



PRODUCER APPOINTMENT CHECKLIST

Please submit the following to ODS Health Plan, Inc., along with this completed Producer Appointment Checklist, in order to be considered for appointment:

- Application for Producer Appointment** - Each producer/agency must complete a separate Application for Producer Appointment.
- Producer Agreement** - Each producer/agency must execute a separate Producer Agreement.
- Copy of Current Insurance License** - Each producer/agency must submit a copy of its current Insurance License.
- Copy of Current Certificate(s) of Insurance** - Each producer/agency must submit certificates evidencing coverage for general liability, professional liability, and errors and omissions according to the terms and conditions of Section 5.5 of the Producer Agreement.
- Standard Commission Schedule**
- Website user agreement** - Agreement for producers to have access to online quoting through Speed E Rates.

If you plan on assigning your commission to another producer/agency, you must also submit the following:

- Compensation Assignment Form** - ODS Health Plan, Inc. will not pay commissions earned under the terms of this appointment to any other producer, agent, broker, agency or firm without a completed and executed Compensation Assignment Form.

Please send the proceeding materials to:

ODS Health Plan, Inc.
Attention: Marketing Department
601 W. 5th Avenue Suite 510
Anchorage, Alaska 99501
Facsimile: 907-278-2900

If you have any questions regarding any of these materials, please contact one of our Marketing Representatives at **907-278-2626** or online at **www.odsalaska.com**