2025 EvolveNXT
Medicare Broker Agency Onboarding Portal User Guide

05/30/2025

Continue

MOLINA HEALTHCARE

Broker Agency Name
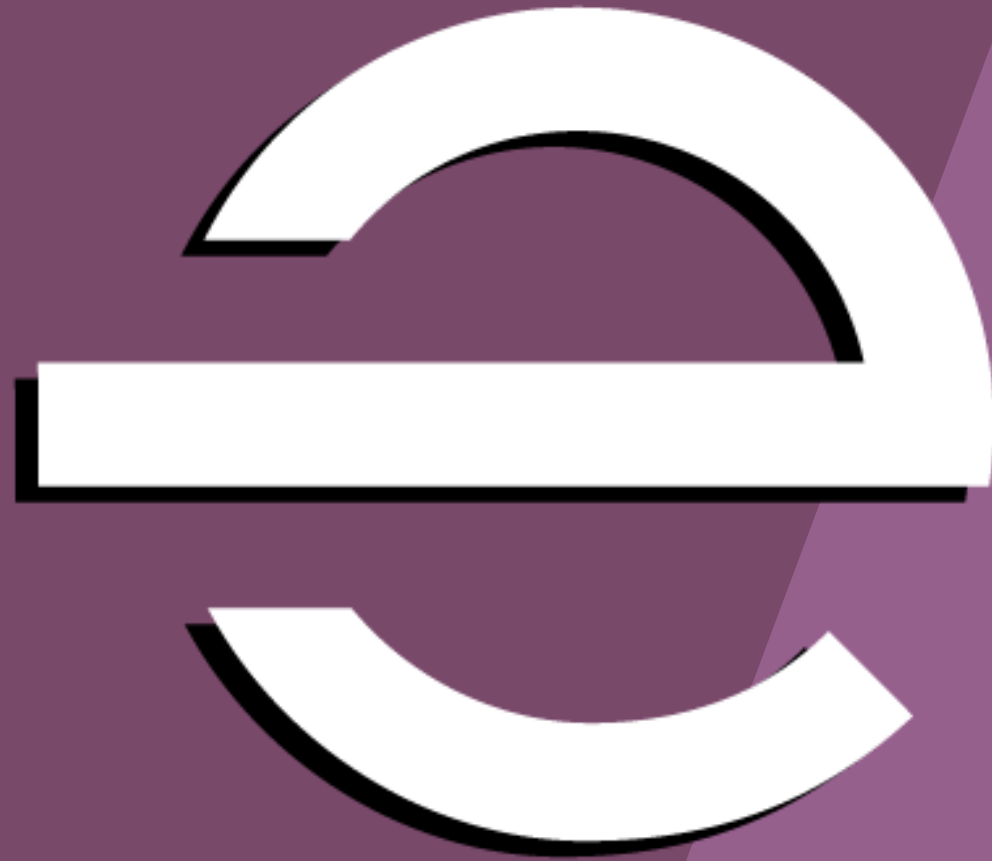
My Onboarding Cases

Welcome to EvolveNXT – your all-in-one platform for managing **Medicare** business.
EvolveNXT is built to simplify your workflow, helping brokers and agencies manage **commissions**, **contracting**, **certifications**, and **client records** —all in one place.

This guide will walk you through the key features and tools you'll use to navigate and get the most out of the portal.
With a single login, you can manage multiple carriers and lines of business across the Evolve portal.

Until onboarding is complete, you'll only see the "**My Onboarding Cases**" section in the navigation bar.
Once you're fully onboarded, the full navigation menu will become available.

Evolve Registration Email*

Evolve Login

Same broker portal account for Molina Medicare and Marketplace

From: donotreply@evolvenxt.com
Date: Friday, May 16, 2025, 11:38 AM
Subject: Molina Medicare Agency Contracting Registration
To: email@email.com

You are invited to onboard your Agency with Molina through [agency] [reptype].
To accept this invitation, please use the information below to complete your application online.

Please access the URL below and utilize the following login credentials to complete your registration:
https://molina.evolvenxt.com/login.htm

Username: [email]
Temporary Password: [password]

Thank you for choosing to partner with Molina.

Medicare Broker Support Unit
Phone: 866-440-9788
Email: MCRBrokerContracting@MolinaHealthCare.com

MOLINA HEALTHCARE

e powered by EvolveNXT

Email Address

username or email

Password

password

LOGIN

Selecting this option will display all carriers linked to your account

◉ Login to Molina

○ Show me all carriers linked to my account

Lost your password?

⚠️ **Important:** Login may take up to **1 hour** after you receive your registration email.

Broker Services Team
Monday through Friday
6:00 AM – 6:00 PM
Mountain Time
(855) 885-3179
MPBrokerSupport@
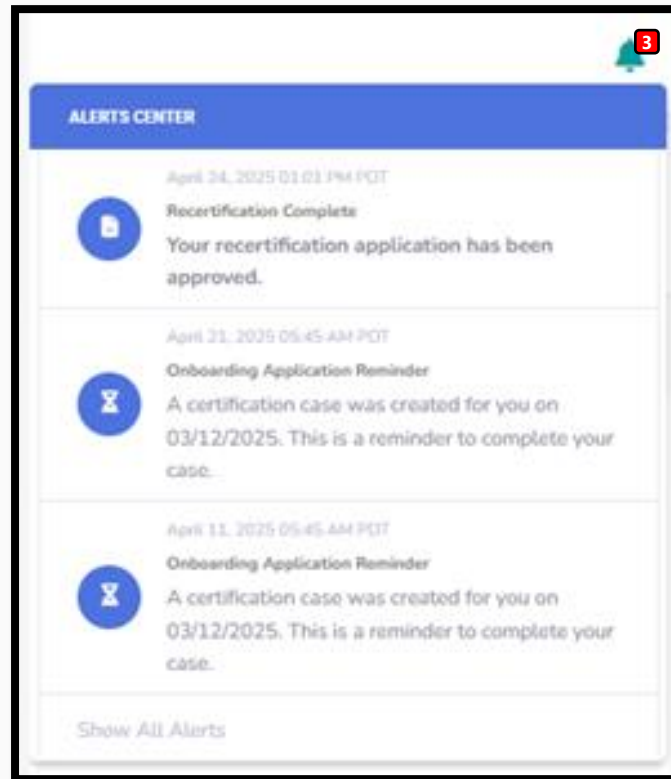**molinahealthcare.com**

Continue

NAVIGATION

My Onboarding Cases

🔔 Notifications

If you have unread notifications, a red bade with a number will appear on the notification bell icon.
Click the bell to open the Alerts Center.
- Click on an individual alert to view its details
- Or select "Show All Alerts" to see the full list of notifications

👤 Switch Profiles

Principle-type brokers can switch between their broker and agency profiles. To switch views, click on your profile name and select the desired profile.

🧱 Exit the Portal

When you're finished using the portal, be sure to log out securely by selecting "Exit Portal" from your profile menu.

Continue

Broker Agency Name
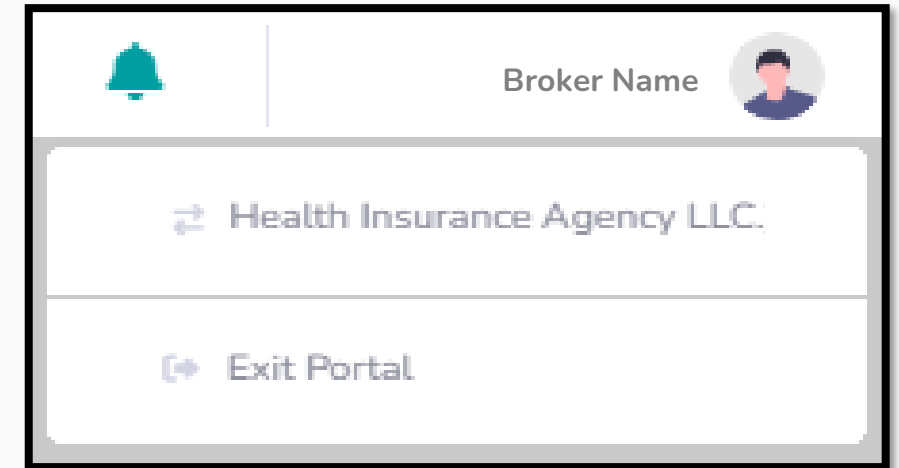
🚀 **Start Your Onboarding Case**

To begin your onboarding:

1.Go to the **"My Onboarding Cases"** section.

2.Click the **"Start"** button to open and begin your Onboarding Case.

Search by Names:

	Creation Type	LoB	Type	Status	Email	NPN	Broker Type	Broker Sub Type	Sales Level	Name	Upline Name	Creation Date	Email Send Date	Year	Submitted By
START	Individual	Medicare Advantage	Initial	Unsubmitted - Contact Info			Field Broker	Downline Only	Agent - 01			05/14/2025	05/14/2025	2025	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Start

NAVIGATION

My Onboarding Cases

Before you begin.
🔒 For your security, we need to verify your identity.

To protect the data pulled from the **National Insurance Producer Registry (NIPR)**,
please enter your full **EIN/TIN** and **NPN** to confirm Agency entity.

Click **Validate** to continue

Agency Name*

EIN/TIN*

NPN*

VALIDATE

If you are unable to validate your identity, check if the NPN and Name shown below are correct.
If they are not, please reach out to your agency or our broker support contact found on our website.

Continue

Broker Agency Name

| Contact Info | Additional Info | License Info | Submit |

Review, confirm, and complete your contact information.

Agencies can only have one set of demographic details across all lines of business (Medicare Advantage, Employer Group Waiver Plan, and Prescription Drug Plan).

Scroll to the bottom of the page and check the box to acknowledge the statement.

When you're done, click **Continue**

☑ You are onboarding as a Direct 1099 agency, top of hierarchy. This means that you do not have an upline and you will receive your own commissions. Your commissions cannot be assigned to another contracted entity and you will have to complete banking information for payment.

CANCEL   CONTINUE

Continue

NAVIGATION

My Onboarding Cases

NAVIGATION

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Contact Info | **Additional Info** | License Info | Submit

In the **Additional Info** section, you must answer all 40* questions

When you're done, click **Continue**

1. Company Website (If none, enter N/A): *

2. Company Email Domain (If none, enter N/A): *

3. What year did the agency begin business? *

4. Agency DBA (If none, enter N/A): *

5. Principal Agent Phone: *

37. MA Projected Enrollments: *

38. PDP Projected Enrollments: *

39. Med Supp Projected Enrollments: *

40. Other Projected Enrollments: *

Note: Questions will adjust dynamically based on the selected agency type (e.g., Call Center, Independent), with additional questions appearing as needed.

Continue

Contact Info | **Additional Info** | **License Info** | **Submit**

In the **License Info** section, you'll select the states where you hold an active license.
You can only choose states where your upline is also licensed.
Your Resident State License will be auto-selected based on your address.

Active: Our records show that you own a valid health license in this state.
Inactive: Our records show that you own a health license but it is not currently active.
No License Found: Our records show that you do not own any health license in this state.

MA Declared States

☑ AZ - Arizona - **Active License**	☑ NV - Nevada - **Active License**
☑ ID - Idaho - **Active License**	☑ OH - Ohio - **Active License**
☑ IL - Illinois - **Active License**	☑ SC - South Carolina - **Inactive License**
☑ KY - Kentucky - **Inactive License**	☑ TX - Texas - **Active License**
☑ MI - Michigan - **Active License**	☑ UT - Utah - **Active License**
☑ MS - Mississippi - **No License Found**	☑ VA - Virginia - **Inactive License**
☑ NE - Nebraska - **No License Found**	☑ WA - Washington - **Inactive License**
☑ NM - New Mexico - **Active License**	☑ WI - Wisconsin - **Active License**

NAVIGATION

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Continue

NAVIGATION

My Onboarding Cases

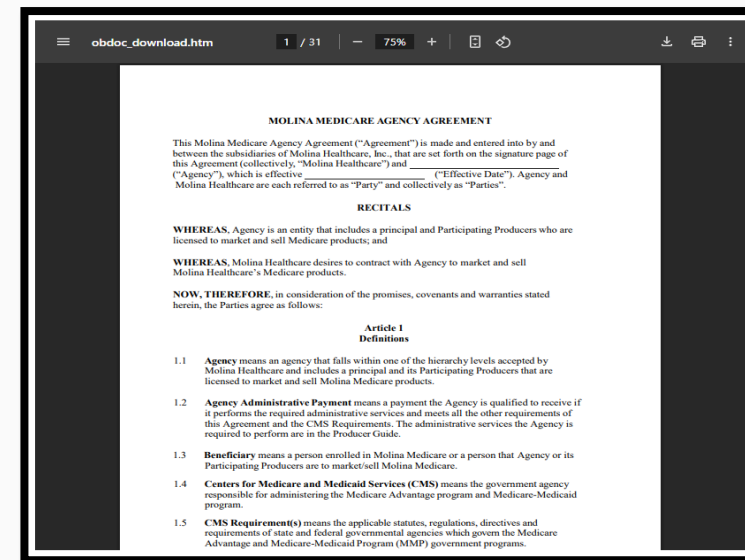Contact Info | Additional Info | License Info | Submit

In the **Submit** section, you'll review and sign the following documents:
Each one will open in the center of your screen for easy reading and signing.
Molina Agency Agreement (31 pages)
Agency Agreement GA Exhibit D (3 pages)
FCRA NIPR Document (4 pages)

📌 Use the navigation controls **just below the embedded document to** open and move through each file.

Agencies can also download these forms for their records.

obdoc_download.htm   1 / 31   — 75% +

MOLINA MEDICARE AGENCY AGREEMENT

This Molina Medicare Agency Agreement ("Agreement") is made and entered into by and between the subsidiaries of Molina Healthcare, Inc., that are set forth on the signature page of this Agreement (collectively, "Molina Healthcare") and _____ ("Effective Date"). Agency and Molina Healthcare are each referred to as "Party" and collectively as "Parties".

RECITALS

WHEREAS, Agency is an entity that includes a principal and Participating Producers who are licensed to market and sell Medicare products; and

WHEREAS, Molina Healthcare desires to contract with Agency to market and sell Molina Healthcare's Medicare products.

NOW, THEREFORE, in consideration of the promises, covenants and warranties stated herein, the Parties agree as follows:

Article 1
Definitions

1.1   **Agency** means an agency that falls within one of the hierarchy levels accepted by Molina Healthcare and includes a principal and its Participating Producers that are licensed to market and sell Molina Medicare products.

1.2   **Agency Administrative Payment** means a payment the Agency is qualified to receive if it performs the required administrative services and meets all the other requirements of this Agreement and the CMS Requirements. The administrative services the Agency is required to perform are in the Producer Guide.

1.3   **Beneficiary** means a person enrolled in Molina Medicare or a person that Agency or its Participating Producers are to market/sell Molina Medicare.

1.4   **Centers for Medicare and Medicaid Services (CMS)** means the government agency responsible for administering the Medicare Advantage program and Medicare-Medicaid program.

1.5   **CMS Requirement(s)** means the applicable statutes, regulations, directives and requirements of state and federal governmental agencies which govern the Medicare Advantage and Medicare-Medicaid Program (MMP) government programs.

2025 Molina Agency Agreement

2025 Agency Agreement GA Exhibit D

FCRA NIPR Document

Continue

Broker Agency Name

My Onboarding Cases

| Contact Info | Additional Info | License Info | Submit |

✅ Check the box to confirm you've read and agreed to the statement.
✍️ Then, add your electronic signature to finish onboarding.
Your signature will be saved in the My Documents section of the Portal.

Click **Submit**.

☑ This is a blanket Errors and Omissions which covers all active agents under our Agency. We will hold an Errors and Omissions with $1,000,000 per incident and $1,000,000 in the aggregate for all agents under our agency and will make it available to Molina upon request. *

Date *   05/16/2025

IP Address *   192.0.2.0

Please sign your name in the space below.

CLEAR

CANCEL   SUBMIT

Date and IP Address can not be edited

Continue

My Onboarding Cases

Contact Info	Additional Info	License Info	Submit

✅ **What Happens Next**

Your Onboarding case will be updated to **Submitted.**

Creation Type	LoB	Type	Status	Email	NPN	Broker Type	Broker Sub Type	Sales Level	Name	Upline Name	Creation Date	Email Send Date	Year	Submitted By
Individual	Medicare Advantage	Initial	Submitted			Agency	Direct	GA1 - General Agency - 10			04/17/2025	04/17/2025	2025	

Once everything's checked off and approved, your status will update to Active: Pending.

Continue