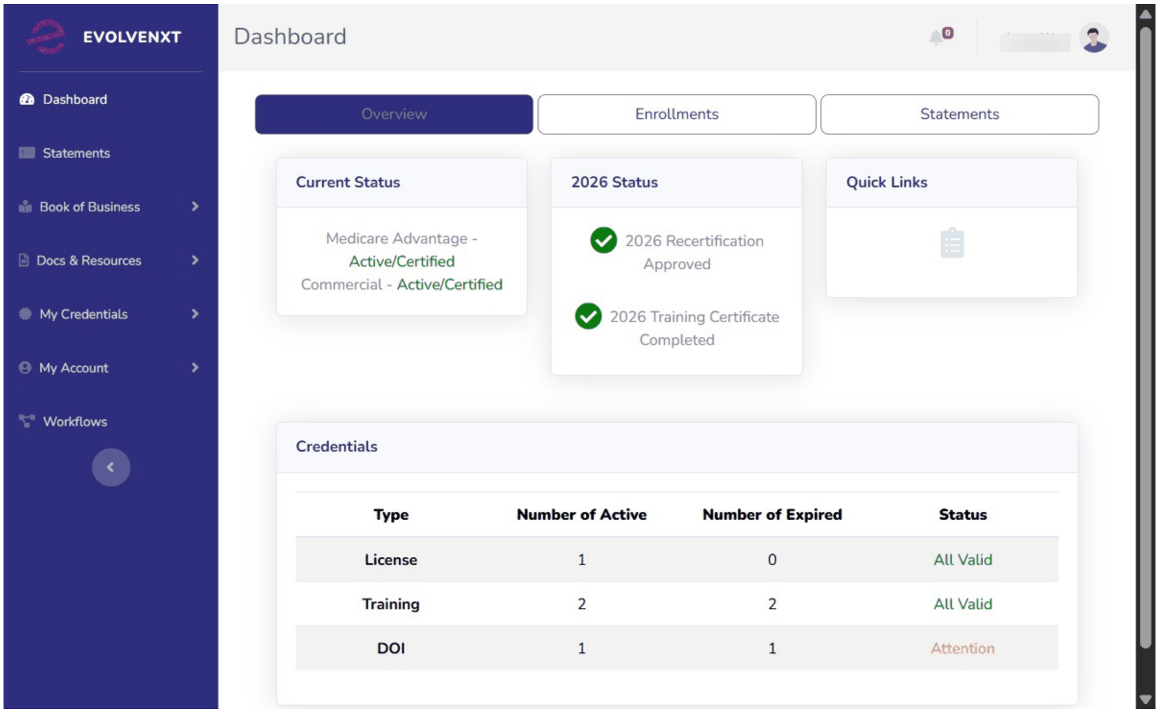
Portal User Guide for Brokers

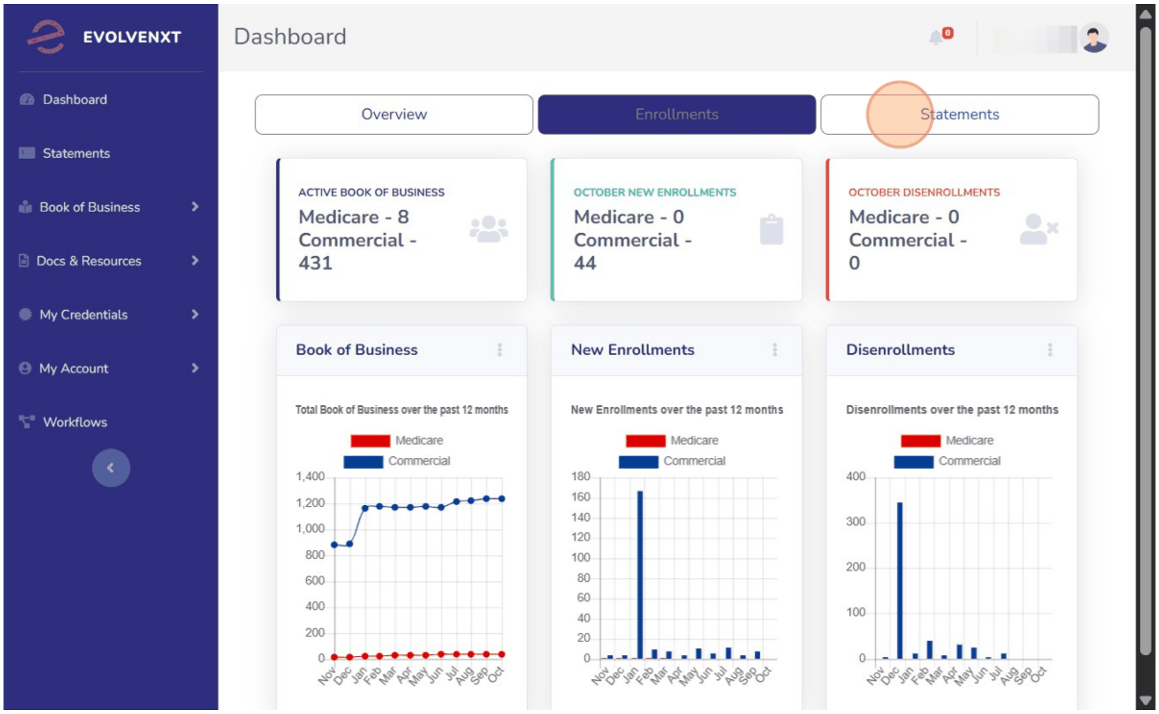
1. Navigate to https://hth.evolvenxt.com/



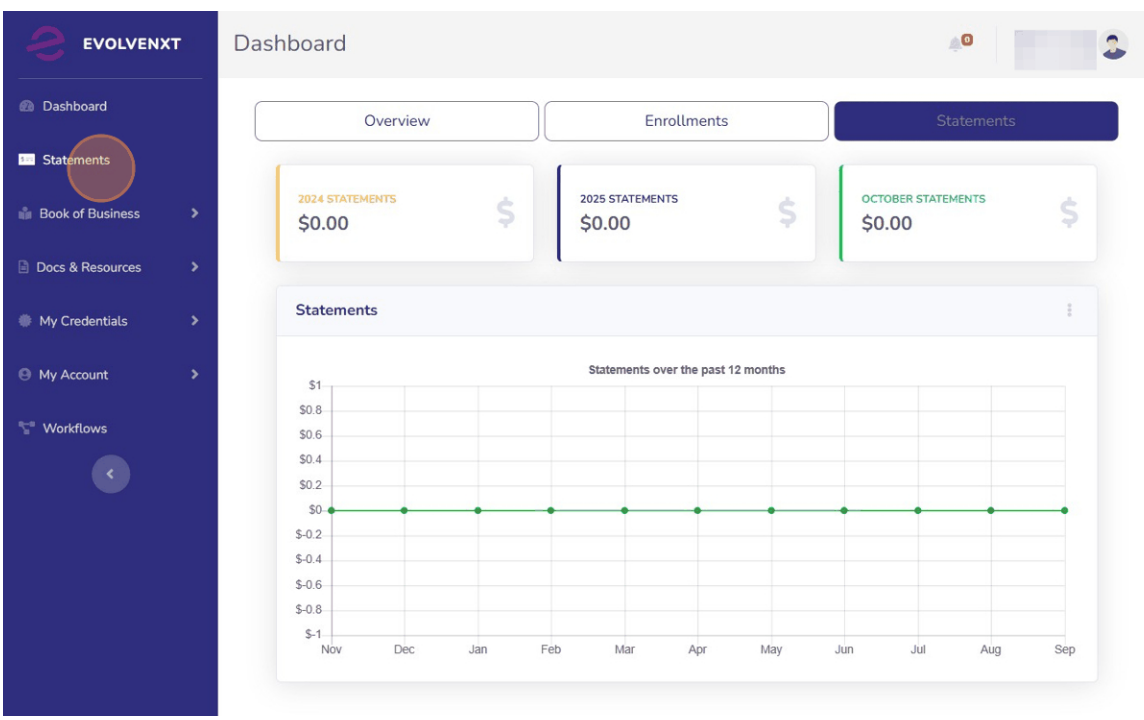
The three tabs of Overview ,Enrollments, and Statements will provide you general information about each subject. A more in depth explanation will be on the left side menu's.

The main "Overview" tab (see above) will provide more general info than the other tabs such as "status", "credentials", and more

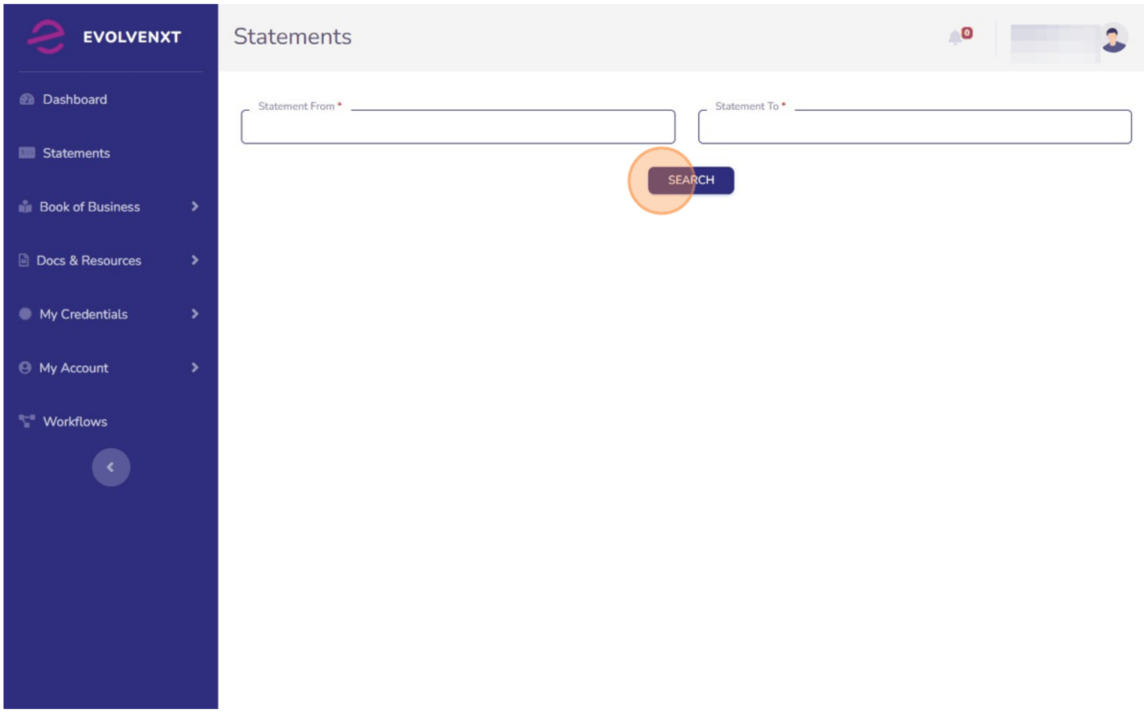
2.



3. Click "Statements"



4. When navigating to statements click "search" to see a list of all of your statements.



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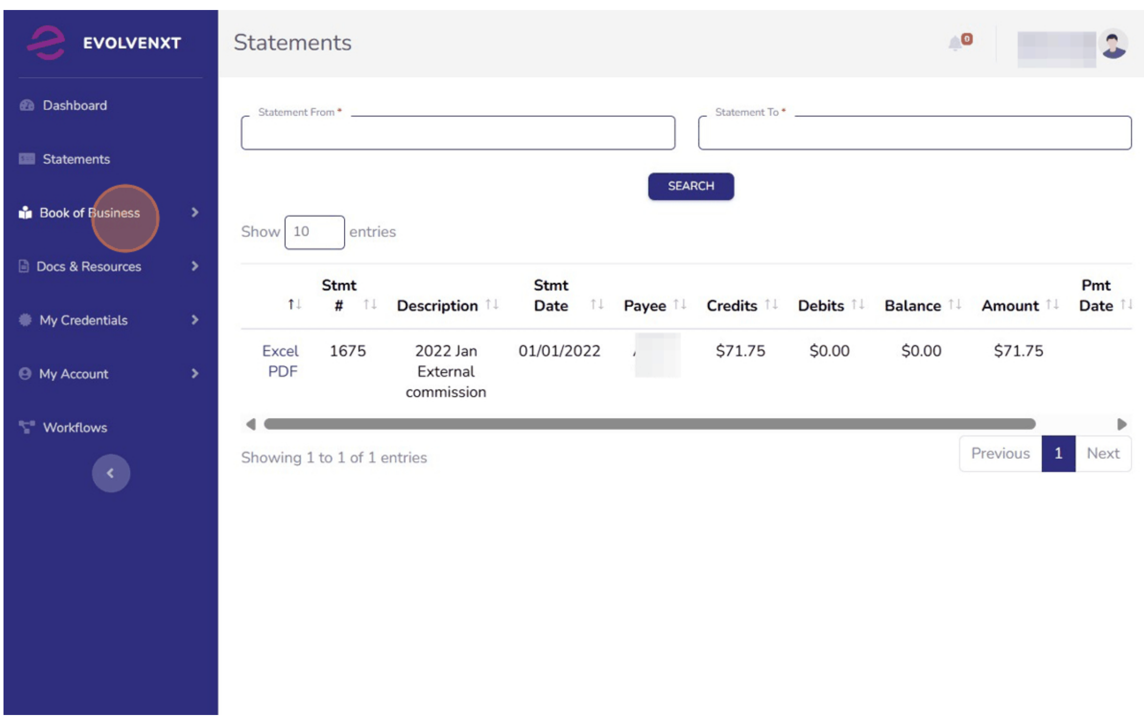
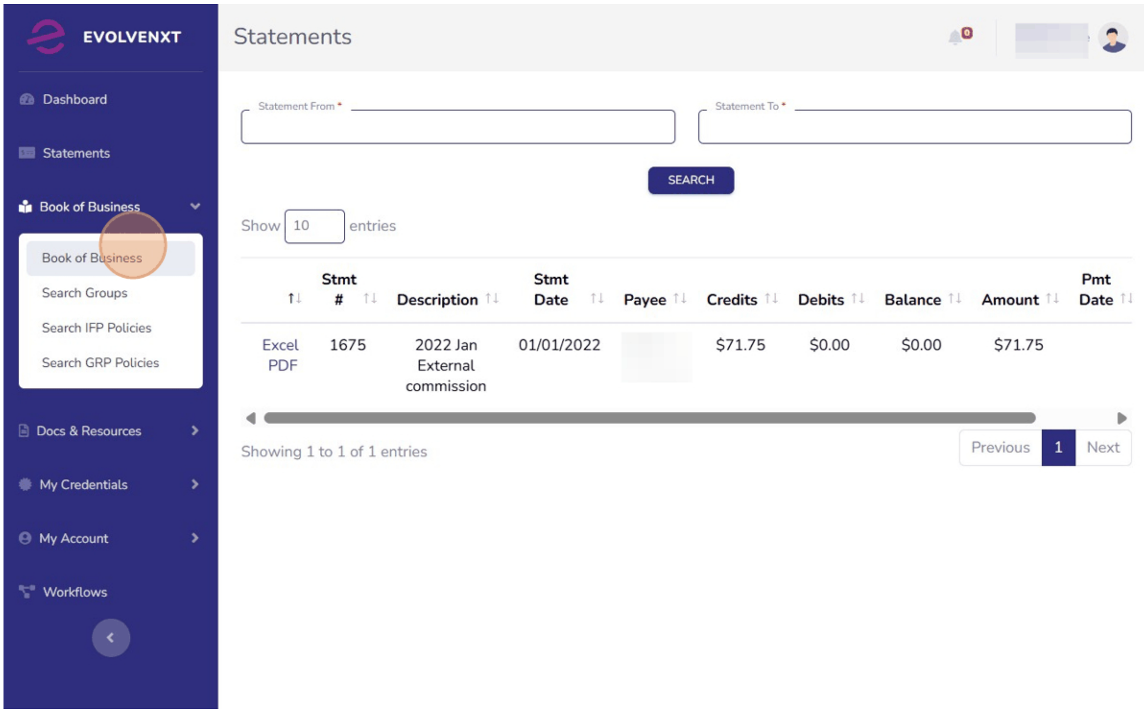


6. Select "Book of Business" under the "book of business" dropdown to view each of your members



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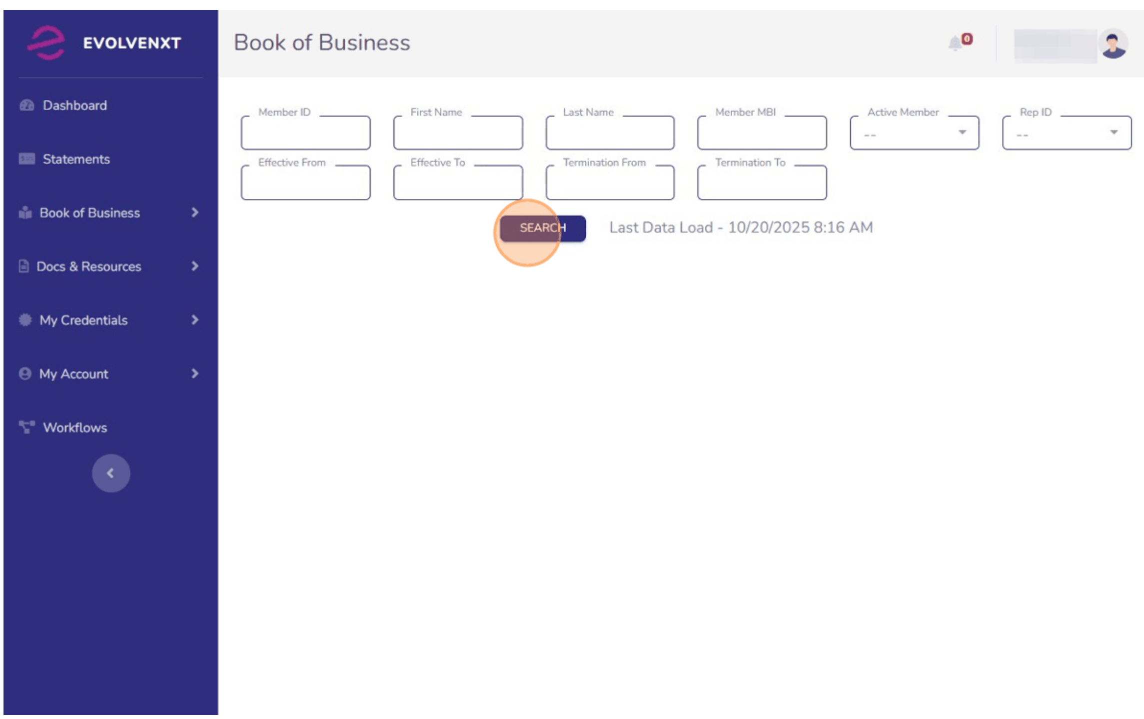

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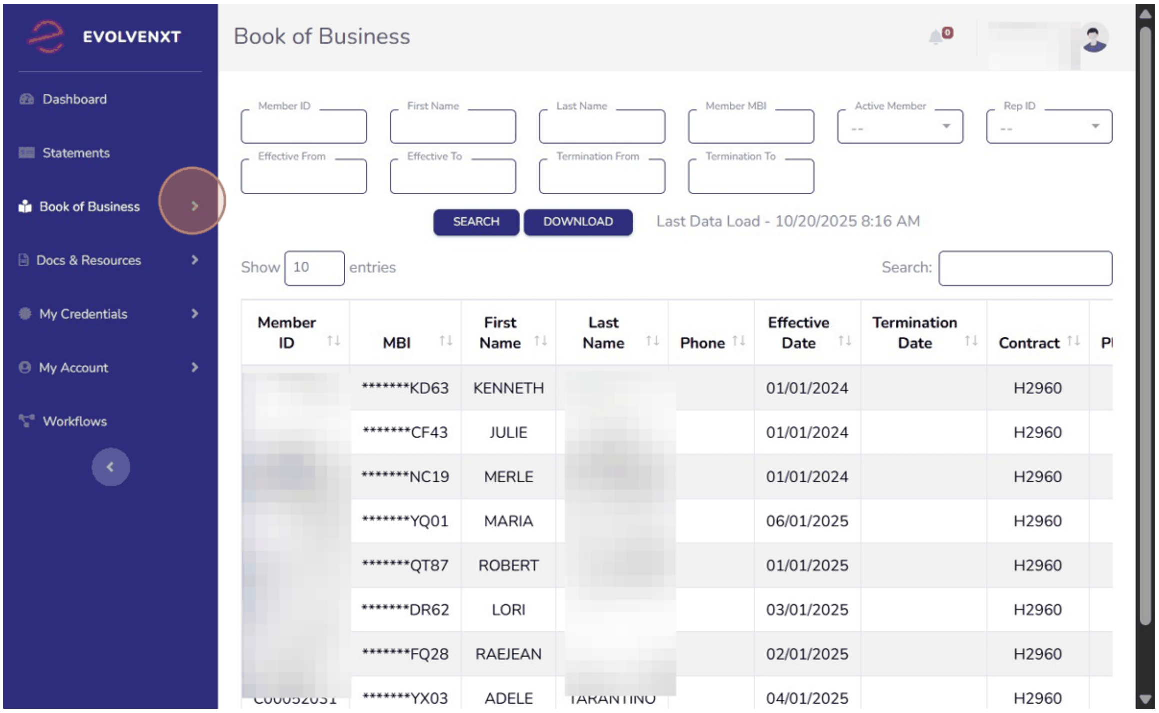
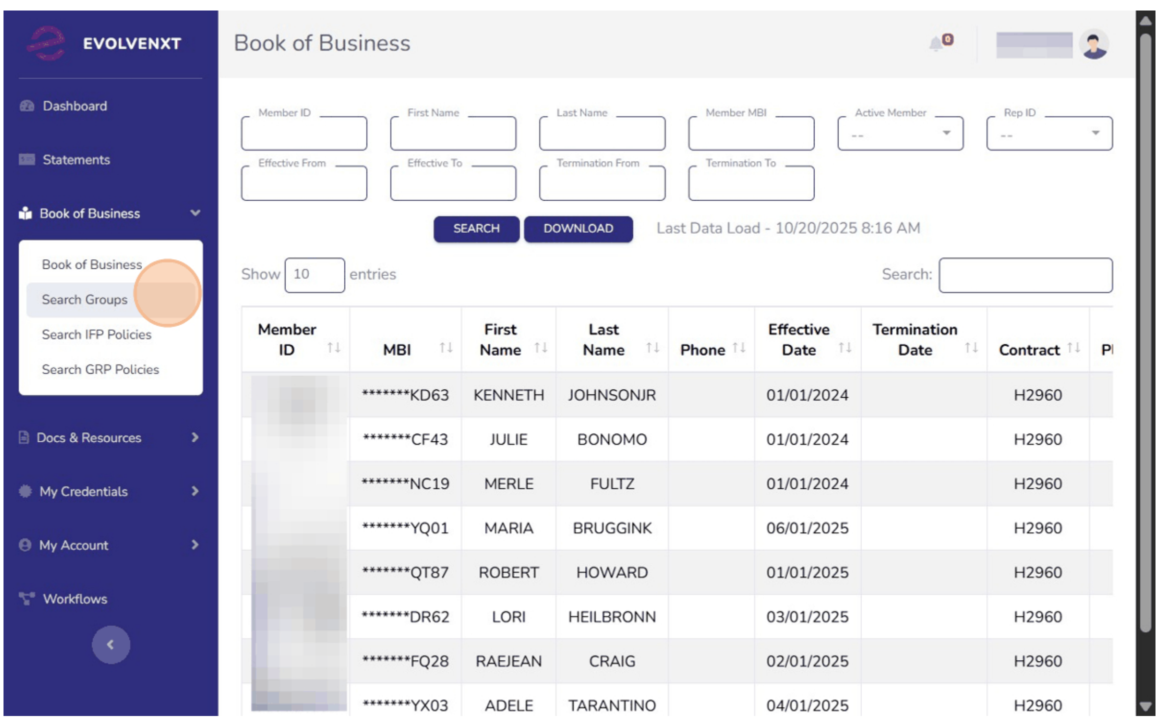


The rest of the tabs under "Book of Business" will allow you to view your Groups, IFP Policies, and Group Policies.

9.



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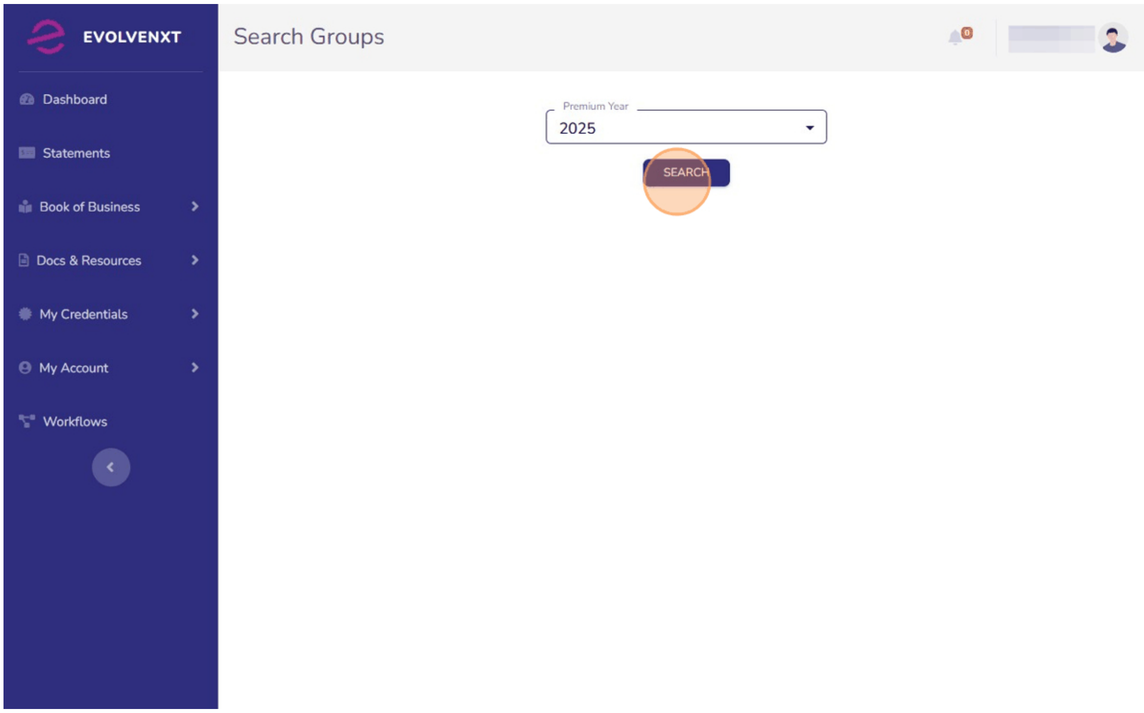
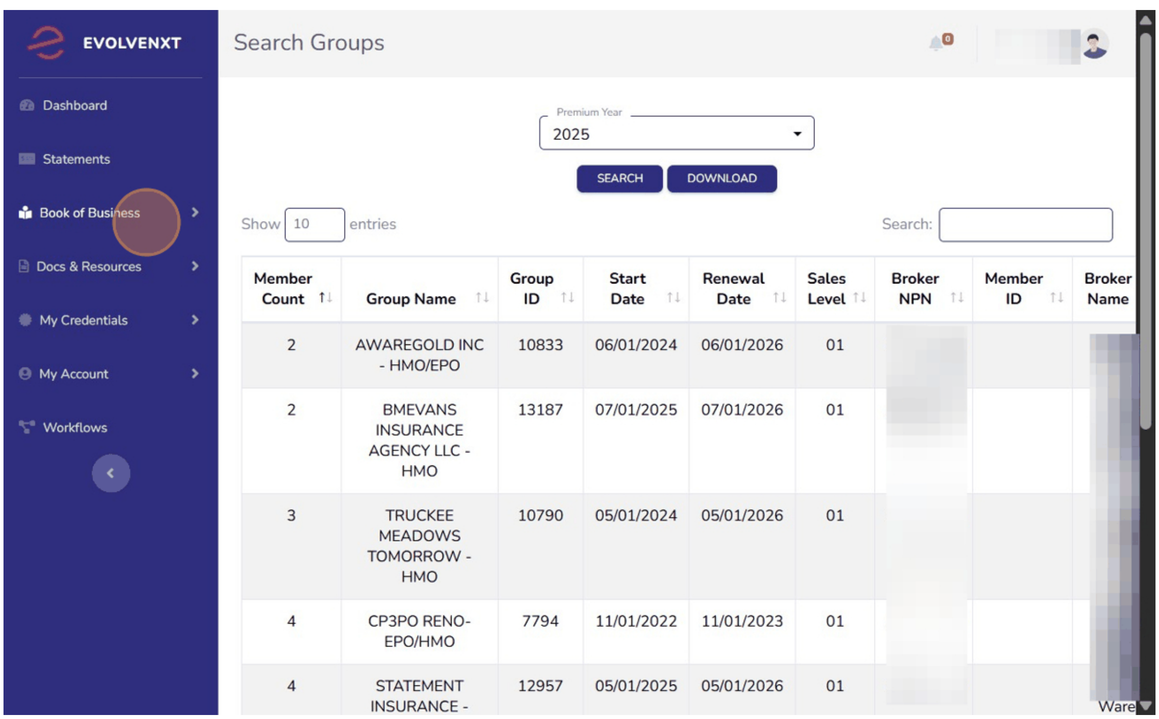

EVOLVENXT
Search Groups
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
Premium Year
2025
SEARCH

11.


EVOLVENXT
Search Groups
Dashboard
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Book of Business
Docs & Resources
My Credentials
My Account
Workflows
Premium Year
2025
SEARCH
DOWNLOAD
Show 10 entries
Search:
Member Count
Group Name
Group ID
Start Date
Renewal Date
Sales Level
Broker NPN
Member ID
Broker Name
2
AWAREGOLD INC - HMO/EPO
10833
06/01/2024
06/01/2026
01
2
BMEVANS INSURANCE AGENCY LLC - HMO
13187
07/01/2025
07/01/2026
01
3
TRUCKEE MEADOWS TOMORROW - HMO
10790
05/01/2024
05/01/2026
01
4
CP3PO RENO- EPO/HMO
7794
11/01/2022
11/01/2023
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STATEMENT INSURANCE -
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05/01/2026
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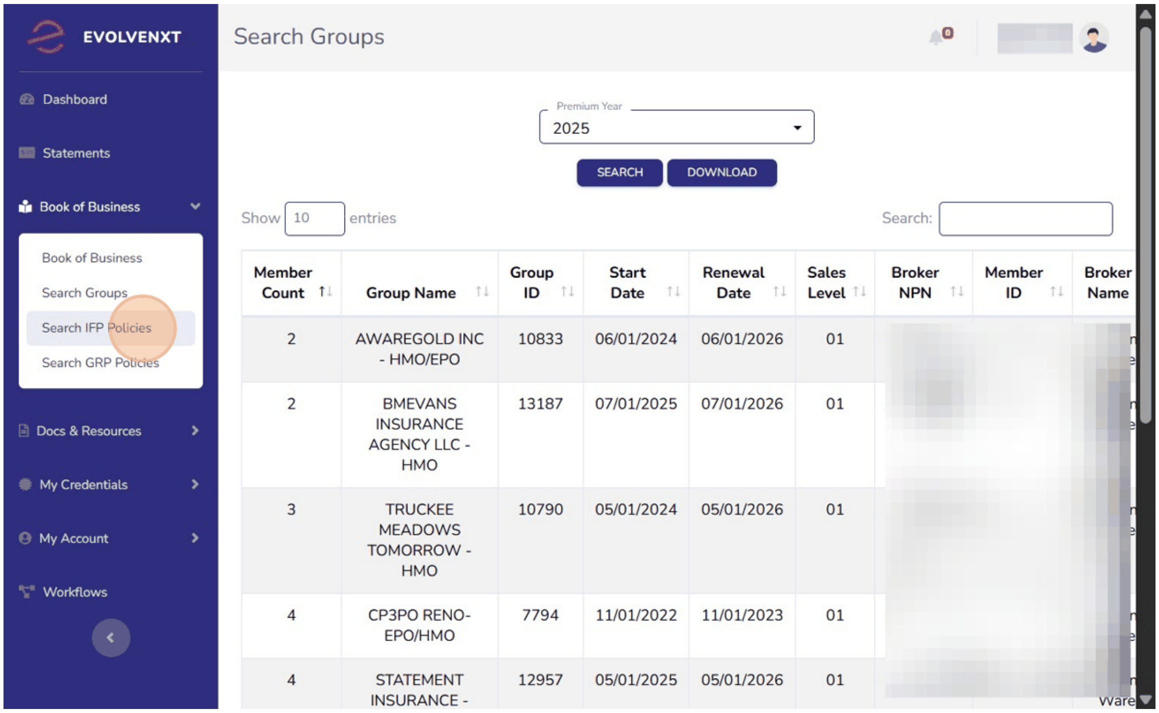
12.


EVOLVENXT
Search Groups
Dashboard
Statements
Book of Business
Book of Business
Search Groups
Search IFP Policies
Search GRP Policies
Docs & Resources
My Credentials
My Account
Workflows
Premium Year
2025
SEARCH
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Show 10 entries
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Member Count
Group Name
Group ID
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CP3PO RENO-EPO/HMO
7794
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11/01/2023
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STATEMENT INSURANCE -
12957
05/01/2025
05/01/2026
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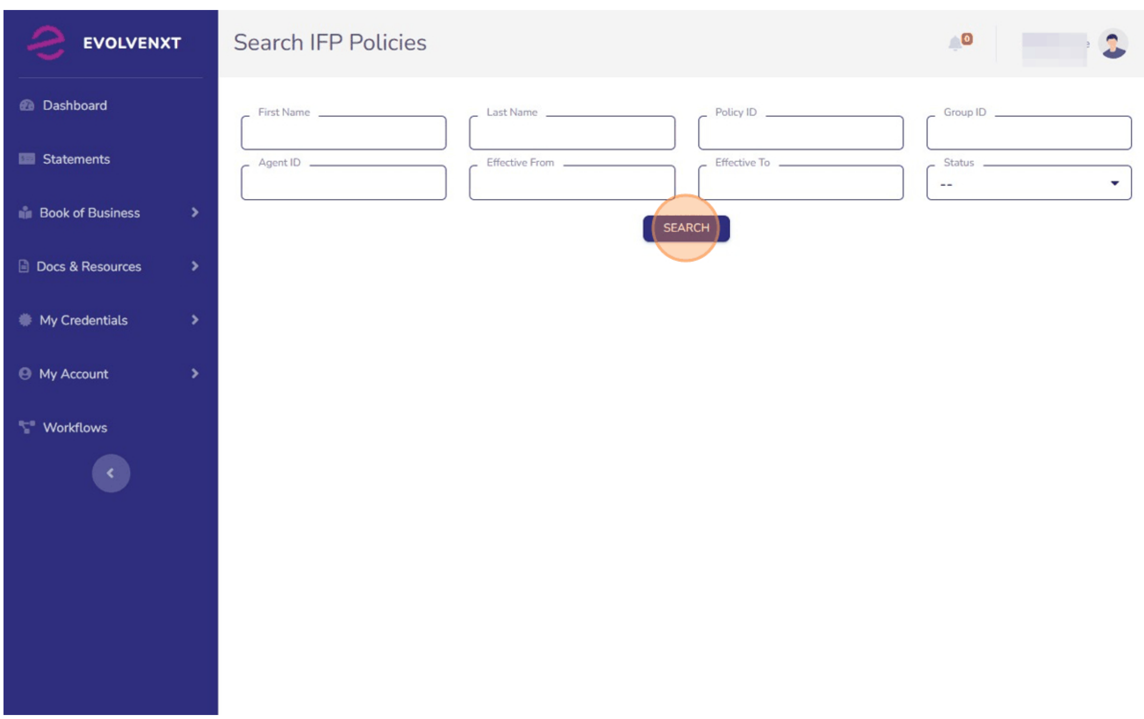
13.


EVOLVENXT
Search IFP Policies
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
First Name
Last Name
Policy ID
Group ID
Agent ID
Effective From
Effective To
Status
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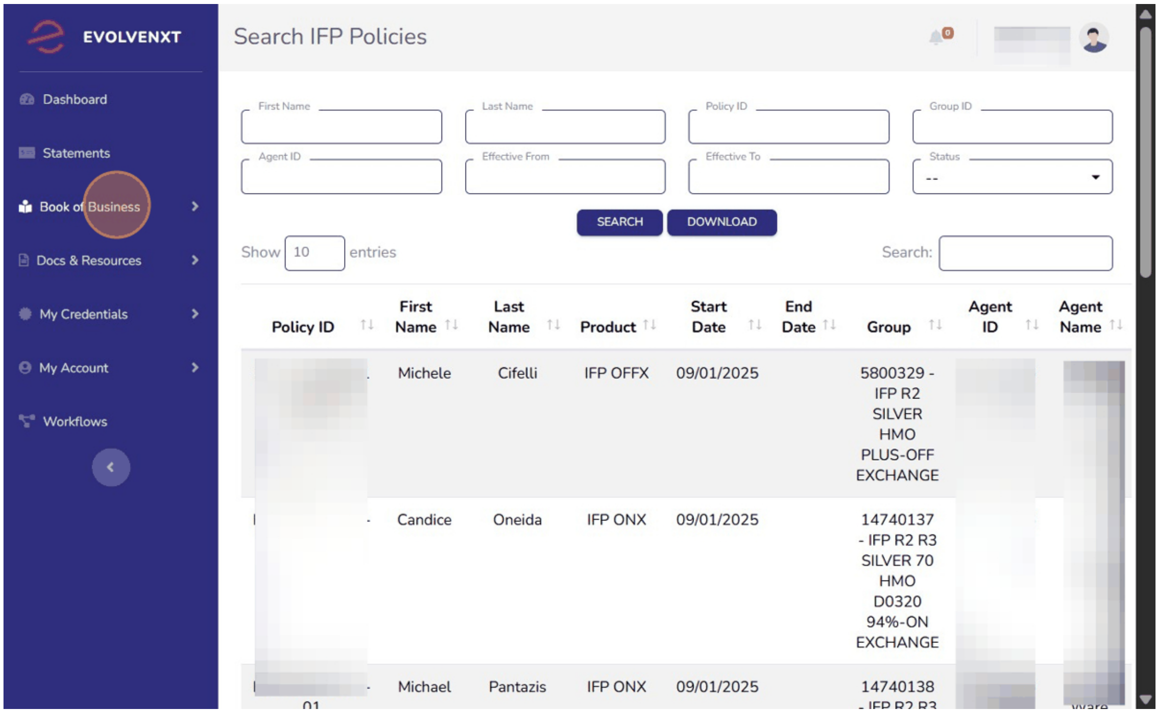
SEARCH

14.


EVOLVENXT
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
Search IFP Policies
First Name
Last Name
Policy ID
Group ID
Agent ID
Effective From
Effective To
Status
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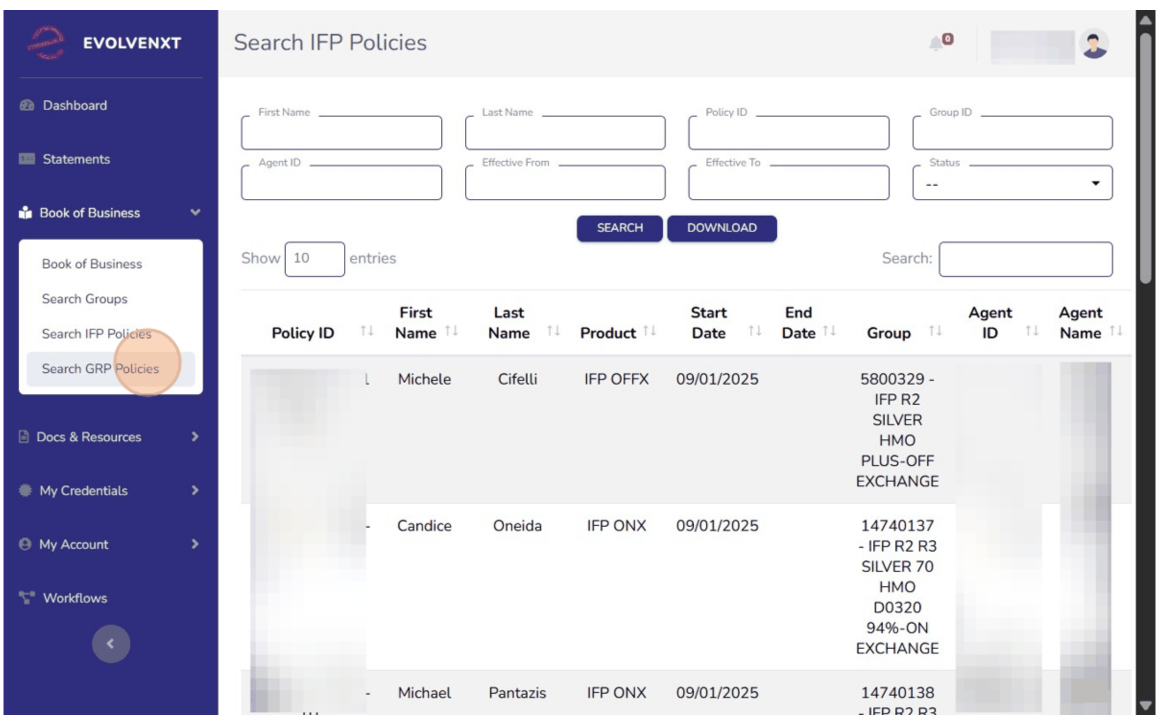
SEARCH
DOWNLOAD
Show 10 entries
Search:
Policy ID
First Name
Last Name
Product
Start Date
End Date
Group
Agent ID
Agent Name
Michele
Cifelli
IFP OFFX
09/01/2025
5800329 - IFP R2 SILVER HMO PLUS-OFF EXCHANGE
Candice
Oneida
IFP ONX
09/01/2025
14740137 - IFP R2 R3 SILVER 70 HMO D0320 94%-ON EXCHANGE
Michael
Pantazis
IFP ONX
09/01/2025
14740138

15.


EVOLVENXT
Dashboard
Statements
Book of Business
Book of Business
Search Groups
Search IFP Policies
Search GRP Policies
Docs & Resources
My Credentials
My Account
Workflows
Search IFP Policies
First Name
Last Name
Policy ID
Group ID
Agent ID
Effective From
Effective To
Status
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SEARCH
DOWNLOAD
Show 10 entries
Search:
Policy ID
First Name
Last Name
Product
Start Date
End Date
Group
Agent ID
Agent Name
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Cifelli
IFP OFFX
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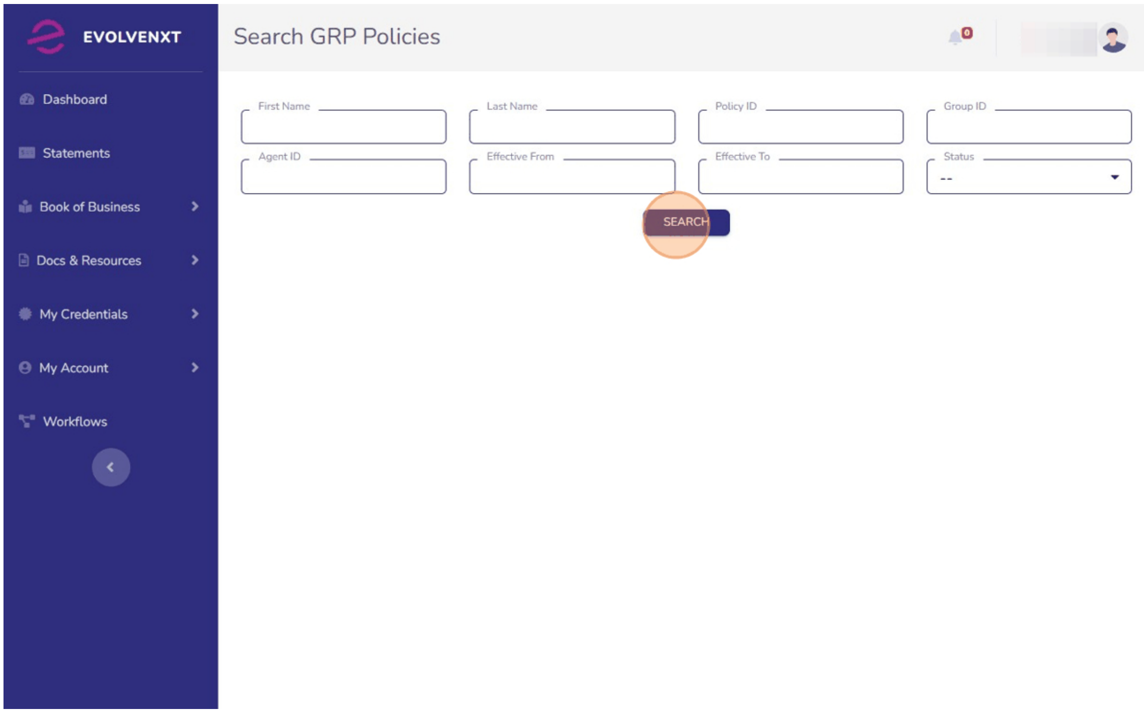
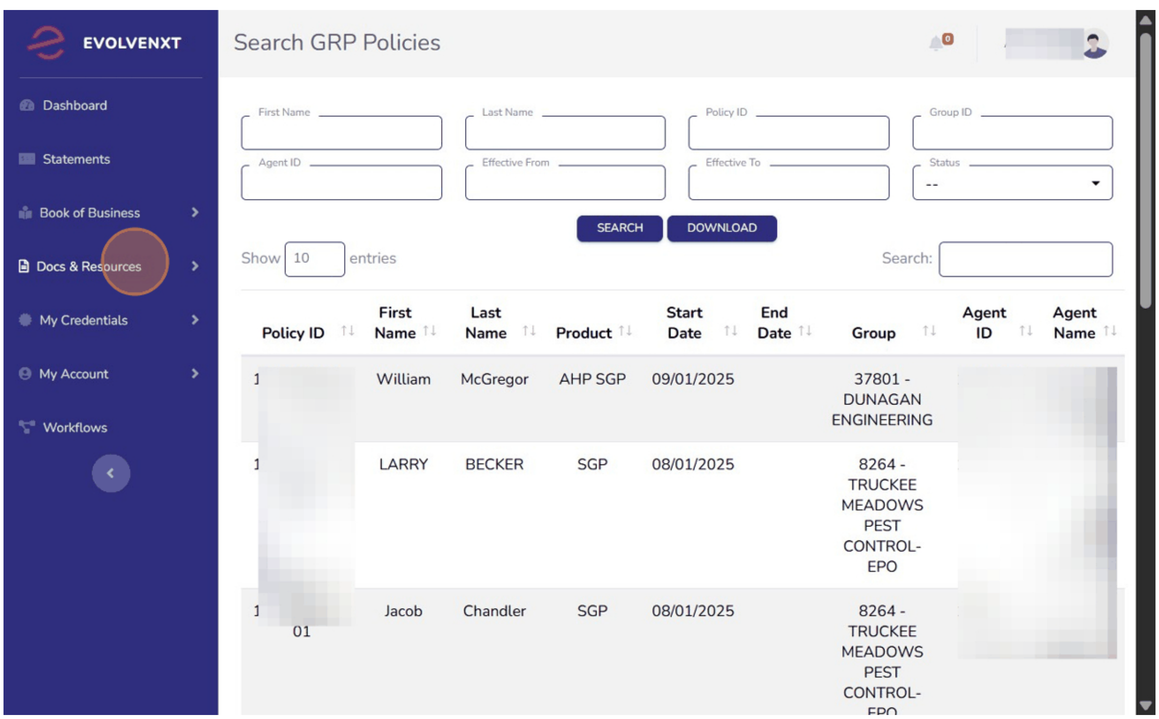
14740137 - IFP R2 R3 SILVER 70 HMO D0320 94%-ON EXCHANGE
Michael
Pantazis
IFP ONX
09/01/2025
14740138

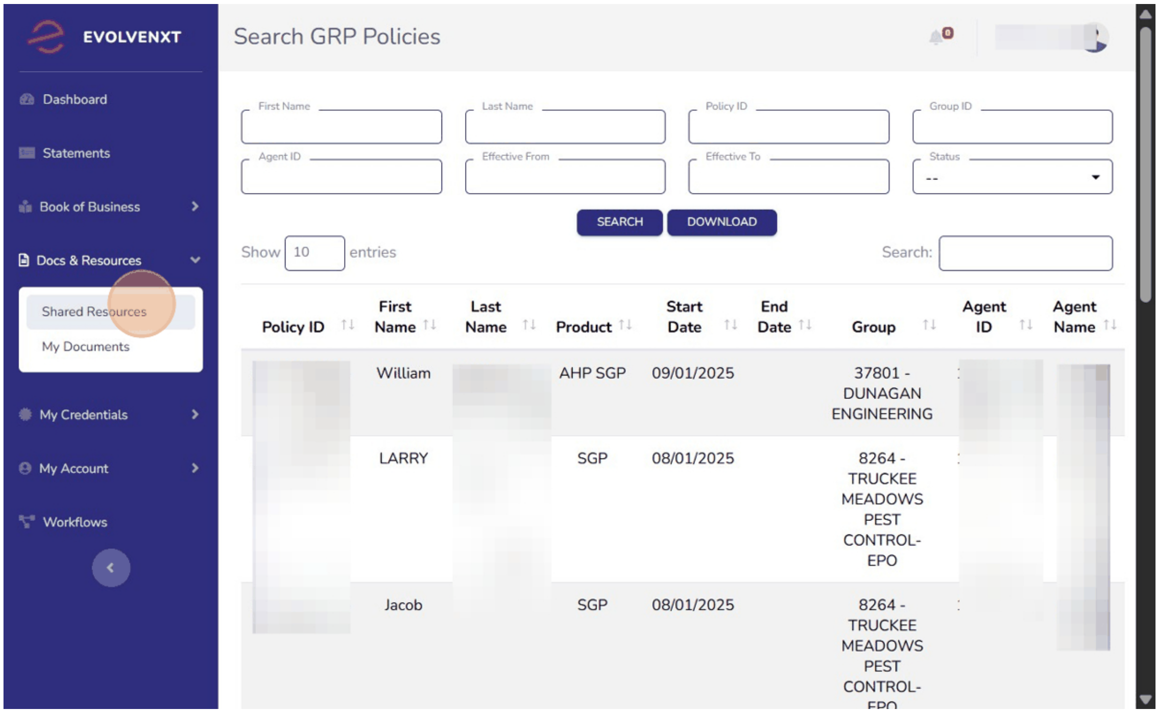
16.



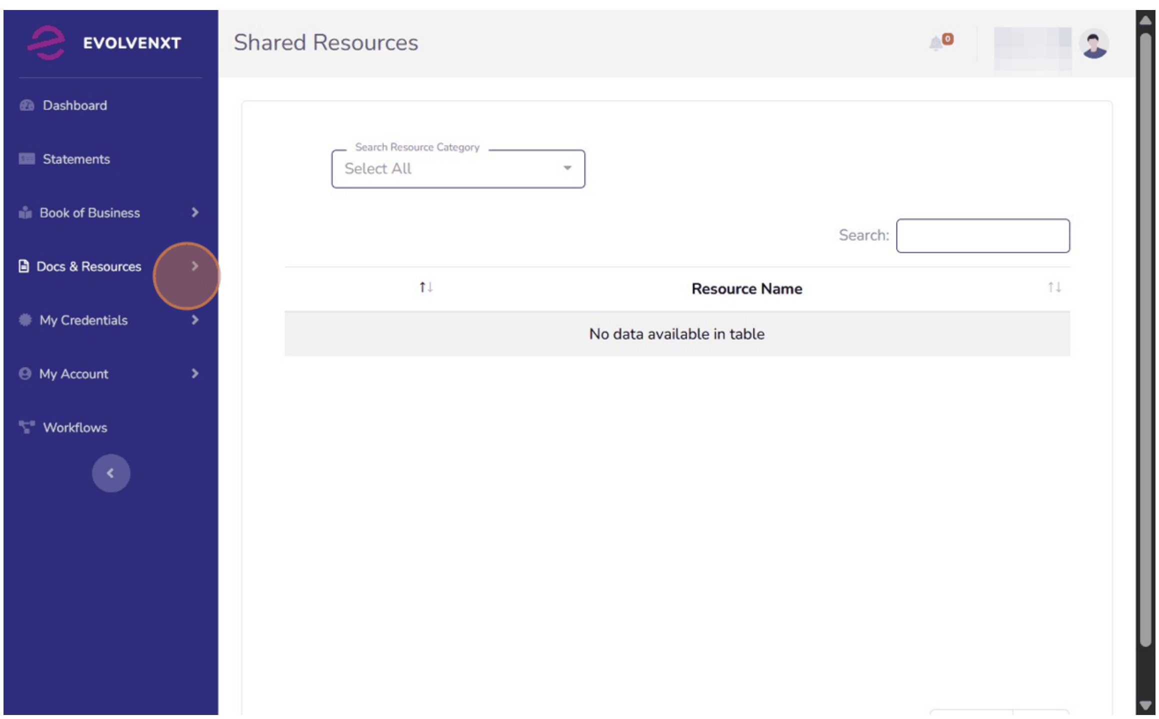
17. Select "Docs & Resources"



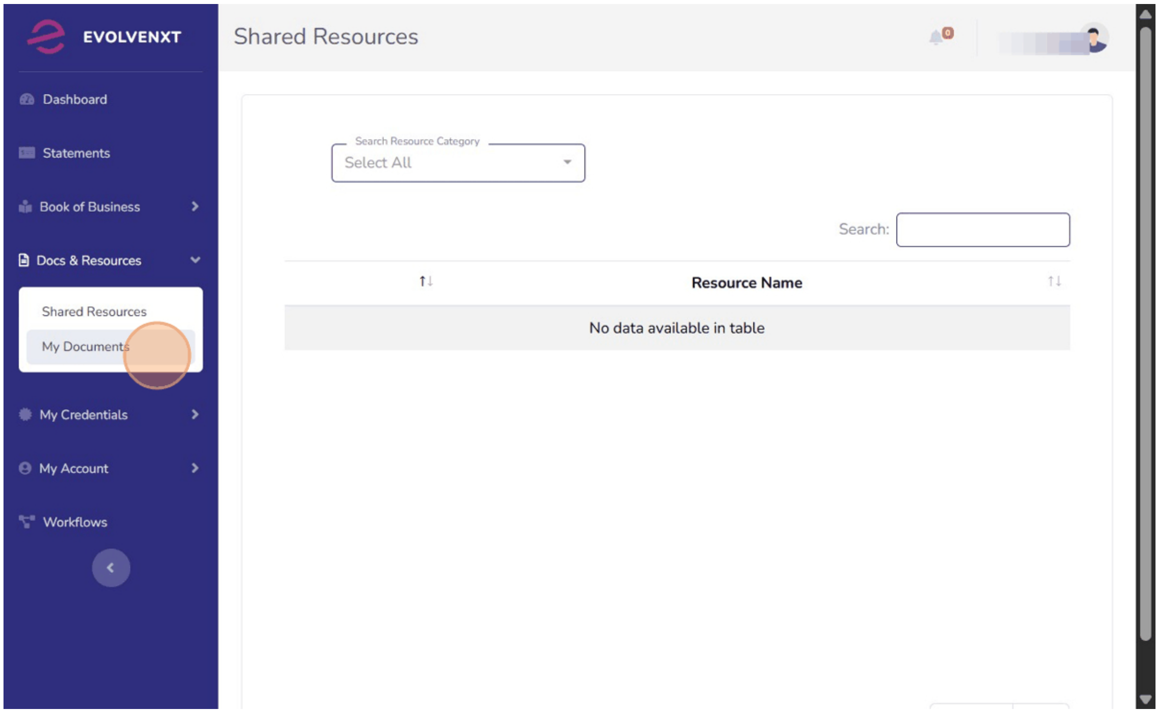
18. Select "Shared Resources"



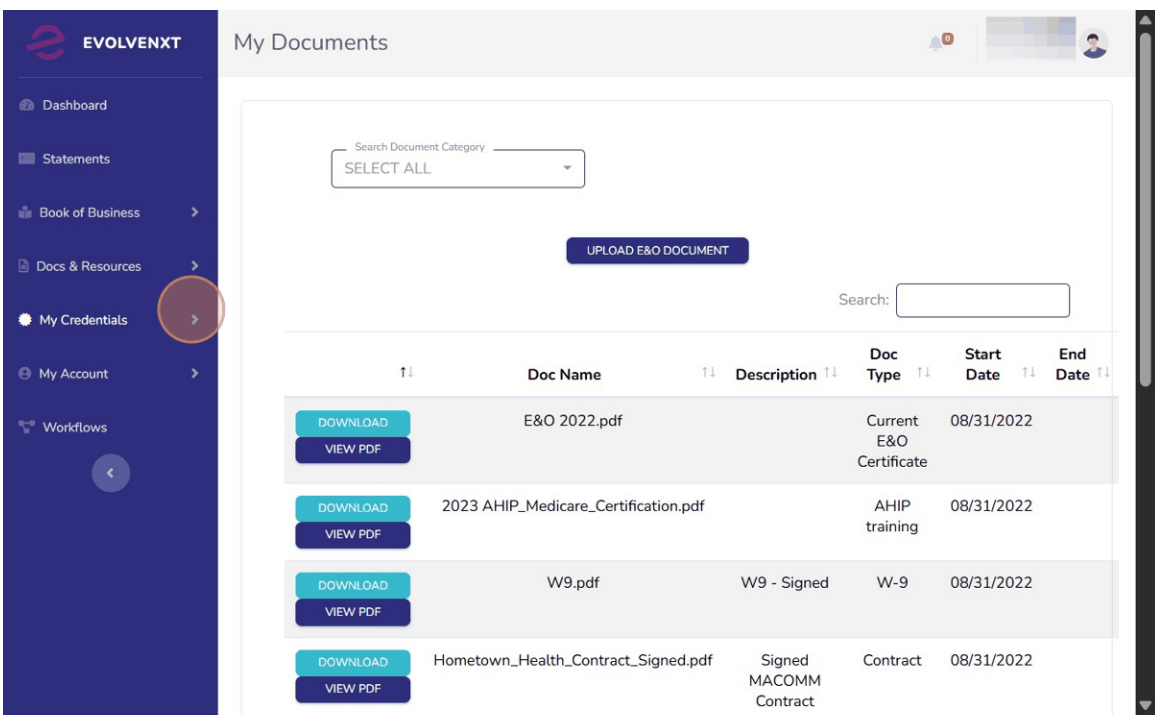
19. This will show you and documentation that has been shared to you by your health plan



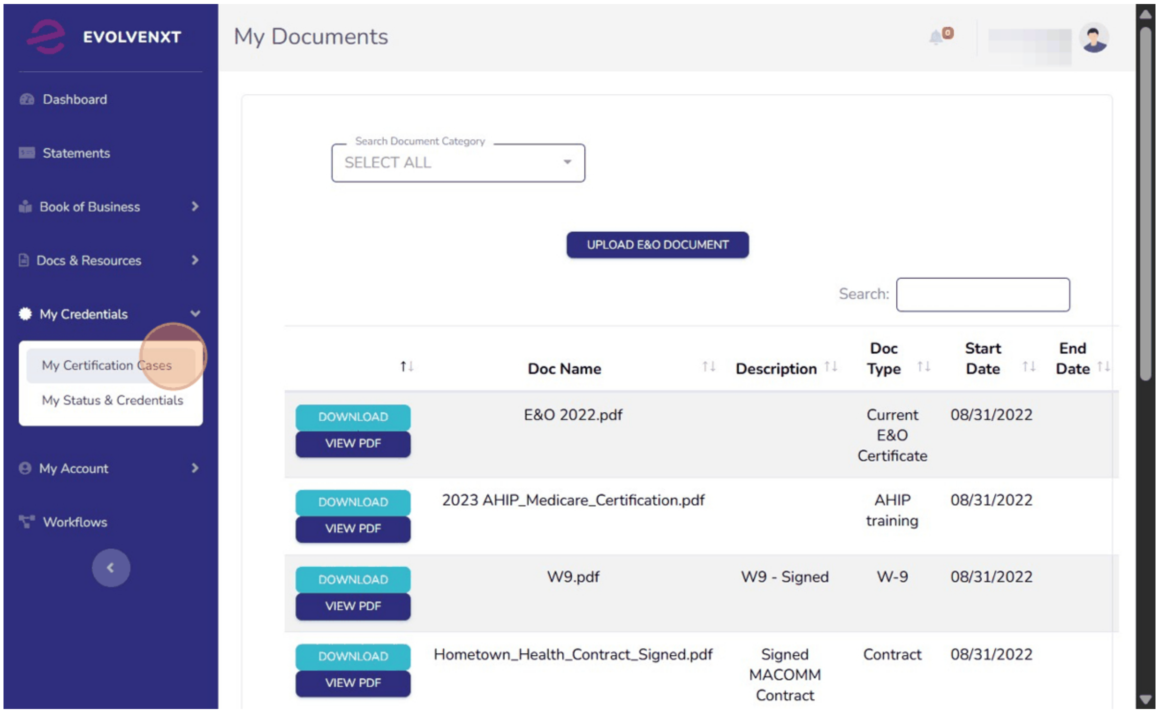
20. Click "My Documents"



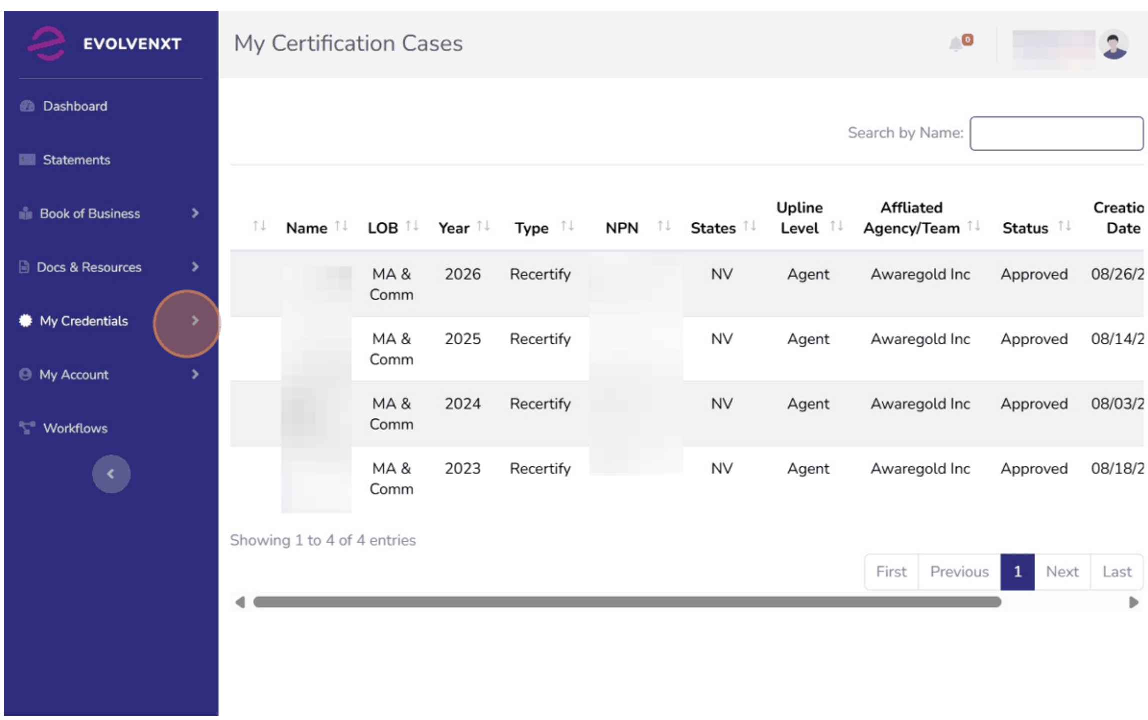
21. This will show you any documents you uploaded during the onboarding process such as your W9 or AHIP Cert.



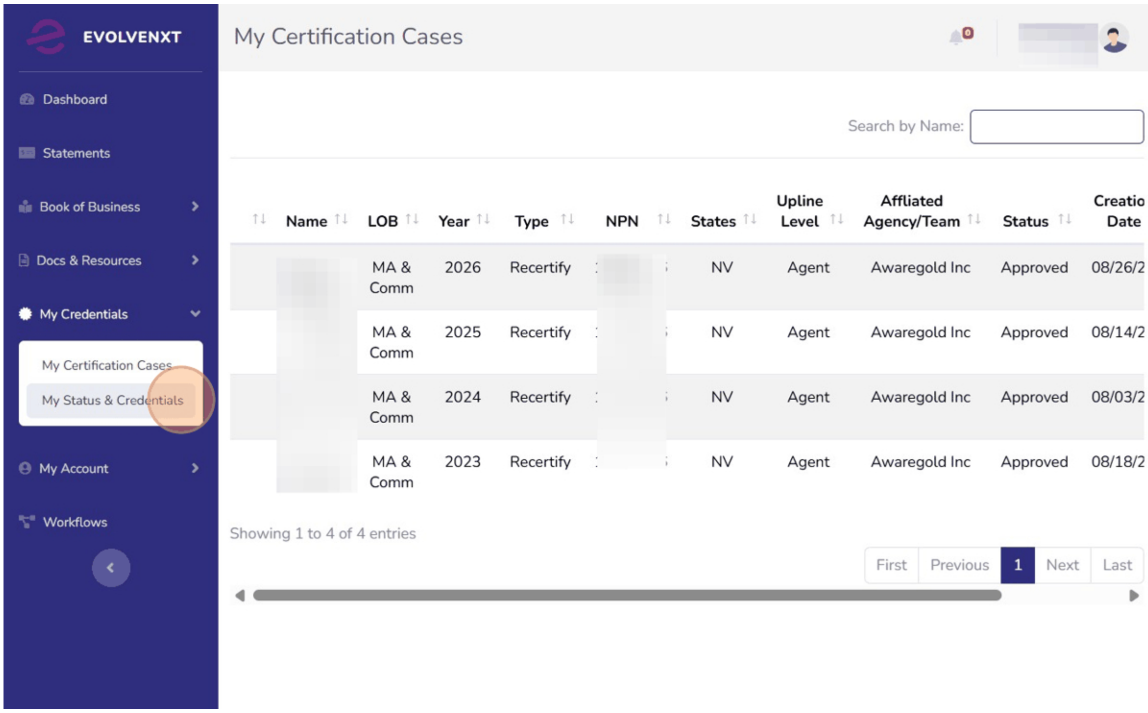
22. Select "My Credentials"> "My Certification Cases"



23. This area will show you you're onboarding cases and any recertification cases that may need to be completed in future for ach Line of Business you are looking to sell for Hometown Health.

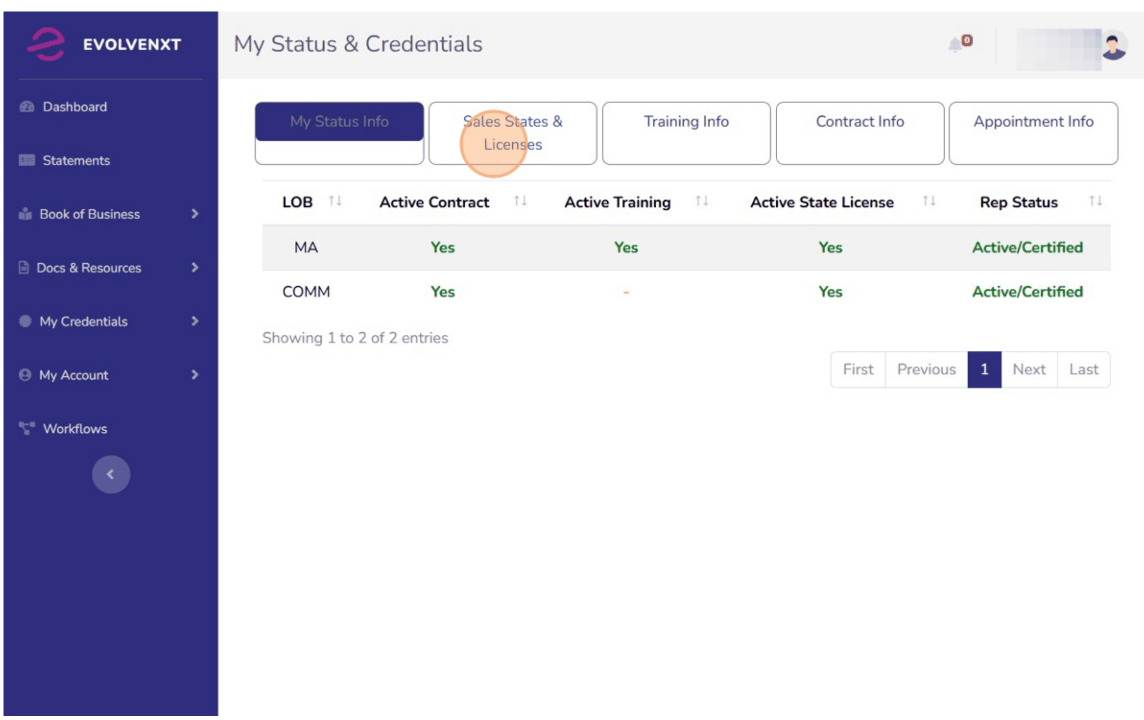


24. "My Status & Credentials"



"My Status and Credentials" will show you each individual piece of individual information needed for you to be ready to sell. Click amongst the tabs to see if all of the neccesary pieces are up to date and uploaded.

25.



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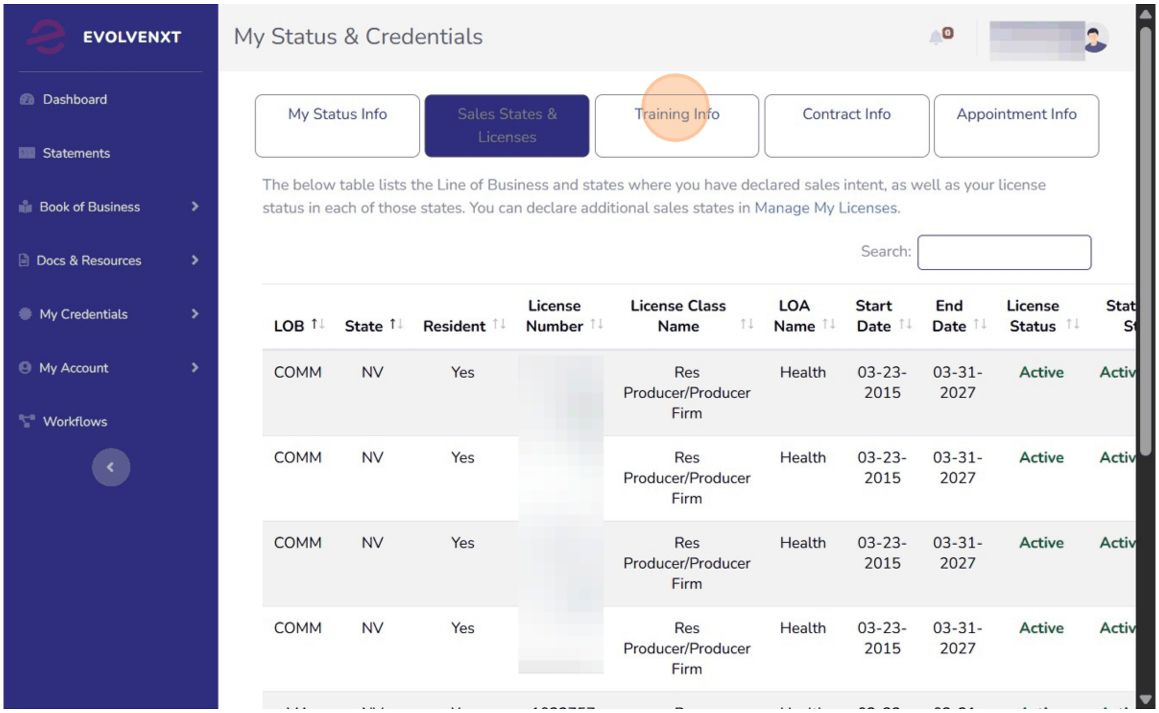
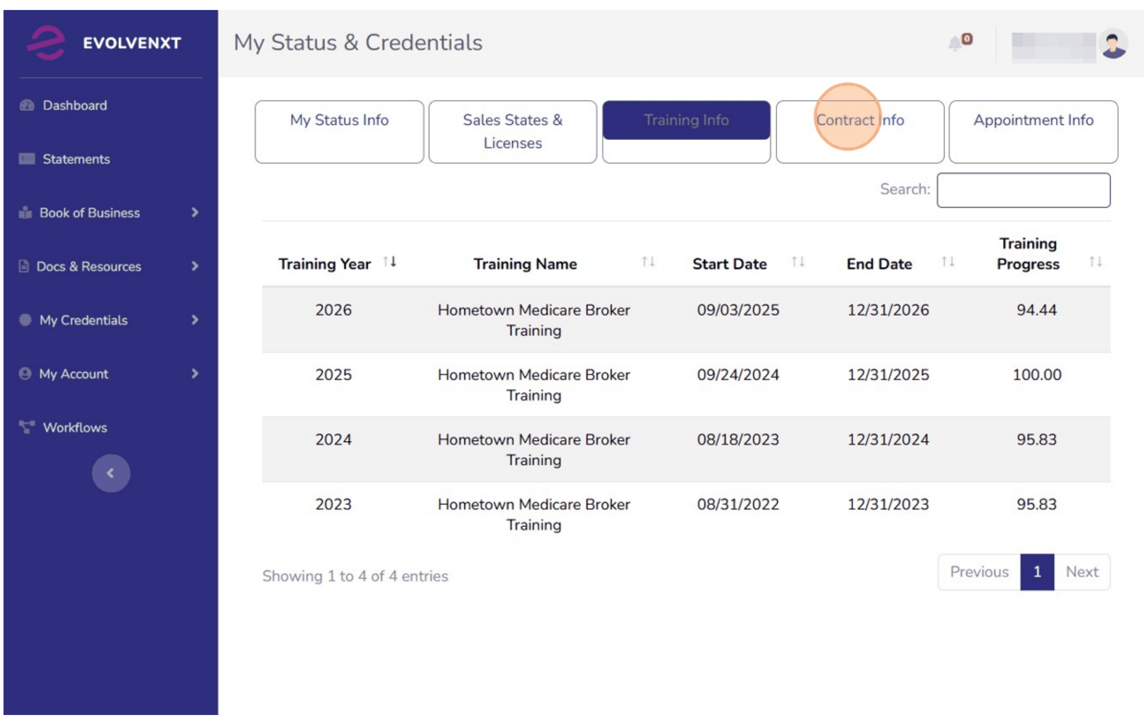
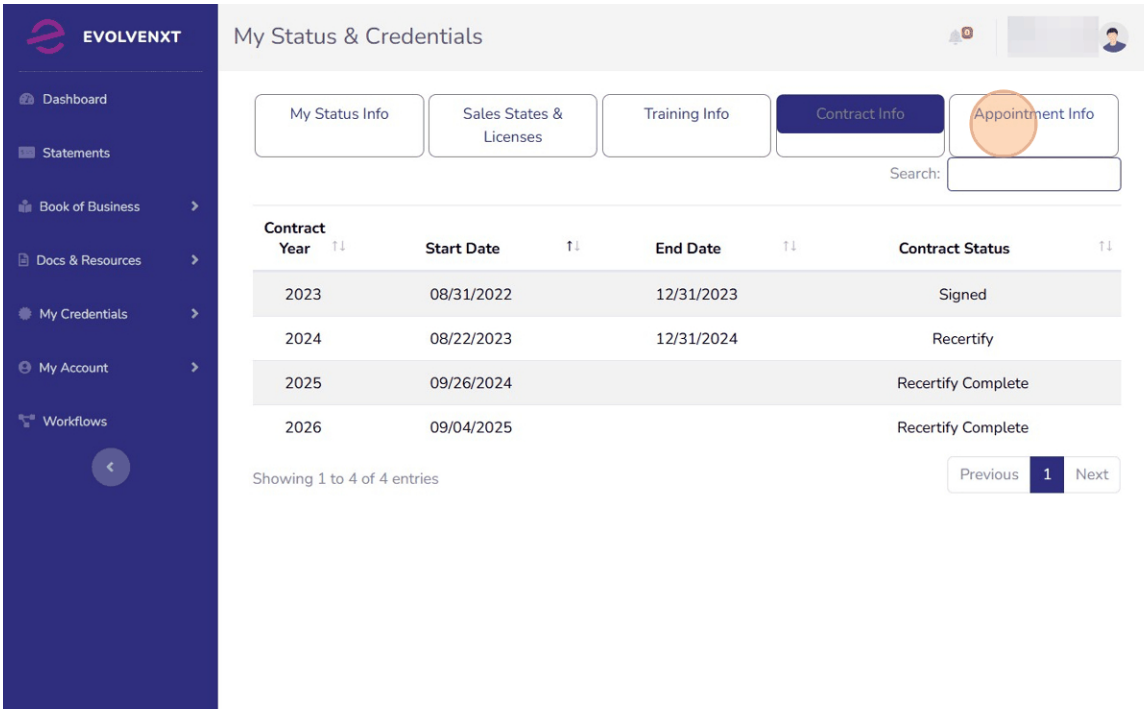

EVOLVENXT
My Status & Credentials
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
My Status Info
Sales States & Licenses
Training Info
Contract Info
Appointment Info
The below table lists the Line of Business and states where you have declared sales intent, as well as your license status in each of those states. You can declare additional sales states in Manage My Licenses.
Search:
LOB
State
Resident
License Number
License Class Name
LOA Name
Start Date
End Date
License Status
COMM NV Yes Res Producer/Producer Firm Health 03-23-2015 03-31-2027 Active
COMM NV Yes Res Producer/Producer Firm Health 03-23-2015 03-31-2027 Active
COMM NV Yes Res Producer/Producer Firm Health 03-23-2015 03-31-2027 Active
COMM NV Yes Res Producer/Producer Firm Health 03-23-2015 03-31-2027 Active

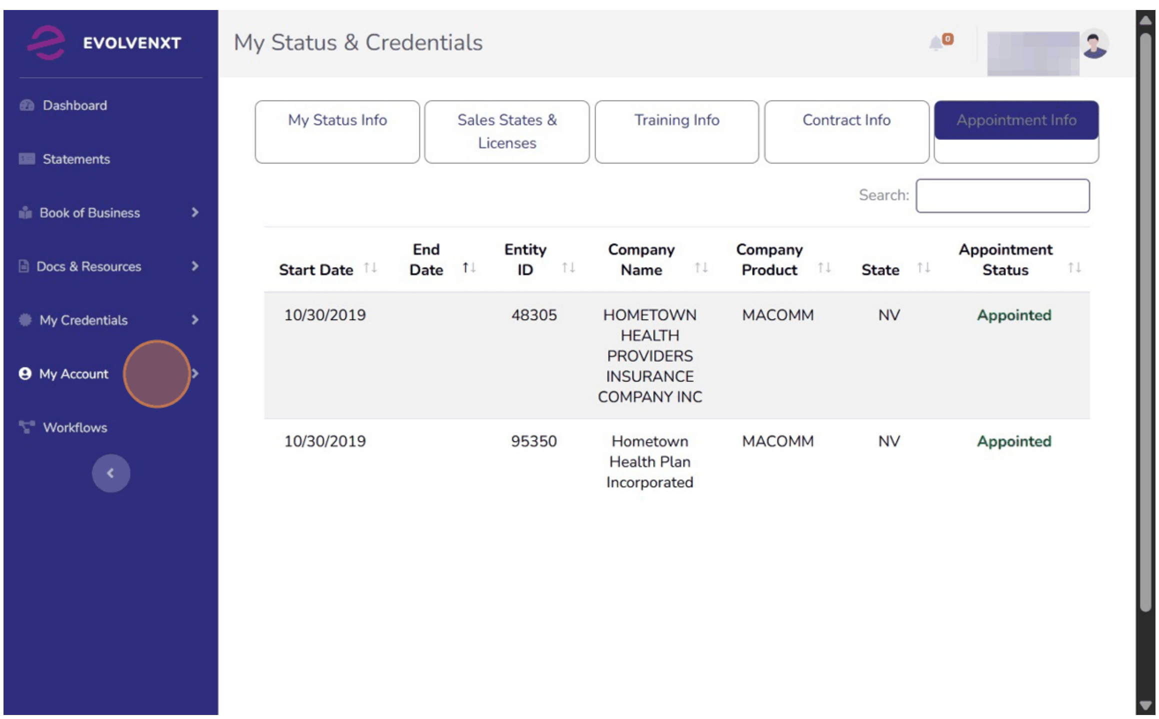
27.


EVOLVENXT
My Status & Credentials
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
My Status Info
Sales States & Licenses
Training Info
Contract Info
Appointment Info
Search:
Training Year
Training Name
Start Date
End Date
Training Progress
2026 Hometown Medicare Broker Training 09/03/2025 12/31/2026 94.44
2025 Hometown Medicare Broker Training 09/24/2024 12/31/2025 100.00
2024 Hometown Medicare Broker Training 08/18/2023 12/31/2024 95.83
2023 Hometown Medicare Broker Training 08/31/2022 12/31/2023 95.83
Showing 1 to 4 of 4 entries
Previous
1
Next

28.


EVOLVENXT
Dashboard
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
My Status & Credentials
My Status Info
Sales States & Licenses
Training Info
Contract Info
Appointment Info
Search:
Contract Year
Start Date
End Date
Contract Status
2023 08/31/2022 12/31/2023 Signed
2024 08/22/2023 12/31/2024 Recertify
2025 09/26/2024 Recertify Complete
2026 09/04/2025 Recertify Complete
Showing 1 to 4 of 4 entries
Previous
1
Next

29.


EVOLVENXT
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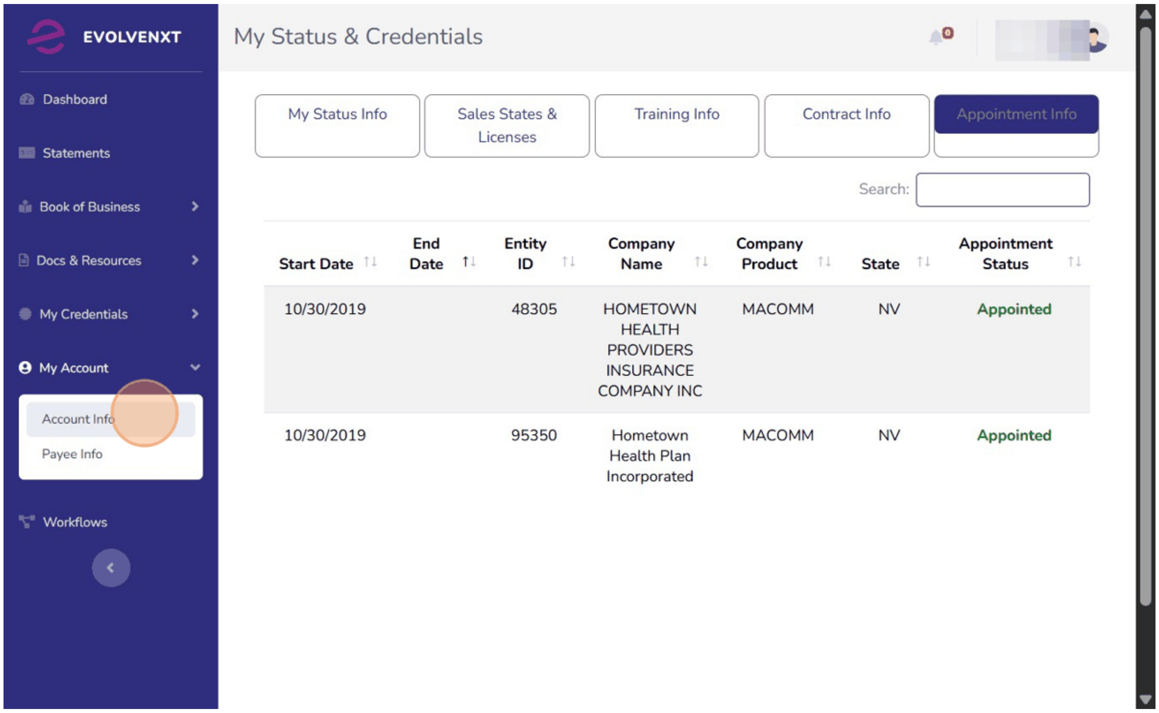
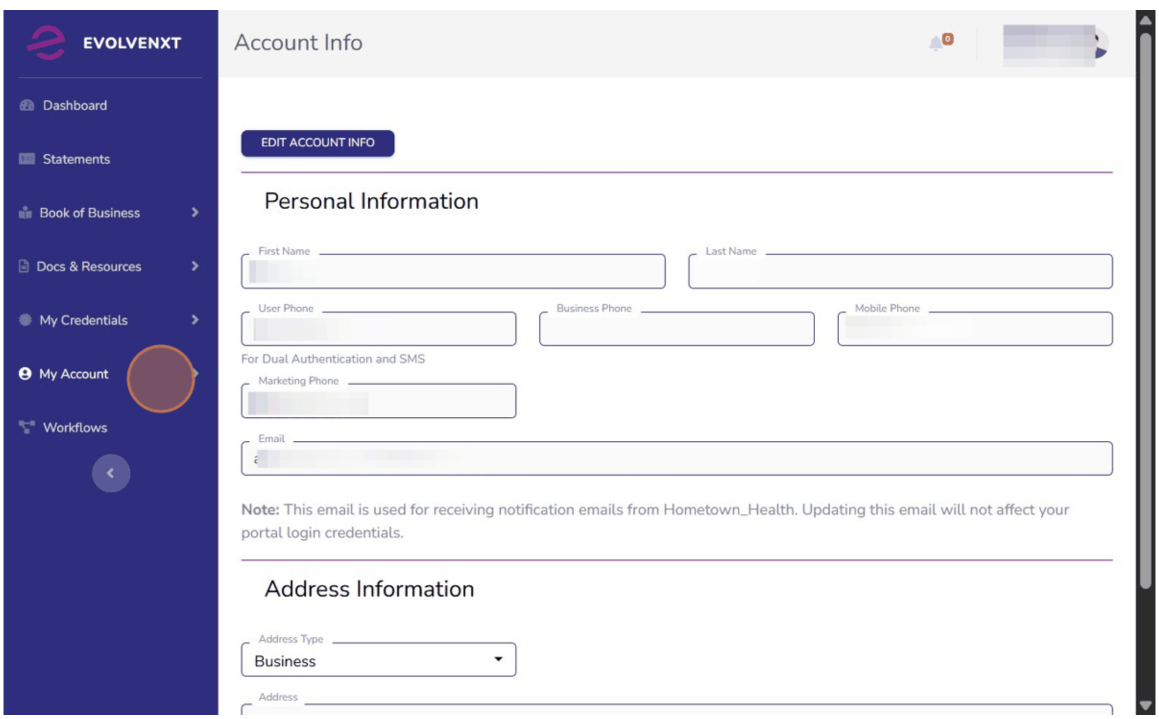
Statements
Book of Business
Docs & Resources
My Credentials
My Account
Workflows
My Status & Credentials
My Status Info
Sales States & Licenses
Training Info
Contract Info
Appointment Info
Search:
Start Date
End Date
Entity ID
Company Name
Company Product
State
Appointment Status
10/30/2019 48305 HOMETOWN HEALTH PROVIDERS INSURANCE COMPANY INC MACOMM NV Appointed
10/30/2019 95350 Hometown Health Plan Incorporated MACOMM NV Appointed

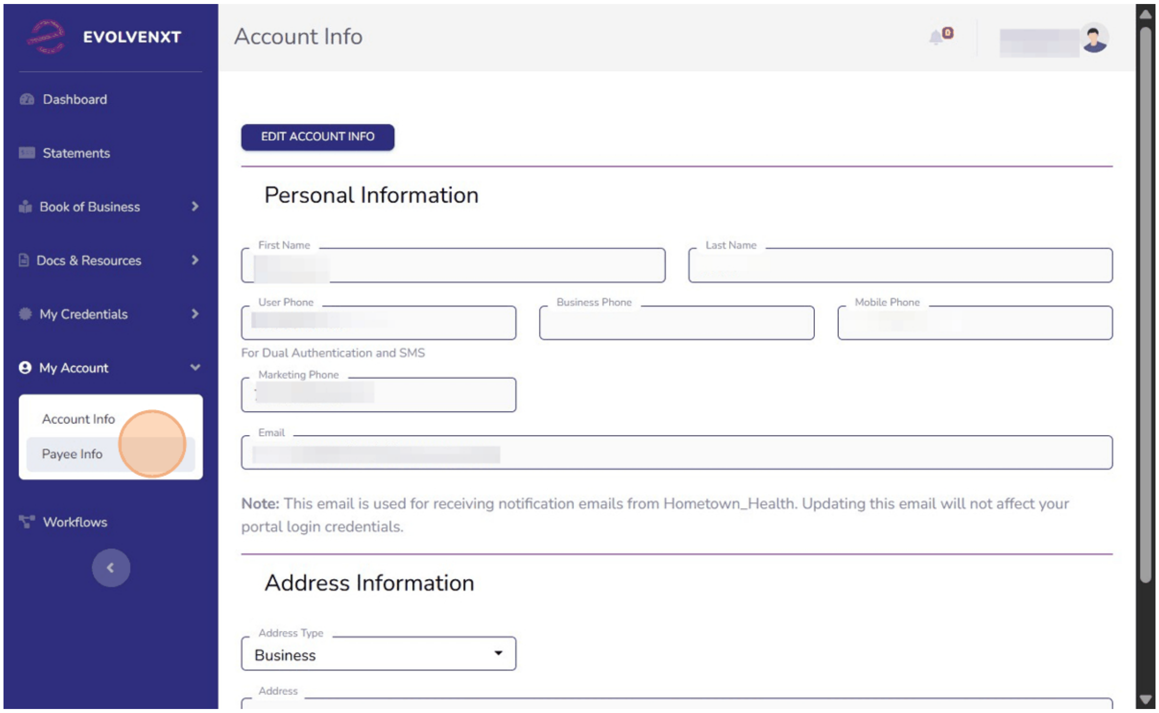
30. Select "My Account"> "Account Info"



31. This will show you the personal information you filled out during the Onboarding Process.



32. Select "Payee Info" to see your banking information



33.