

## CareSource Contracting Sheet

### For agents who are not currently onboarded with CareSource for any product:

- Send an email to [contracting@cornerstoneseniormarketing.com](mailto:contracting@cornerstoneseniormarketing.com).
- Make sure to include “CareSource Contracting Request” in the subject line.
- Include the following information:
  - First & last name
  - National Producer Number
  - Email address
  - Resident state
- The CareSource onboarding invitation will be sent via email.
  - Invitation will come from [donotreply@webserver.com](mailto:donotreply@webserver.com)
- Enter the information (user ID & temporary password) provided in the invitation.
- Change your password.
- Click on Case Key to begin.
- Upload your AHIP and FFM certificates as appropriate then complete the remaining boxes with information applicable to you.

After you have been successfully onboarded, you will receive a welcome letter with a link to complete the Litmos Medicare DSNP Training. If you cannot locate the welcome letter, send an email to [salesupport@caresource.com](mailto:salesupport@caresource.com) requesting to have the DSNP Training link sent via email.

- Training link will come from [system@litmos.com](mailto:system@litmos.com)

### Adding Medicare DSNP Certification to your CareSource appointment:

- Send an email to [Contracting@cornerstoneseniormarketing.com](mailto:Contracting@cornerstoneseniormarketing.com).
- Make sure to include “CareSource Medicare DSNP Contracting Profile Update Request” in the subject line.
- Include the following information:
  - First & last name
  - National Producer Number
  - Email Address
  - Resident State