



## Online Applications – Broker Instructions

Brokers can use the HealthPartners online system to help their clients complete and submit applications for Individual plans. To add your name and broker information (AOR – Agent of Record) after the application has been submitted online, you have two options:

1. **Submit via e-mail:** E-mail [individualsales@healthpartners.com](mailto:individualsales@healthpartners.com) with the following information:
  - Applicant's last name
  - Application Code (located at the bottom of the second page on the PDF of the application form)
  - Your name
  - Your broker (AOR) number
2. **Submit via fax:** Fax the following information to HealthPartners Individual Sales at 952-853-8718:
  - Applicant's last name
  - Application Code (located at the bottom of the second page on the PDF of the application form)
  - Your name
  - Your broker (AOR) number