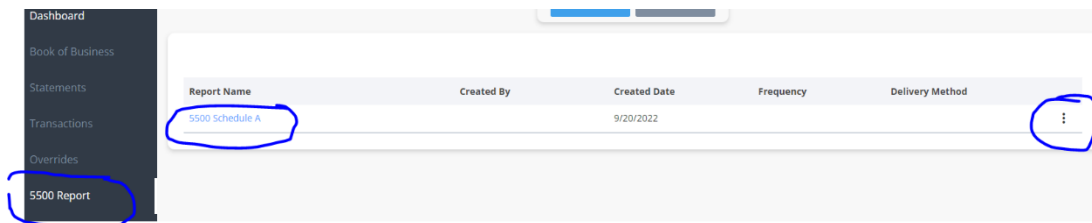


Prominence[®] Health Plan

5500 REPORTING INSTRUCTIONS

Login to www.myagentworld.com

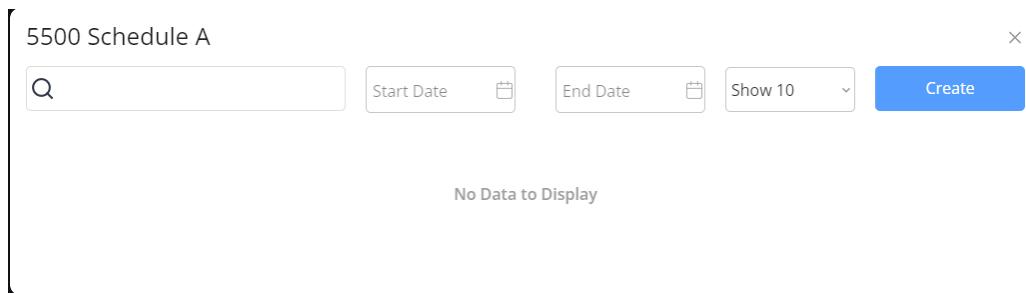
1. Click on the Menu item on the left titled “5500 Report”
2. Click on either the Report Name or the three dots that appear on the right



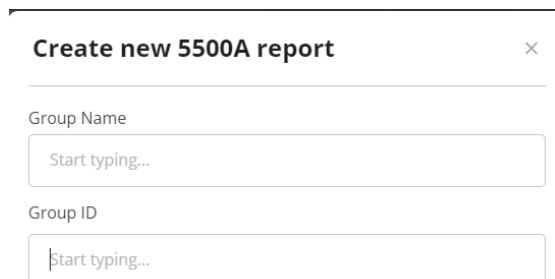
The screenshot shows a sidebar menu on the left with the following items: Dashboard, Book of Business, Statements, Transactions, Overrides, and 5500 Report. The 5500 Report item is circled in blue. To the right is a table with the following columns: Report Name, Created By, Created Date, Frequency, and Delivery Method. A single row is visible with the Report Name '5500 Schedule A' circled in blue, and a three-dot menu icon circled in blue on the right side of the row.

Report Name	Created By	Created Date	Frequency	Delivery Method
5500 Schedule A		9/20/2022		

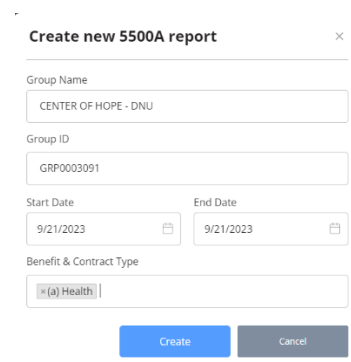
3. If there are any existing reports, they can be viewed here. You can also click on “Create” to create a new report.



The screenshot shows a modal window titled '5500 Schedule A'. It contains a search bar with a magnifying glass icon, a 'Start Date' field with a calendar icon, an 'End Date' field with a calendar icon, a 'Show 10' dropdown menu, and a blue 'Create' button. Below these fields, the text 'No Data to Display' is centered.



The screenshot shows a modal window titled 'Create new 5500A report'. It contains two text input fields: 'Group Name' with the placeholder text 'Start typing...' and 'Group ID' with the placeholder text 'Start typing...'.



The screenshot shows a modal window titled 'Create new 5500A report' with the following filled data: Group Name: CENTER OF HOPE - DNU, Group ID: GRP0003091, Start Date: 9/21/2023, End Date: 9/21/2023, and Benefit & Contract Type: (a) Health. There are 'Create' and 'Cancel' buttons at the bottom.

4. Enter applicable information. Note! You do not need to know the full name or group ID, just begin to type either of those fields and select from a drop down. Once either the Name or ID is entered, the other box will automatically populate.
5. Click the “Create” button at the bottom of pop-up and the report will be generated. Once created, this report will be made available to the user as mentioned in Step 3.

NOTE!

It can take up to a minute to generate a report depending on the user’s computer and internet connection.

Please contact PHPCommissions@uhsinc.com with any questions.