

How do I create an Authorized Representative Account?

Welcome to Covered California

This video will show you how to create an Authorized Representative account.

Before you create an Authorized Representative account, you will need three things:

1. The delegation code that was provided to you by the Consumer you are representing
2. The Consumer's last name
3. The Consumer's social security number (optional)

Now let's get started!

From the Covered California homepage, click on the Create Account link in the header.

From the Set Up An Account page, click on the Continue button in the Authorized Representative section.

On the Delegation Code page, you'll enter the delegation code that was given to you by the Consumer that wants to grant you access to their account. You'll also enter this person's last name.

When you are ready, click on the Continue button.

You must agree to Covered California's terms and conditions of use in order to proceed with the account creation process. Take some time to read them over and then select the checkbox to show that you agree.

The required fields on the User Information page have red asterisks next to them. When you've filled in the necessary information, click on the Continue button.

The required fields on the Contact Information page are based upon your Preferred Method of Communication selection on the previous page. Since we selected Email, we will only have to fill in the email field, but the more information you provide, the easier it will be for Covered California to contact you.

When finished, click on the Continue button.

Before moving to the next step, we validate your address against the United States Postal Service to make sure we send information to the correct address. Select from the addresses listed or choose to keep your own entry.

You'll now create your Covered California Username and Password. Both must have at least 8 characters. Passwords must contain at least one letter and one number and cannot include special characters. Note that passwords are case sensitive.

You'll also create your Electronic Signature PIN, or Personal Identification Number, which you'll use to electronically sign pages within Covered California.

When you're ready continue to the final step.

We encourage you to carefully review the information listed on the Account Summary page. If you need to edit any of the information, simply click on the Edit button in the appropriate section and you'll be navigated back to that page.

After you've reviewed your account information and have made any necessary changes, click on the Continue button.

The Create Account Confirmation popup lets you know that you have successfully created a Covered California

account.

You can now securely log in to your Covered California account.

For more information, contact Covered California.