

Submitting Enrollments to SilverScript

- Marketing Agents must obtain a signed Scope of Appointment (SOA) form from potential enrollees in accordance with CMS marketing guidelines before meeting with a potential enrollee.
- WITHIN 24 HOURS of receiving a completed application:
 - **Agents are REQUIRED to enter the enrollment into the agent portal unless the agent utilizes the iPad Enrollment App, the SilverScript eApplication, or the SilverScript Email Enrollment (collectively referred to as electronic enrollment tools). SilverScript will NOT perform data entry on behalf of the agent.**
 - **Failure to enter enrollments into the portal can lead to significant delays in the processing of the enrollment.**
 - You will receive an auto-generated email confirmation when the enrollment is entered into the agent portal.
 - **Agents must submit the original documentation within 24 hours after the application data has been entered into the agent portal.**
 - Please send all pages of the signed, completed application and Scope of Appointment using one of the following options:
 - Upload: upload a scanned copy of the documents via the agent portal secure mailroom.
 - Email: enrollmentverification@caremark.com - be certain your email system encrypts the message.
 - Fax: 1-866-552-6205 - be certain you are using a secure fax system.
 - Mail: SilverScript Insurance Company, Attn: Agent Processing, PO Box 52134, Phoenix, AZ 85072.

Failure to comply with the authorized enrollment process may result in forfeiture of compensation and/or contract termination, and can also lead to delays in processing of the enrollment. Don't forget to give a copy of the enrollment application to the beneficiary.

NOTE: Several of our distribution partners have requested a slightly different enrollment process for their agents.

Please acknowledge to continue.

I acknowledge that all paper applications MUST be data entered into the Agent Portal within 24 hours of receiving the enrollment application. Failure to complete this step can result in significant delays in the processing of the enrollment, forfeiture of compensation and/or contract termination.