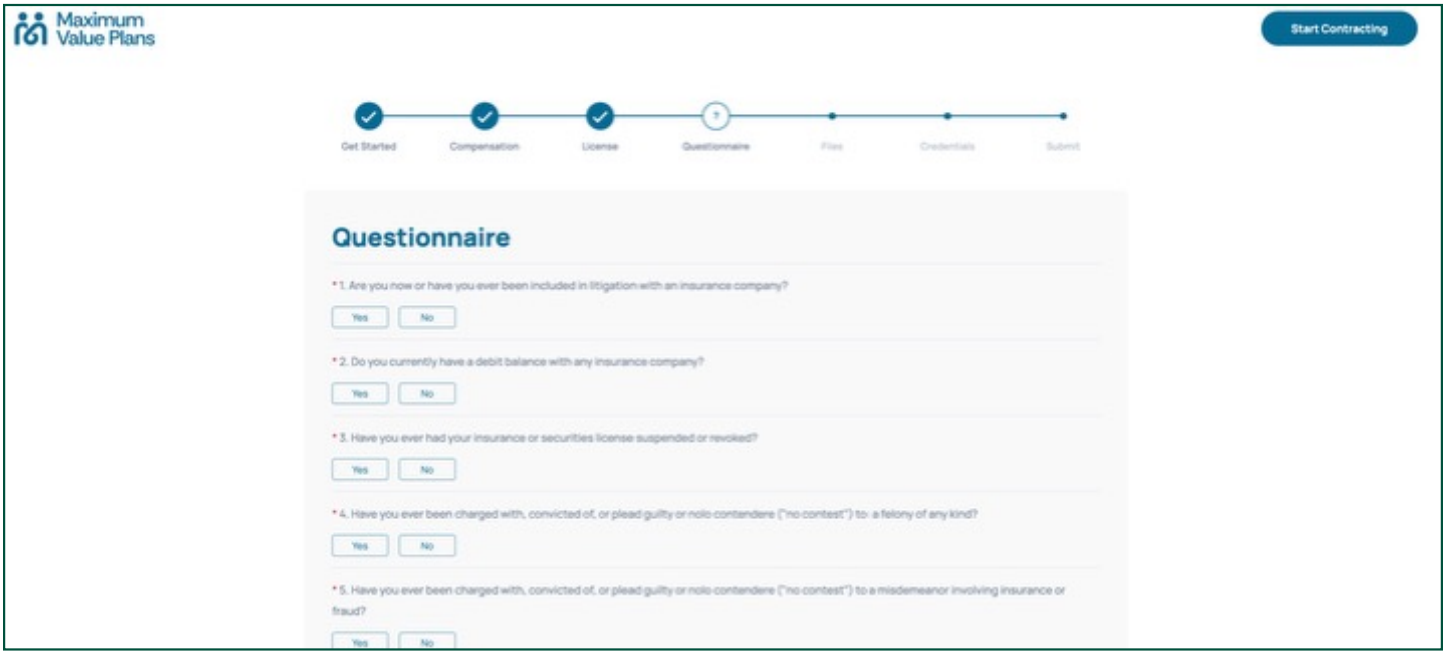
PART 1 · CONTRACTING

5 License Information



6 Questionnaire

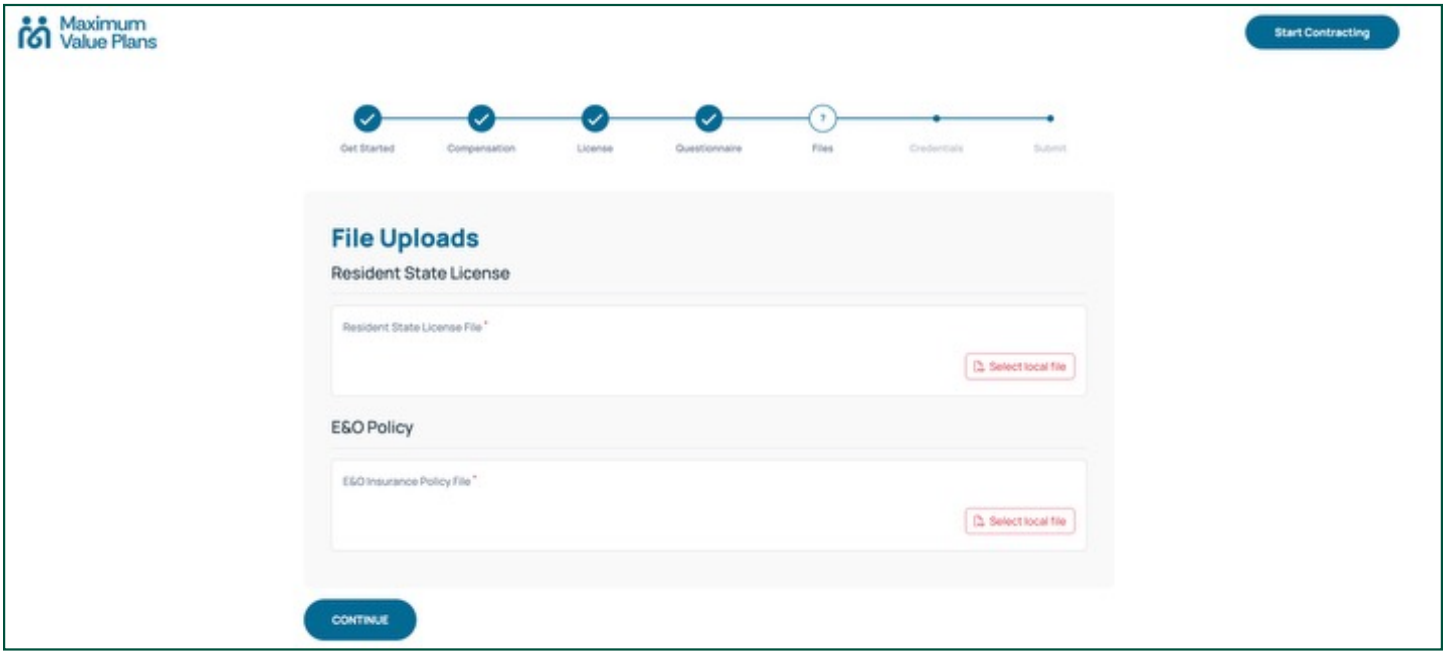
****Complete all questions and click "Continue" on the bottom when finished.**



PART 1 · CONTRACTING

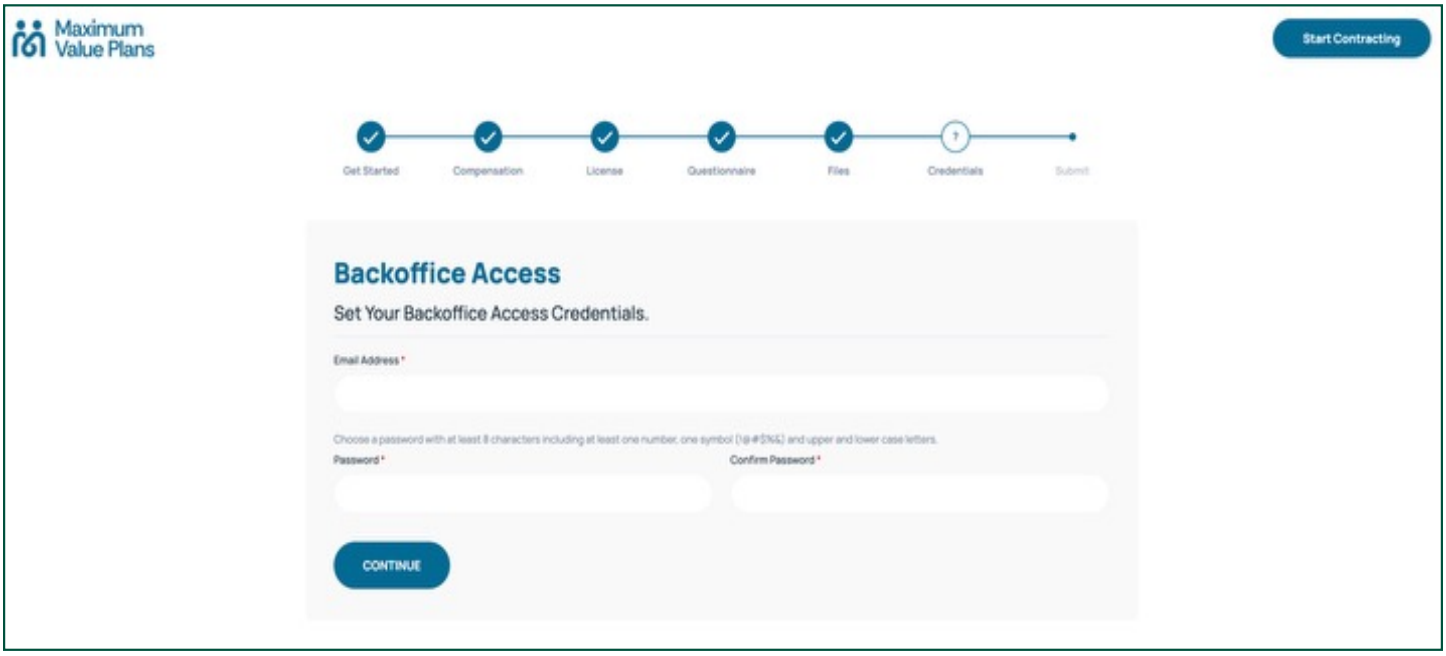
7 Resident License / E&O Policy

Now you will upload copies of your Resident License and E&O Policy.



8 Backoffice Access

****This will be the email and password you will use when logging in.**



PART 1 · CONTRACTING

9 Sign and Submit

Read the terms and conditions & scroll to the bottom clicking on the two check boxes and signing. Then submit the application.



10 Submission Screen



PART 2 · CERTIFICATION

11 Confirmation Email

You will automatically receive an email
From: **Maximum Value Plans** <noreply@themvpplans.com>
Subject: Contracting complete - application received

Maximum Value Plans

APPLICATION RECEIVED

Application received

Hi {{session.firstName}},

Congratulations — you've completed the contracting process. Next step before being approved is to complete the Bright Life Recruiter training certification. You will receive an email within one hour to take the training and it may go to your spam folder.

APPLICANT	**{{session.firstName}} {{session.lastName}}**
EMAIL	**{{session.emailAddress}}**
SUBMITTED ON	**{{system.currentDate}}**
STATUS	**Under review**

Once you have taken and passed your certification, you will receive an email to be able to login to the MVP Back Office.

Thank you,
The Support Team
recruitersupport@brightlifehw.com

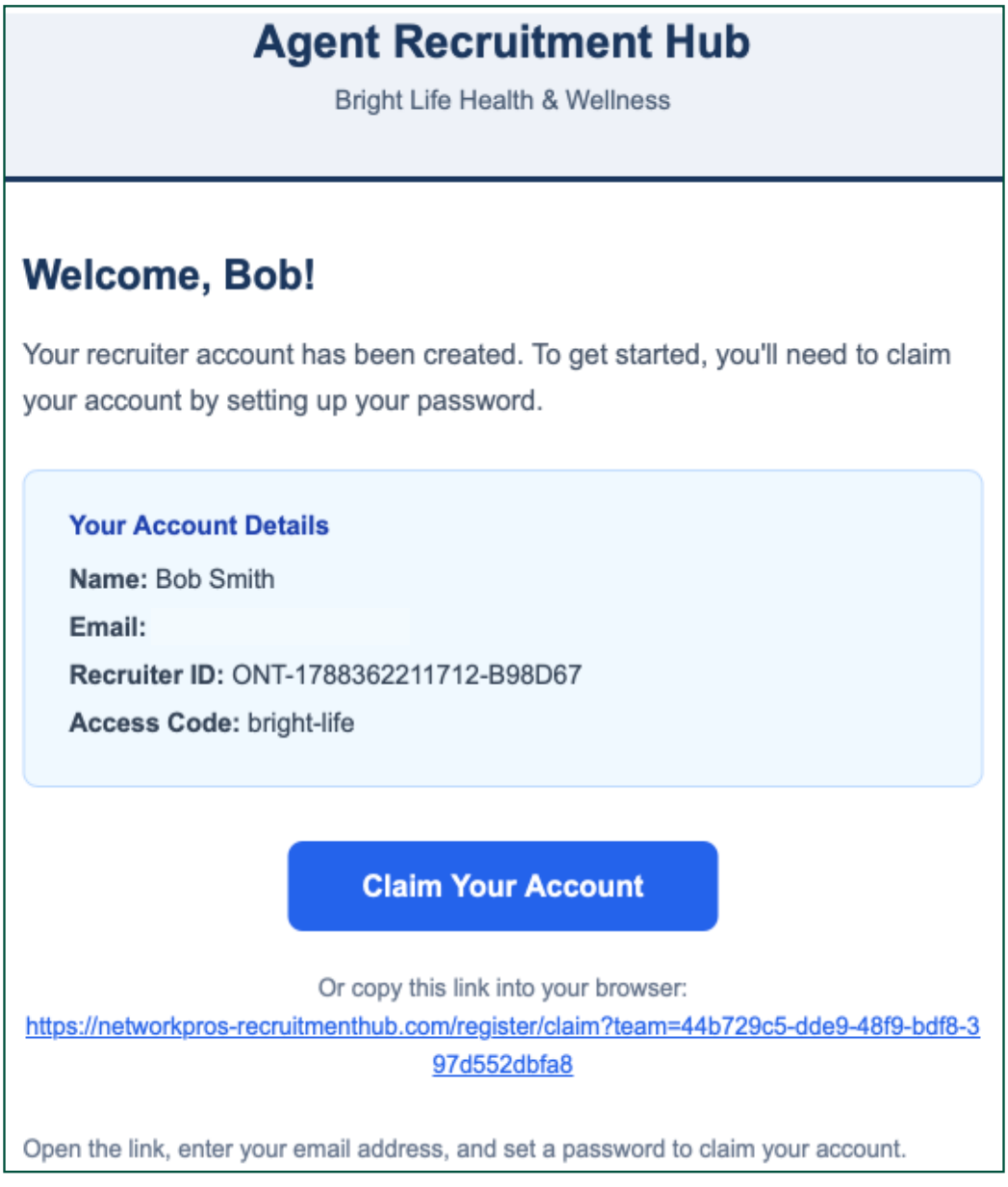
PART 2 · CERTIFICATION

12 Claim Your Recruitment Hub Account

You will then receive an email
From: **Agent Recruitment Hub** <noreply@mg.networkprosrecruitmenthub.com
Subject: Welcome to the Agent Recruitment Hub - Claim Your Account

****THIS MAY GO TO SPAM!****

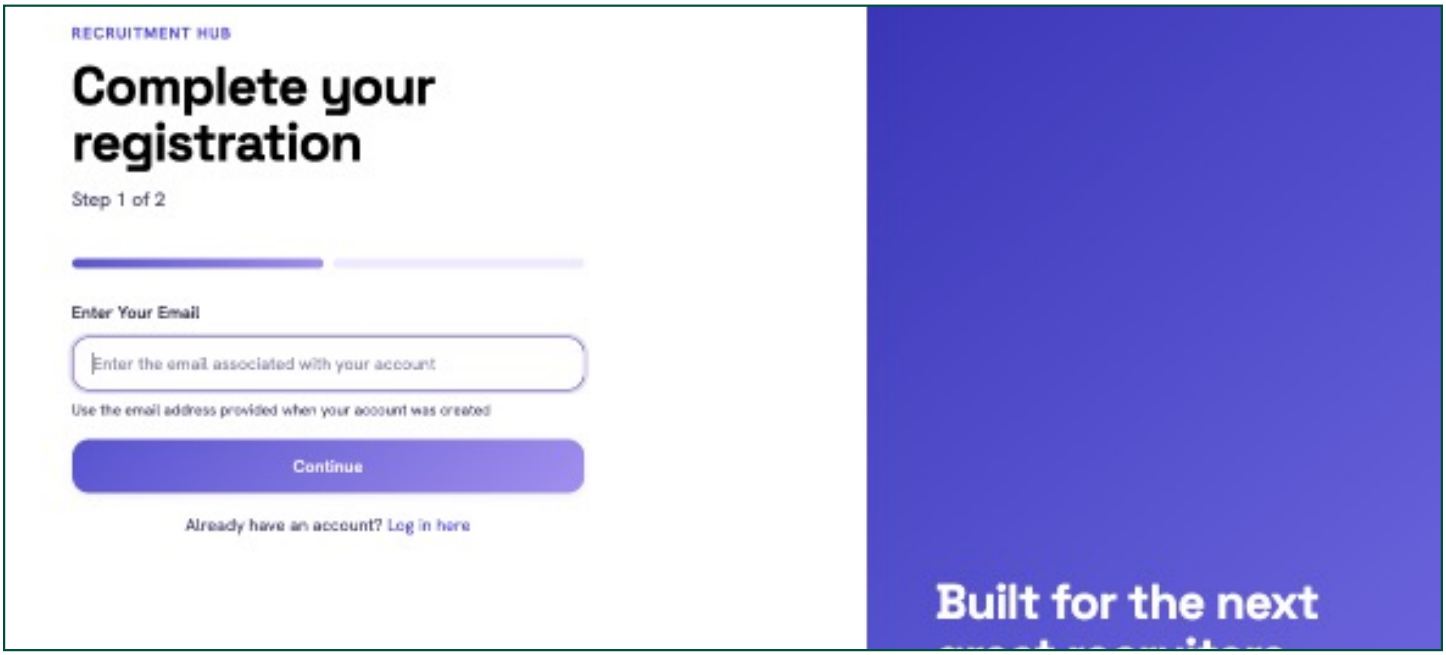
- Click on "Claim Your Account" so you can login to the recruitment hub.
- You will watch a video and take a certification. Once you pass, those results go directly into the MVP Back Office and you will receive an email that your account is approved and you can login!



PART 2 · CERTIFICATION

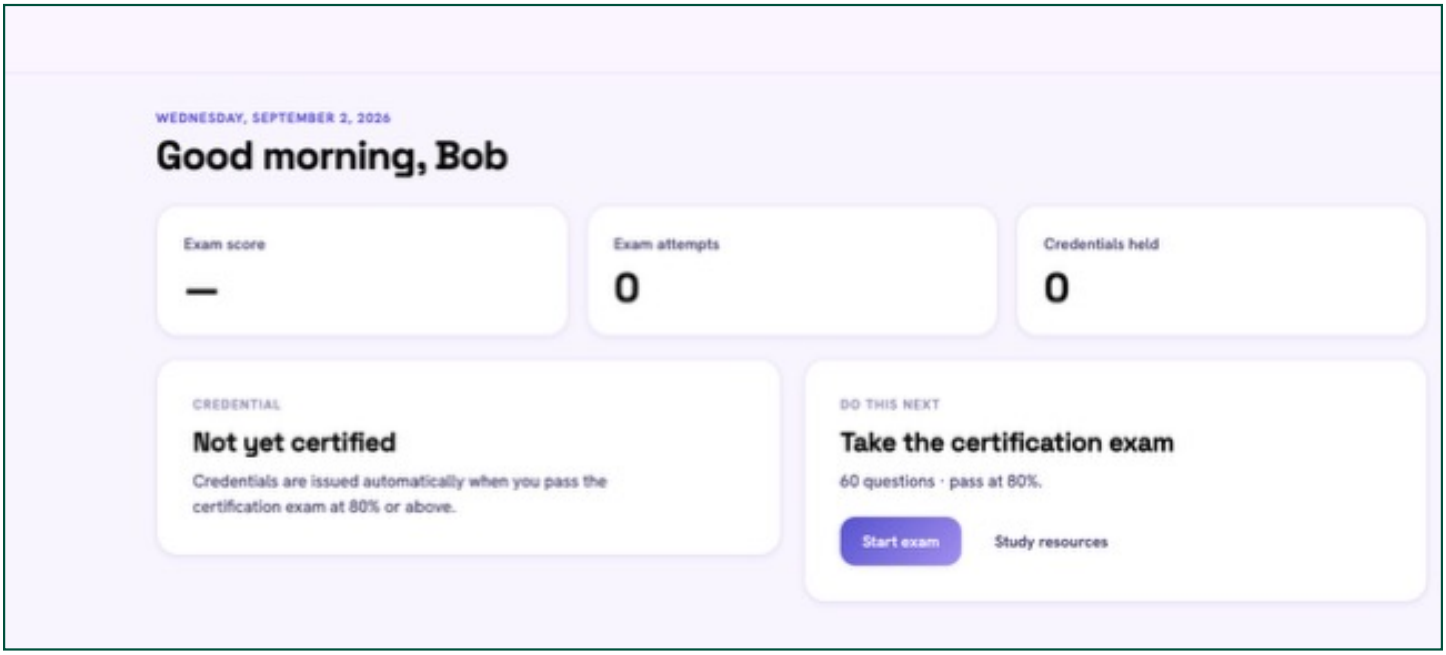
13 Create Your Recruitment Hub Password

When you click on **“Claim Your Account”** it takes you to the recruitment hub where you will enter your email and create a password.



14 Start The Certification Exam

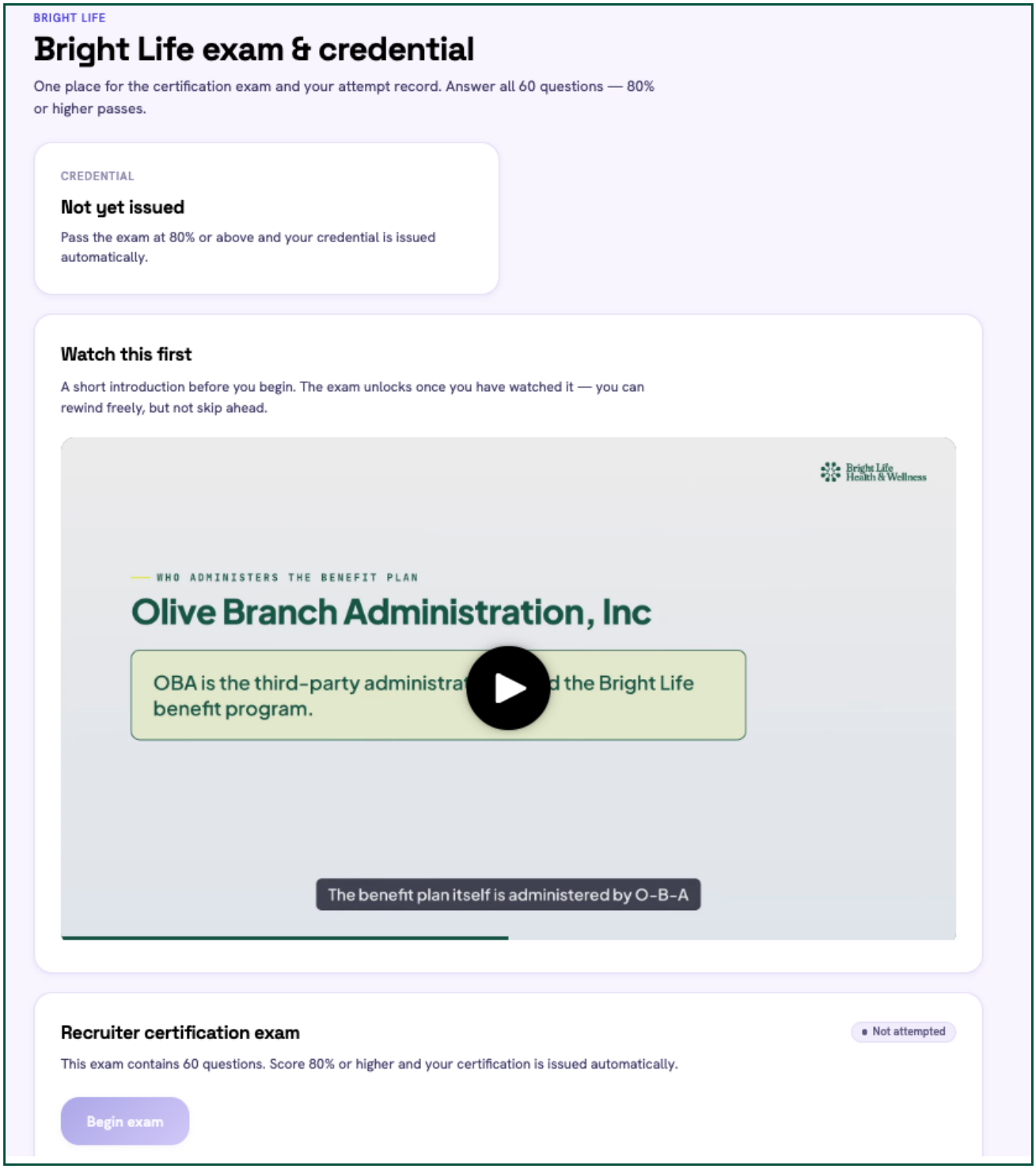
Once logged in, you will click **“Start Exam”** on the right side of the page.



PART 2 · CERTIFICATION

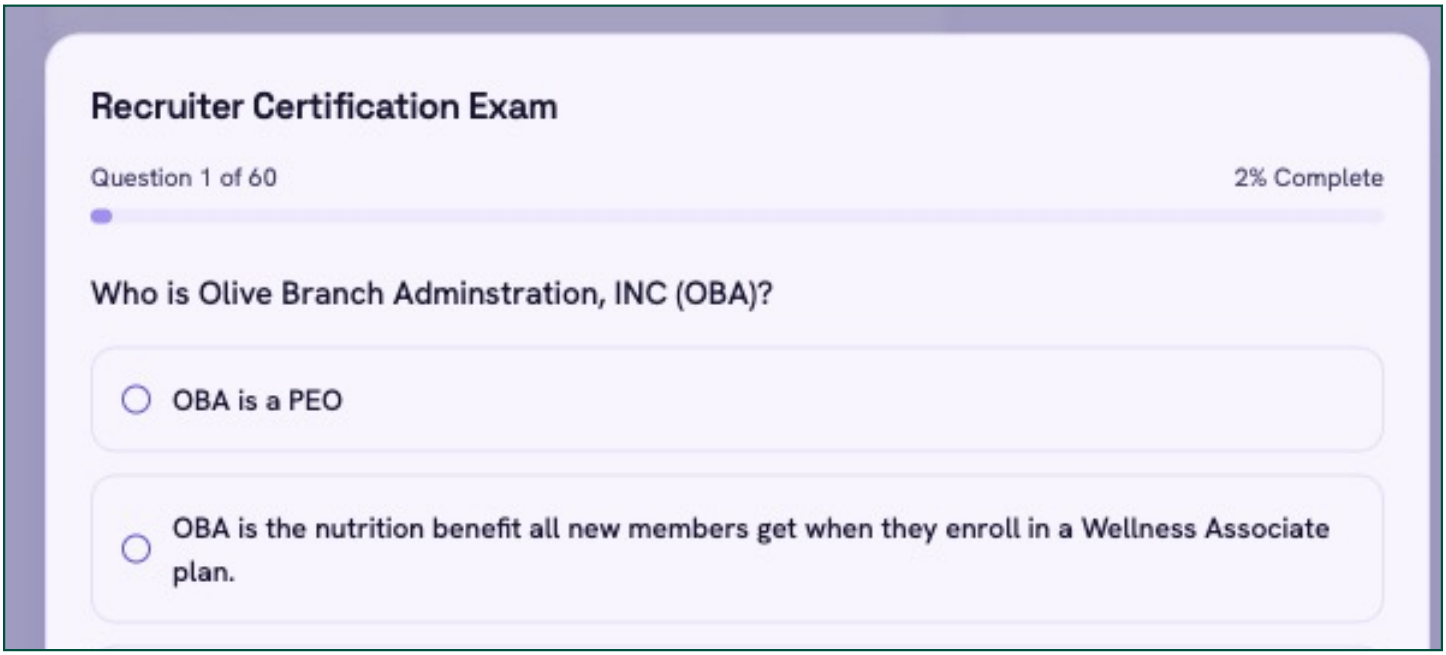
15 Watch The Training Video

The video must be watched first in order to take the exam. Once the video has been watched completely, scroll down and click **“Begin Exam”** as it will highlight and allow you to move on.



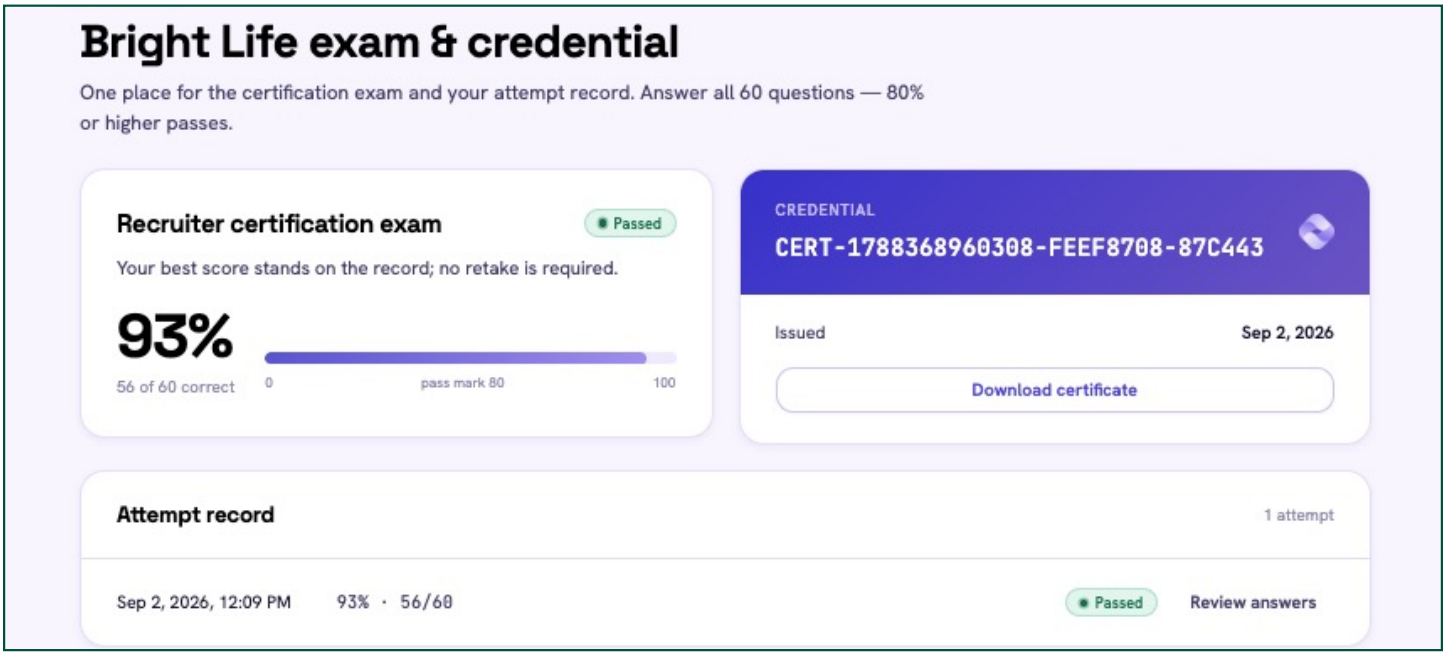
PART 2 · CERTIFICATION

16 Begin The Exam



17 Review Your Results

The screen will show you your passing score and your certificate. You can review any incorrect answers when clicking on **“Review Answers”**.



PART 2 · CERTIFICATION

18 You're Approved!

You will then receive an email
From: "Maximum Value Plans" noreply@themvpplans.com
Subject: "Welcome to Bright Life - You're Approved to Recruit"

- Click on **"Sign in to My Account"** and it will allow you to sign into your MVP account.

