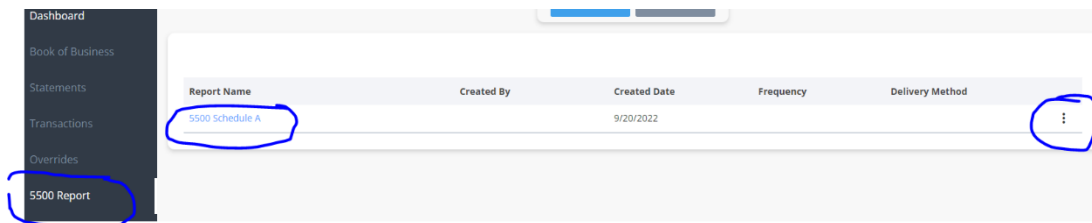


Prominence[®] Health Plan

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

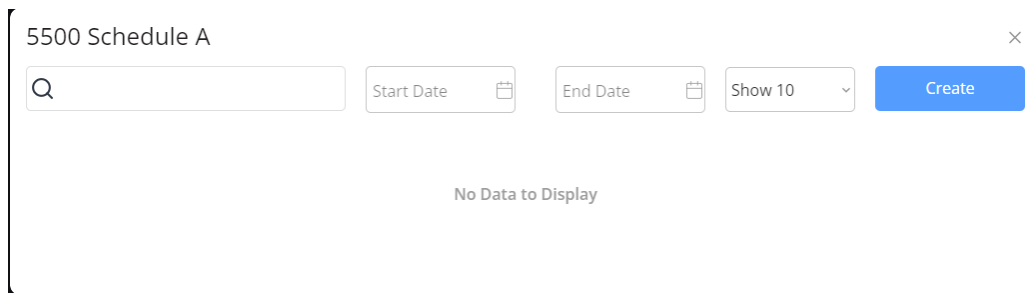


The screenshot shows a sidebar menu on the left with items: Dashboard, Book of Business, Statements, Transactions, Overrides, and 5500 Report. The 5500 Report item is circled in blue. To the right is a table with the following data:

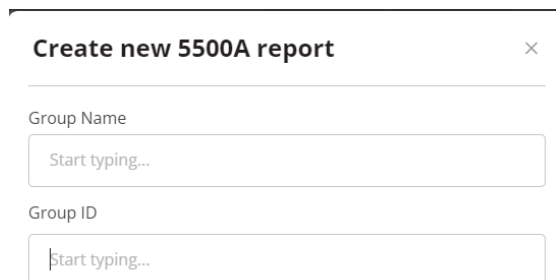
Report Name	Created By	Created Date	Frequency	Delivery Method
5500 Schedule A		9/20/2022		

The 'Report Name' and the three dots in the 'Delivery Method' column are circled in blue.

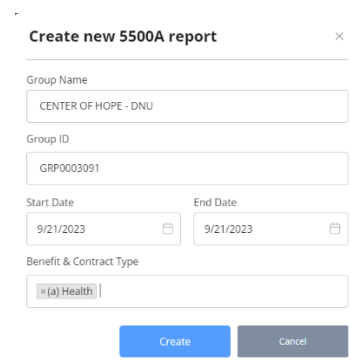
3. If there are any existing reports, they can be viewed here. You can also click on “Create” to create a new report.



The screenshot shows a report view for '5500 Schedule A'. It includes a search bar, 'Start Date' and 'End Date' fields with calendar icons, a 'Show 10' dropdown, and a 'Create' button. Below these fields, it says 'No Data to Display'.



The screenshot shows the 'Create new 5500A report' form. It has fields for 'Group Name' and 'Group ID', both with placeholder text 'Start typing...'. There is a close button (X) in the top right corner.



The screenshot shows the 'Create new 5500A report' form with data entered. It has fields for '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.