

eContract Guide

Onboarding Invitations

Types of Invitations

Full Assignment Invitation

- Hierarchy and commission assignments are locked to one entity. The broker will need a release letter from that entity in order to be released (change Upline/assignment of commissions).

The invitation will include the following:

- The Name of the **UPLINE** inviting the broker to contract
- The **Hyperlink** to our Onboarding website
- **User Name:** will be the email address that the invitation was sent to
- **Password:** will be included in the email invitation
- **Domain:** Comprehensive

Non Assignment Invitation

- Broker can assign commissions to whomever and submit Hierarchy/Upline change requests at any time.

The invitation will include the following:

- The Name of the **UPLINE** inviting the broker to contract
- The **Hyperlink** to our Onboarding website
- **User name:** will be the email address that the invitation was sent to
- **Password:** will be included in the email invitation
- **Domain:** Comprehensive

Full Assignment Invitation

- Clicking the hyperlink in the invitation will direct you to the onboarding site

Dear Test Test,

You are invited to complete a contract from WellCare FMO with WellCare Health Plans, Inc. under a Full Assignment Model where your commission assignment will remain assigned to WellCare FMO T as long as you are under WellCare FMO.

Please click the link below to access your eContract:

<https://social.webcomserver.com/wpm/mt/comprehensive/projects/onbd/pob-100487>

Your user credentials:

USERNAME fmotesfng@gmail.com PASSWORD WellCare1

Important! Please ensure **comprehensive** is always entered/displayed in the Domain field on the login page to identify you as a WellCare user.

Note: All mandatory fields must be completed prior to submission.

Contracts can take up to 24 hours from submission to process. Please contact your local [District Sales Manager](#) or call Agent Services at 866-822-1339.

Thank you for your interest in WellCare!

Regards,

WellCare Sales Support

Non Assignment Invitation

- Clicking the hyperlink in the invitation will direct you to the onboarding site

Dear TEST ONE,

You are invited to complete a contract with WellCare Health Plans, Inc. Please click the link below to access your eContract:

<https://uat.webcomserver.com/vpm/mt/comprehensive/projects/onbd/pob-1406>

Your user credentials:

USERNAME: fmotesting@gmail.com PASSWORD: WellCare1

Note: All mandatory fields must be completed prior to submission.

Contracts can take up to 24 hours from submission to process. Please contact your local [District Sales Manager](#) or call Producer Services at [866-822-1339](tel:866-822-1339).

Thank you for your interest in WellCare!

Regards,

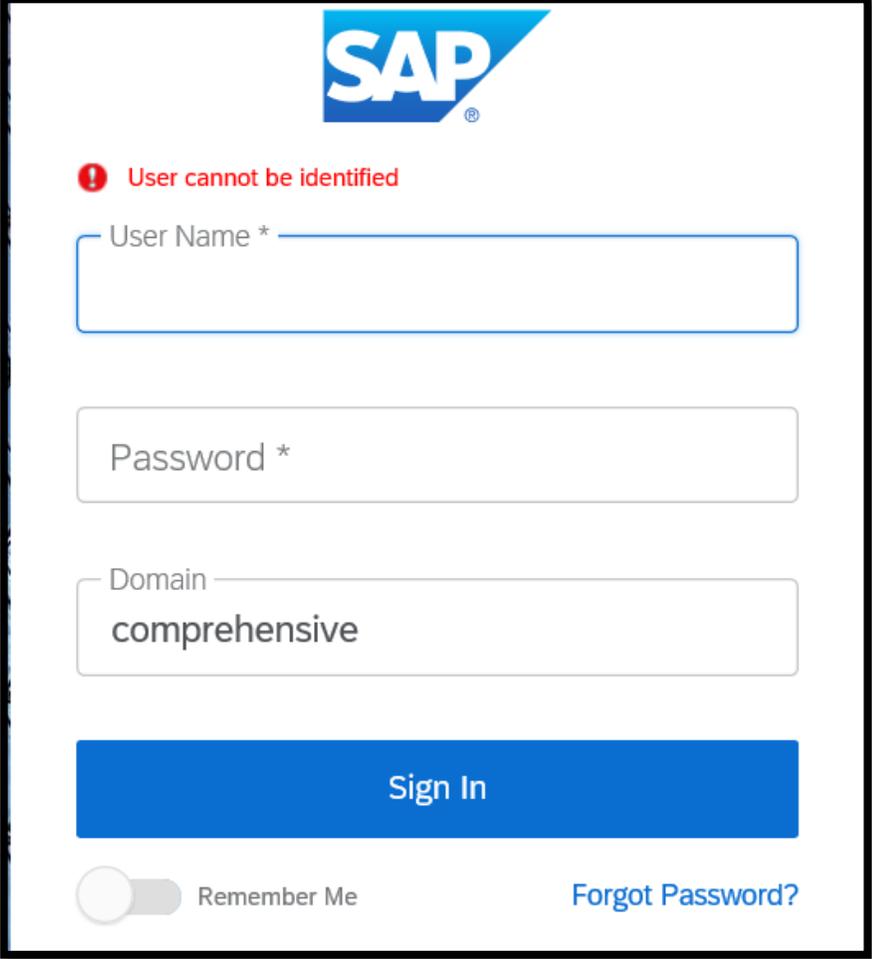
WellCare Sales Support

Accessing Workflow

Profile Set Up

Workflow Login

- **User Name:** email must be in lower case
- **Password:** Temporary password is provided in the email invitation
- **Domain:** comprehensive



The screenshot shows the SAP login interface. At the top right is the SAP logo. Below it, a red error message reads "User cannot be identified". The form contains three input fields: "User Name *" (empty), "Password *" (empty), and "Domain" (containing the text "comprehensive"). A blue "Sign In" button is positioned below the fields. At the bottom left, there is a "Remember Me" toggle switch which is currently turned off. At the bottom right, there is a blue link for "Forgot Password?".

Creating a Permanent Password

- Complete both fields and click **Change Password**

Set new password

Your password must be changed to protect the integrity of your account.

- Password must contain letters and numbers
- Password must have more than 8 characters.
- Password must have less than 20 characters.

[Sign Out](#)

Accessing the eContract

Begin Onboarding Process

Once logged in, ***Open cases assigned to me*** will include the contract package that was sent. **Click the Agent Onboarding link to get started.**

The screenshot shows a web application interface for case management. On the left is a navigation sidebar with options: Home, Agent360, ManualMassTransactions, and Find Cases. The main content area has a top bar with 'New Case +' and a filter dropdown set to 'Open cases assigned to me'. Below this is a table with columns: Case Key, Case Name, Created On, and Status. One row is visible with the case key 'Agent Onboarding-ONBD-100836', which is highlighted with a red box and a red arrow. Below the table, it says 'One item found.' and there are five more filter tabs: 'Open cases I created', 'All open cases', 'Unassigned open cases', and 'Cases I Follow'.

Case Key	Case Name	Created On	Status
Agent Onboarding-ONBD-100836		07/09/2020 17:37:21	Agent Validation

Completing a Non Assignment eContract

Non Assignment Contract

Agent Validation Screen

1. Upline Name
2. Full Assignments (No)
3. If you are contracting as a company, click the Yes checkbox. If you are not contracting as a company, leave blank
4. First name will be prepopulated from invitation
5. Last name will be prepopulated from invitation
6. Enter your Social Security Number
7. Only fill out if you intend to assign your commissions to a different entity
8. Once you have completed all the above, click **Validate**

The screenshot displays the 'Agent Validation' screen with a progress bar at the top showing steps 1 through 6: Agent Validation, Interview, Contracting, W9, FCRA, and Review and Submit. Step 1 is currently active.

Welcome to WellCare's Onboarding Process!
Please follow the on screen instructions to complete your application. This should only take a few minutes. The application process consists of the following steps:

- National Insurance Producer Registry (NIPR) validation - **You must be registered to continue!**
- Interview - You will be asked to provide information about yourself and your company, if applicable.
- Contracting/W9/FCRA - E-Sign contracting documents.
- Review and Submit - Submit your application once you have verified all of your information is correct and contracting documents are E-Signed.

Process Id: Agent Onboarding-ONBD-100836

Invitation Information

Invitee Information	Upline Information	Invitation Date: 2020-07-09
First Name: TEST	1. Upline: WELLCARE FMO	2. Full Assignment Model: No
Last Name: TEST	Upline ID: 300014	
Email: [Redacted]	Upline Title: WELLCARE FMO	
Title: PDCR	FMO: WELLCARE FMO	

Agent/Company Validation

Please enter your First name, Last Name and SSN below in order to retrieve your National Producer Number (NPN) from the National Insurance Producer Registry (NIPR). Optionally, if you are onboarding with a company enter the company's Tax ID

3. Are you contracting as a company? Yes

4. First Name: * TEST

5. Last Name: * TEST

6. SSN: *

7. **Commission Assignment**
Optional: You can specify Producer Id for the agent designated as your commission assignment. Otherwise, commissions will be assigned to you directly.
Assign Commissions to PID: [Redacted]

8. **Validate**

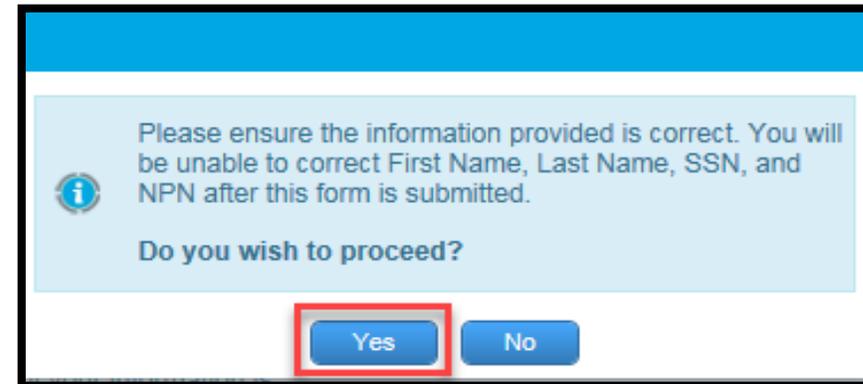
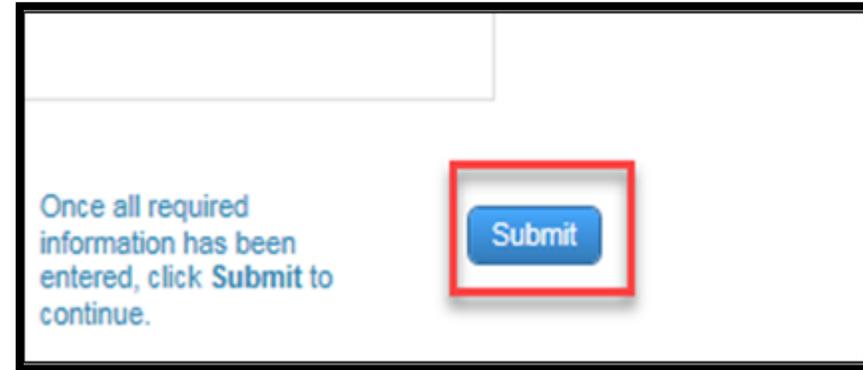
Click **Abort** to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of WellCare. **Abort**

Once all required information has been entered, click **Submit** to continue. **Submit**

Non Assignment Contract

Agent Validation Screen

- Once information is validated with NIPR, click **Submit** to proceed
- A pop up will appear asking if you would like to proceed, click **Yes**



Non Assignment Contract

Interview Screen

- Complete the required fields within the broker interview screen that are not prepopulated, as indicated with asterisks
- Principal/Hierarchy information will be pre-populated with the information from the contracting invite
- Brokers re-contracting with Centene, who formerly contracted with their company, need to ensure the auto populated legal name of the company is accurate
- Phone number fields are numeric ONLY
- P.O. Box will not be accepted in the address lines
- Once all fields are completed click **Next**

The screenshot shows a web-based interview questionnaire for agent onboarding. At the top, a progress bar indicates six steps: 1. Agent Validation, 2. Interview (current), 3. Contracting, 4. W9, 5. FCRA, and 6. Review and Submit. The main heading is "Interview Questionnaire" with a sub-instruction: "Please answer a few questions about you and your company, if applicable. Please verify all information is correct before proceeding to the next step as this information will be used to generate contracting documentation for you to review and E-Sign." A "Process ID: Agent Onboarding-ONBD-7425" is displayed in the top right.

The form is divided into several sections:

- Invitation Information:** Contains fields for "Invitee Information" (First Name, Last Name, Email, Title: PDCR) and "Upline Information" (Upline, Upline ID, Upline Title, FMO). It also includes "Invitation Date" and "Assignment Model" (Full, No).
- Demographic Information:** Requests demographic data with the instruction: "Please enter/modify the following demographic information below."
- Agent/Principal Information:** Requests personal information with the instruction: "Please enter the requested information in the section below. An (*) indicates a required field." Fields include Legal First Name, MI, Legal Last Name, Suffix, Date of Birth (DOB/MM/YYYY), Email, Nickname, SSN, and NPN.
- Marketing Information:** Requests marketing preferences with the instruction: "Please select all languages you intend to use when conducting WellCare marketing activities." Options include ENGLISH (checked), SPANISH, CHINESE, KOREAN, RUSSIAN, ARMENIAN, and OTHER. It also includes a field for a marketing URL with a note: "If you have a website that will market WellCare Health Plans, Inc. Please provide the URL in the space below. NOTE: this includes, but is not limited to: lead collection WellCare Health Plans, Inc logo usage, etc." Three marketing URL fields are provided.
- Address Information:** Requests address details with the instruction: "Click the **New/Edit** option on an address to modify the existing address fields and the **Copy From** option allows you to pre-populate a given address from another entry. Please note that P.O. Boxes and hyphens are not allowed." It features three columns for "Home Address", "Business Address", and "Shipping Address". Each column has radio buttons for "New/Edit" (selected) and "Copy From" (Home or Business). Fields include Address Line 1, Address Line 2, City, State (dropdown), Zip Code, Home/Shipping Phone, and Home/Shipping Cell.

At the bottom, there are three buttons: "Abort" (with a warning: "Click Abort to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of WellCare."), "Save", and "Next" (highlighted with a red box, with a note: "Click Save to commit your entries if you wish to return to this form at a later time to complete it. Once all required information has been entered, click Next to continue.")

Non Assignment Contract

Contracting

- After reviewing the agreements, check the Acknowledgement box to agree to the terms of the contract, and enter your name in the **Signature** field.

Note : *Once you have signed your name, a link to view and download your signed contract will appear.*

The screenshot shows a web form titled "Electronic Signature". Under the "Acknowledgement" section, there is a text block: "I hereby acknowledge that I have read and understood the WellCare Contract and Compensation Schedule presented on this form. By applying my signature below, I agree to the terms outlined by these documents." Below this is a checked checkbox with the text "I acknowledge I read and understand the content of the document and agree to its terms".

The "Signature" field is a text input box with a red border, containing a greyed-out signature. To its right is a "Date" field showing "01/25/2018". Below the signature field is a blue "Sign" button, also with a red border. A tooltip next to the button says "Please click Sign button to apply your signature to the contract." Below the "Sign" button is a section titled "Signed Contract" with the text "Please click the link below to access/view the signed document. Before proceeding, please review the contents of the document for accuracy." At the bottom of this section is a link labeled "Signed Contract" with a red arrow pointing to it.

Non Assignment Contract

W9

- After reviewing the document, check the Acknowledgement box to confirm all information in the W9 is correct and enter your name in the **Signature** field.

Note: once you have completed your signature, a link to view and download your signed W9 will appear

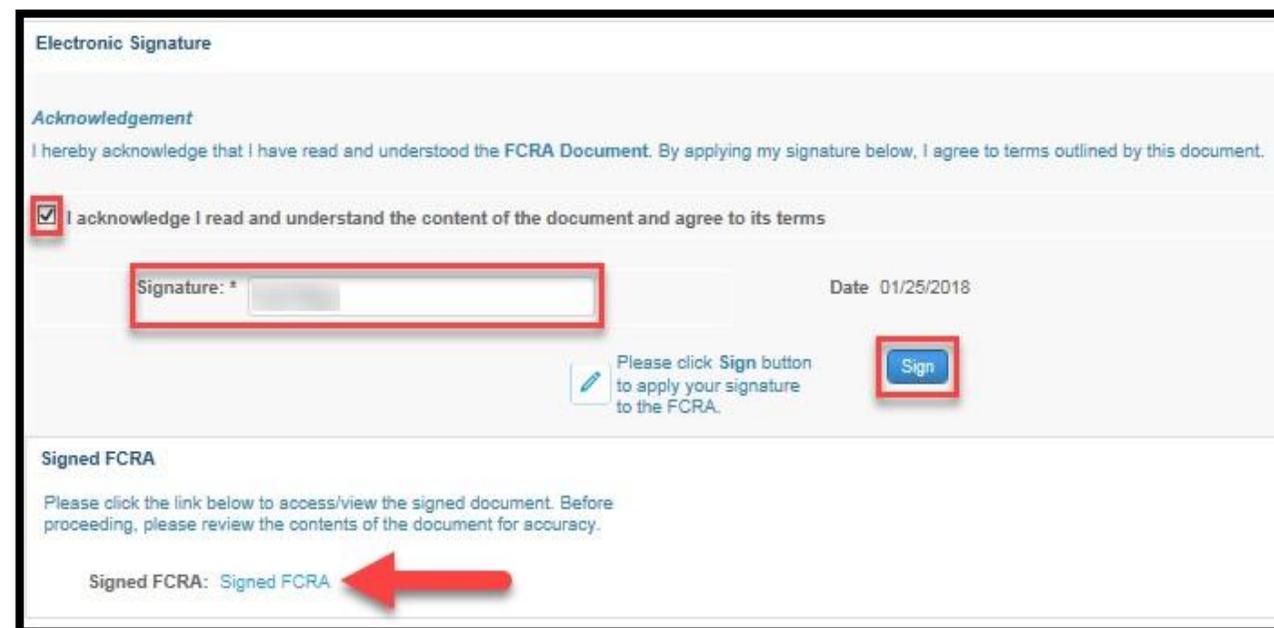
The screenshot shows a web form titled "Electronic Signature". Under the "Acknowledgement" section, there is a text box with the statement: "I hereby acknowledge that I have read and reviewed the W-9; by applying my signature below, I agree to the terms outlined by these documents." Below this is a checked checkbox with the text: "I acknowledge I read and understand the content of the document and agree to its terms". To the left of the signature field is the label "Signature: *" and to the right is the label "Date 01/25/2018". A blue "Sign" button is located to the right of the signature field. Below the signature field, there is a red box containing a pencil icon and the text: "Please click Sign button to apply your signature to the W-9." At the bottom of the form, under the "Signed W-9" section, there is a text box with the text: "Please click the link below to access/view the signed document. Before proceeding, please review the contents of the document for accuracy." Below this text box is a link labeled "Signed W-9: Signed W-9" with a red arrow pointing to it.

Non Assignment Contract

FCRA

- Click the *Fair Credit Reporting Act* (FCRA) link to review a summary of your rights under the act
- You can request a copy of your background check by checking the box next to *Request Copy of Background Check*
- Check the acknowledgement box agreeing to the terms of the FCRA and enter your name in the **Signature** field

Note: once you have completed your signature, a link to view and download your signed FCRA acknowledgement will appear.

A screenshot of a web form with a black border, titled "Electronic Signature". Under the heading "Acknowledgement", it says "I hereby acknowledge that I have read and understood the FCRA Document. By applying my signature below, I agree to terms outlined by this document." Below this is a checked checkbox with the text "I acknowledge I read and understand the content of the document and agree to its terms". To the left of the signature field is the label "Signature: *" and to the right is "Date 01/25/2018". The signature field is a text input box with a red border. To the right of the signature field is a blue "Sign" button with a red border. Below the signature section is a section titled "Signed FCRA" with the text "Please click the link below to access/view the signed document. Before proceeding, please review the contents of the document for accuracy." At the bottom of this section is a link labeled "Signed FCRA: Signed FCRA" with a red arrow pointing to it from the right.

Non Assignment Contract

Review and Submit

- Click **Submit** and then **Yes** to confirm.

Note: Within 24 hours brokers will receive an email from The Centene Learning Center, providing them with access information and instructions to complete training requirements.

The screenshot shows a 'Confirmation Screen' with a progress bar at the top. The progress bar has six steps: 1. Agent Validation, 2. Interview, 3. Contracting, 4. W9, 5. FCRA, and 6. Review and Submit. Step 6 is currently selected and highlighted in blue. Below the progress bar, there is a 'Congratulations!' message with an information icon. The message says: 'Please ensure the information you have provided is accurate prior to submission of this contract. The contracting documents completed during the onboarding process can be downloaded/saved by clicking the links in the Signed Documents section below.' To the right of this message is a box containing 'Process Id: Agent Onboarding-ONBD-13316'. Below the message is a section titled 'Hierarchy Information' with a sub-section 'Upline Information'. It lists fields: Upline, Upline Producer ID, Upline Title, FMO, Full Assignment Model, and Invitation Date. Below that is a section titled 'Signed Contracting Documents' with a note: 'This is the last opportunity to review and make corrections to the below documents. By navigating to previous screens, you will be able to make changes to the information. Note: Certain changes to your information will require you to re-sign. Please save the contracting documents for your records.' This section contains three columns of links: 'Producer Interview' (Your Producer Interview form, View Interview: Interview), 'Contract' (Your signed WellCare Contract, View Contract: Signed Contract), and 'W-9 & FCRA' (Your W-9 and Federal Credit Reporting Act form, View W9: Signed W-9, View FCRA: Signed FCRA). At the bottom, there is a 'Producer Demographics' section with three buttons: 'Abort' (with a warning message: 'Click Abort to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of the company.'), 'Previous' (with a message: 'Click Previous to return to the previous step. Once all required information has been entered, click Submit to complete your Onboarding Process.'), and 'Submit' (highlighted with a red box).

Completing a Full Assignment eContract

Full Assignment Contract

Agent Validation Screen

1. Upline Name
2. Full Assignments (Yes)
3. First name will be prepopulated from invitation
4. Last name will be prepopulated from invitation
5. Enter your Social Security Number
6. Compensation is locked with the Upline
7. Once you have completed all the above, click **Validate**

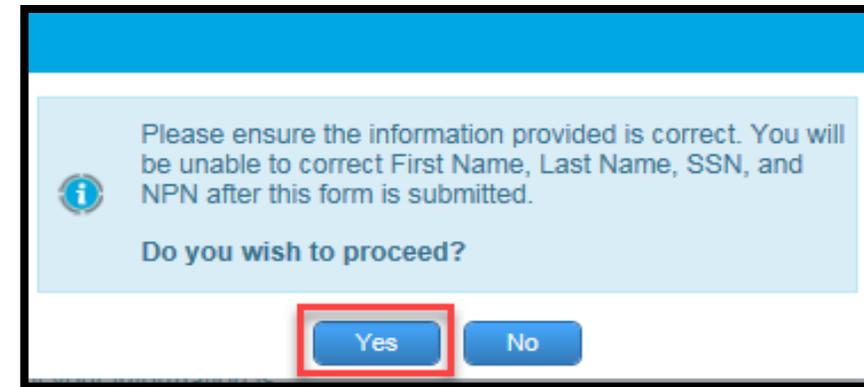
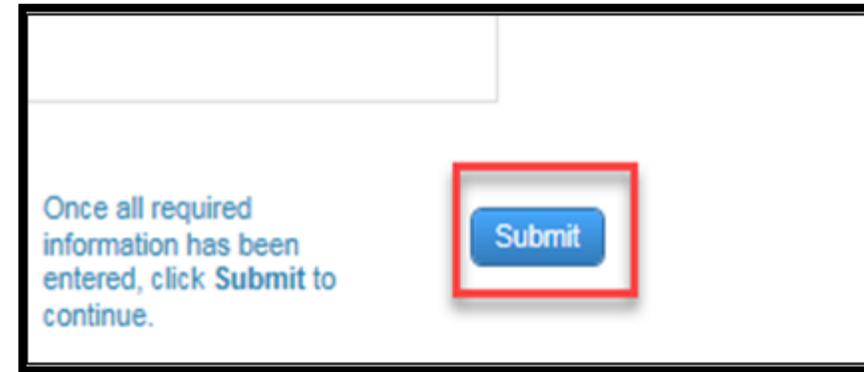
Note: Brokers cannot contract as a company under a full assignment invitation

The screenshot displays the 'Agent Validation Screen' for WellCare's onboarding process. At the top, a progress bar shows six steps: 1. Agent Validation (active), 2. Interview, 3. Contracting, 4. W9, 5. FCRA, and 6. Review and Submit. Below the progress bar, a welcome message states: 'Welcome to WellCare's Onboarding Process! Please follow the on screen instructions to complete your application. This should only take a few minutes. The application process consists of the following steps:'. A list of steps follows: 1. National Insurance Producer Registry (NIPR) validation - You must be registered to continue! 2. Interview - You will be asked to provide information about yourself and your company, if applicable. 3. Contracting/W9/FCRA - E-Sign contracting documents. 4. Review and Submit - Submit your application once you have verified all of your information is correct and contracting documents are E-Signed. A 'Process Id: Agent Onboarding-ONBD-13705' is shown in the top right. The 'Invitation Information' section is divided into 'Invitee Information' (First Name: TEST, Last Name: TEST, Email: [redacted], Title: PDCR) and 'Upline Information' (Upline: WELLCARE FMO, Upline ID: 300014, Upline Title: WELLCARE FMO, FMO: WELLCARE FMO). An 'Invitation Date: 2020-07-09' is also shown. A 'Full Assignment Model: Yes' checkbox is checked. The 'Agent/Company Validation' section prompts the user to enter their First Name, Last Name, and SSN to retrieve their National Producer Number (NPN). Fields for First Name (TEST), Last Name (TEST), and SSN are provided. A 'Commission Assignment' section states: 'You are invited under the Full Assignment Model rules. Your commission will be assigned to the entity specified below. Assign 300014 Commissions to PID:'. A 'Validate' button is highlighted. At the bottom, there are 'Abort' and 'Submit' buttons. The 'Abort' button is accompanied by the text: 'Click Abort to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of the company.' The 'Submit' button is accompanied by the text: 'Once all required information has been entered, click Submit to continue.'

Full Assignment Contract

Agent Validation Screen

- Once information is validated with NIPR, click on **Submit** to proceed
- A pop up will appear asking if you would like to proceed, click **Yes**



Full Assignment Contract

Interview Screen

- Complete the required/asterisked fields within the agent interview that are not pre-populated
- Principal/Hierarchy information will be pre-populated with the information from the contracting invite
- Brokers re-contracting with Centene who formerly contracted with their company, need to ensure the auto populated legal name of the company is accurate
- Phone number fields are numeric ONLY
- P.O. Box will not be accepted in the address lines
- Once all fields are completed click **Next**

The screenshot shows a web-based interview questionnaire for agent onboarding. At the top, a progress bar indicates six steps: 1. Agent Validation, 2. Interview (current), 3. Contracting, 4. W9, 5. FCRA, and 6. Review and Submit. The main heading is "Interview Questionnaire" with a sub-instruction: "Please answer a few questions about you and your company, if applicable. Please verify all information is correct before proceeding to the next step as this information will be used to generate contracting documentation for you to review and E-Sign." A "Process ID: Agent Onboarding-ONBD-7425" is displayed in the top right.

The form is divided into several sections:

- Invitation Information:** Contains fields for "Invitee Information" (First Name, Last Name, Email, Title: PDCR) and "Upline Information" (Upline, Upline ID, Upline Title, FMO). It also includes "Invitation Date" and "Full Assignment Model" (Yes/No).
- Demographic Information:** Requests demographic details with the instruction: "Please enter/modify the following demographic information below."
- Agent/Principal Information:** Requests personal and professional details with the instruction: "Please enter the requested information in the section below. An (*) indicates a required field." Fields include Legal First Name, MI, Legal Last Name, Suffix, Date of Birth (DD/MM/YYYY), Email, Nickname, SSN, and NPN.
- Marketing Information:** Requests language preferences for marketing activities. Options include ENGLISH (checked), SPANISH, CHINESE, KOREAN, RUSSIAN, ARMENIAN, and OTHER. It also includes a field for a marketing URL with a note: "If you have a website that will market WellCare Health Plans, Inc. Please provide the URL in the space below. NOTE: this includes, but is not limited to: lead collection WellCare Health Plans, Inc logo usage, etc."
- Address Information:** Requests home, business, and shipping addresses. It includes instructions: "Click the **New/Edit** option on an address to modify the existing address fields and the **Copy From** option allows you to pre-populate a given address from another entry. Please note that P.O. Boxes and hyphens are not allowed." Each address type has fields for Address Line 1, Address Line 2, City, State, and Zip Code, along with Home, Business, and Shipping phone and cell numbers. Radio buttons allow for "New/Edit" or "Copy From" (Home/Business) options.

At the bottom, there are three buttons: "Abort" (with instructions to cancel the process), "Save" (with instructions to return later), and "Next" (highlighted with a red box, indicating it is the required action to proceed).

Full Assignment Contract

Contracting

- After reviewing the agreements, check the Acknowledgement box to agree to the terms of the contract, and enter your name in the **Signature** field.

Note : Once you have completed your signature, a link to view and download your signed contract will appear.

The screenshot shows a web form titled "Electronic Signature". It includes an "Acknowledgement" section with a checkbox that is checked, indicating agreement to the terms. Below this is a "Signature" field with a red box around it, and a "Date" field showing "01/25/2018". A "Sign" button is also highlighted with a red box. A red arrow points to a "Signed Contract" link at the bottom of the form.

Electronic Signature

Acknowledgement
I hereby acknowledge that I have read and understood the WellCare Contract and Compensation Schedule presented on this form. By applying my signature below, I agree to the terms outlined by these documents.

I acknowledge I read and understand the content of the document and agree to its terms

Signature: * Date 01/25/2018

Please click Sign button to apply your signature to the contract.

Signed Contract
Please click the link below to access/view the signed document. Before proceeding, please review the contents of the document for accuracy.

Signed Contract: [Signed Contract](#)

Full Assignment Contract

W9

- After reviewing the document, check the Acknowledgement box to confirm all information in the W9 is correct and enter your name in the **Signature** field.

Note: once you have completed your signature, a link to view and download your signed W9 will appear

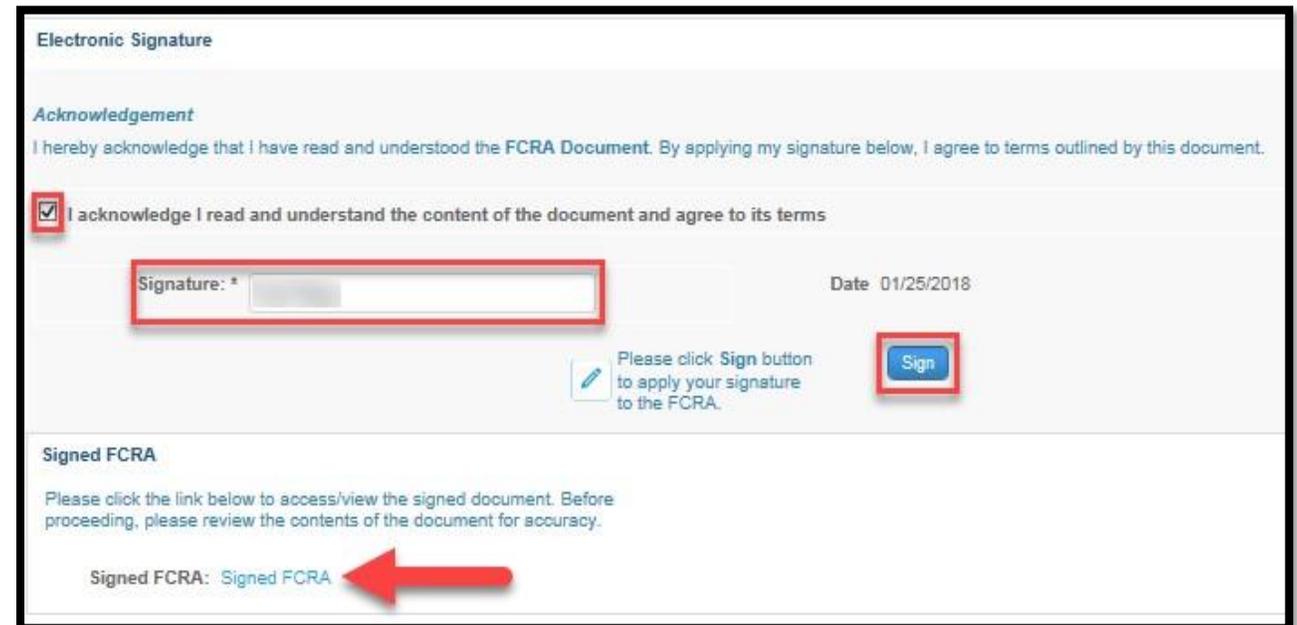
The screenshot shows a web form titled "Electronic Signature". Under the "Acknowledgement" section, there is a text box with the message: "I hereby acknowledge that I have read and reviewed the W-9; by applying my signature below, I agree to the terms outlined by these documents." Below this is a checked checkbox with the text: "I acknowledge I read and understand the content of the document and agree to its terms". To the right of the checkbox is a "Date" field containing "01/25/2018". Below the checkbox is a "Signature: *" field with a red border. To the right of the signature field is a "Sign" button, also with a red border. Below the signature field is a small icon of a pen and the text: "Please click Sign button to apply your signature to the W-9." Below the "Sign" button is a section titled "Signed W-9" with the text: "Please click the link below to access/view the signed document. Before proceeding, please review the contents of the document for accuracy." Below this text is a link labeled "Signed W-9: Signed W-9" with a red arrow pointing to it.

Full Assignment Contract

FCRA

- Click the *Fair Credit Reporting Act* (FCRA) link to review a summary of your rights under the act.
- You can request a copy of your background check by checking the box next to *Request Copy of Background Check*.
- Check the acknowledgement box agreeing to the terms of the FCRA and enter your name in the **Signature** field.

Note: once you have completed your signature, a link to view and download your signed FCRA acknowledgement will appear.



A screenshot of the "Electronic Signature" section of a form, enclosed in a black border. The section is titled "Electronic Signature" and contains an "Acknowledgement" section. The acknowledgement text reads: "I hereby acknowledge that I have read and understood the FCRA Document. By applying my signature below, I agree to terms outlined by this document." Below this is a checked checkbox with the text "I acknowledge I read and understand the content of the document and agree to its terms". To the right of the checkbox is a "Date" field with the value "01/25/2018". Below the checkbox is a "Signature: *" field with a red box around it. To the right of the signature field is a "Sign" button with a red box around it. Below the signature field is a note: "Please click Sign button to apply your signature to the FCRA." Below the signature field is a "Signed FCRA" section with the text "Signed FCRA: Signed FCRA" and a red arrow pointing to the link "Signed FCRA".

Full Assignment Contract

Review and Submit

- Click **Submit** and then **Yes** to confirm.

Note: Within 24 hours brokers will receive an email from The Centene Learning Center, providing them with access information and instructions to complete training requirements.

The screenshot shows a 'Confirmation Screen' with a progress bar at the top. The progress bar has six steps: 1. Agent Validation, 2. Interview, 3. Contracting, 4. W9, 5. FCRA, and 6. Review and Submit. Step 6 is currently selected and highlighted in blue. Below the progress bar, there is a 'Congratulations!' message with an information icon. The message says: 'Please ensure the information you have provided is accurate prior to submission of this contract. The contracting documents completed during the onboarding process can be downloaded/saved by clicking the links in the Signed Documents section below.' To the right of this message is a box containing 'Process Id: Agent Onboarding-ONBD-13316'. Below the message is a section titled 'Hierarchy Information' with a collapse icon. It contains the text: 'The below information reflects your prospective hierarchy information with WellCare.' Underneath, there is a table of 'Upline Information' with fields for Upline, Upline Producer ID, Upline Title, FMO, Full Assignment Model, and Invitation Date. Below that is a section titled 'Signed Contracting Documents' with a collapse icon. It contains a note: 'This is the last opportunity to review and make corrections to the below documents. By navigating to previous screens, you will be able to make changes to the information. Note: Certain changes to your information will require you to re-sign. Please save the contracting documents for your records.' Below the note are three columns of links: 'Producer Interview' (Your Producer Interview form, View Interview: Interview), 'Contract' (Your signed WellCare Contract, View Contract: Signed Contract), and 'W-9 & FCRA' (Your W-9 and Federal Credit Reporting Act form, View W9: Signed W-9, View FCRA: Signed FCRA). At the bottom is a section titled 'Producer Demographics' with a collapse icon. It contains two buttons: 'Abort' and 'Submit'. The 'Submit' button is highlighted with a red box. To the left of the 'Submit' button is a 'Previous' button. Below the 'Submit' button is a text box with instructions: 'Click Abort to cancel your onboarding process. Please note that you must be certified to be able to conduct business on behalf of the company.' To the right of the 'Submit' button is a text box with instructions: 'Click Previous to return to the previous step. Once all required information has been entered, click Submit to complete your Onboarding Process.'