Agent Onboarding & Credentialing Guide (2027)

Welcome to **MyAgentWorld**, the central platform for Colorado Access Agents. You will use this site to complete your annual credentialing for Exchange products, track your commissions, and manage your Book of Business.

Questions and Help
If you need help at any point during this process, please contact your Local Sales Team or email our support team at James.Moses@coaccesschoice.com

Exchange

Invitation

1. **Receive your invitation and prepare your files**

Look for an email from coloradoaccesschoice@myagentworld.com with the subject: "Your Invitation to Credential with Colorado Access Choice".

This email contains a unique link that will allow you to get credentialed for the current year.

Deadline: Please complete your credentialing within 30 days of receiving this invitation.

TIP: Have your current C4 and E&O Certificate saved as a PDF on your desktop and ready to upload.

2. **Accept Invitation**

New users: After clicking the invitation link, please enter your First Name, Last Name, and create a secure password. You will also need to select and answer two security questions.

Create your account

Enter your details below to get started.

Personal Details

Email Address *

mawdemo@myagentworld.com

First Name *

Maw

Last Name *

Demo

Password *

Type here...

Re-enter Password *

Type here...

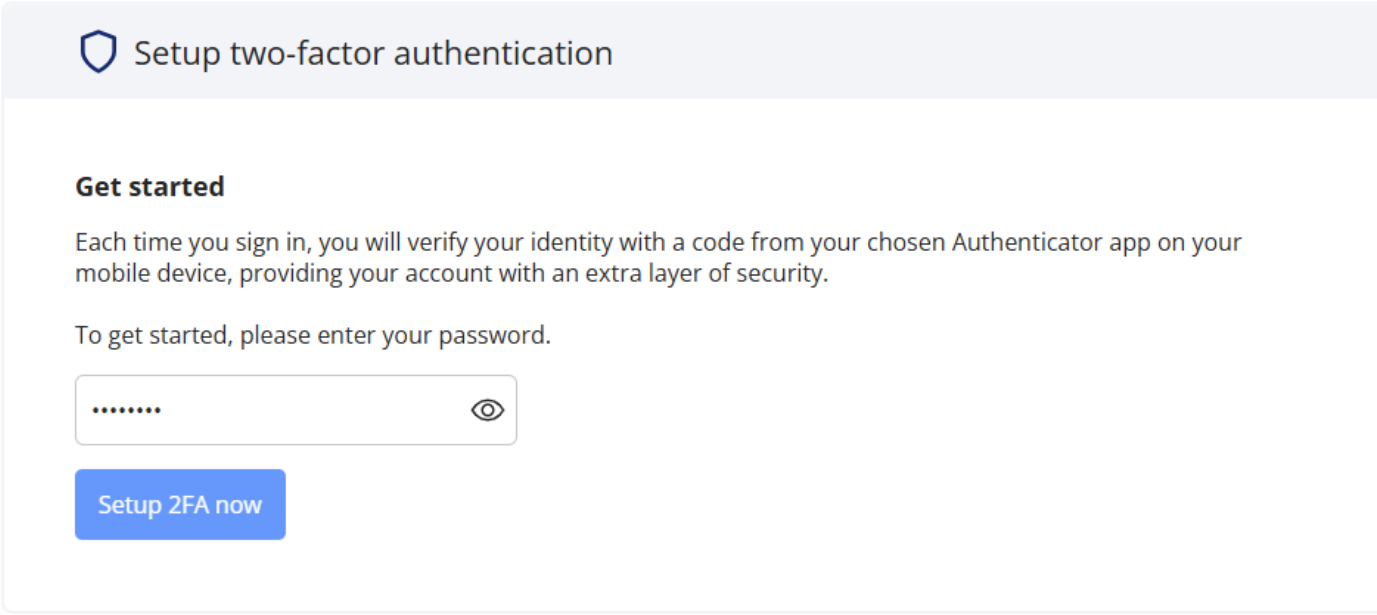
Create an Account

Existing Agents: You will be taken to the login page. Use your current credentials to log in to your account.

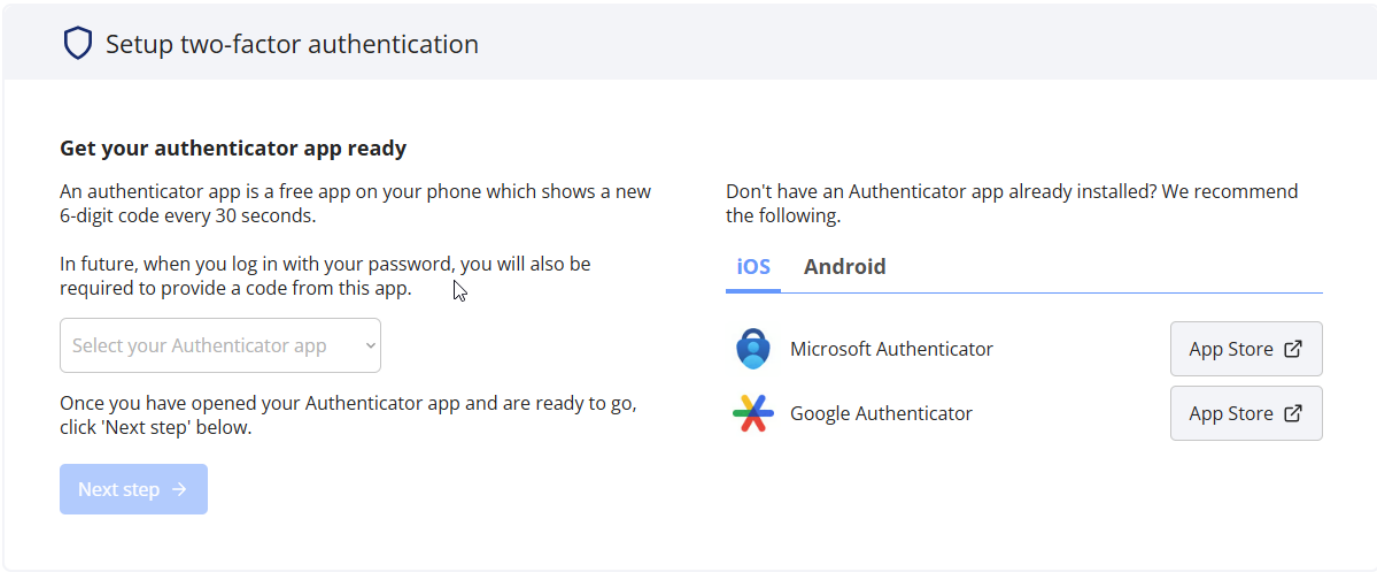
3. Setup Two Factor Authentication

You will be directed to the welcome screen but before you can start credentialing you need to setup two factor authentication on your account using an Authentication App.

First we'll ask you to verify your password:



Then we will have you confirm which Authenticator app you are using so we can better assist you in the future.



Then we'll have you scan a unique QR Code from within your authentication app on your phone. Once done you'll get a 6 digit code that you enter on the next screen.

Setup two-factor authentication

Scan this code

With Microsoft Authenticator, scan the QR code to add your My Agent World account. Please note that you cannot use your regular camera app to scan this code.

1. Tap the QR code icon in the bottom right corner of the screen
2. A QR code reader will appear and you can scan the code on this screen
3. Once complete, you have added your My Agent World account



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Setup two-factor authentication

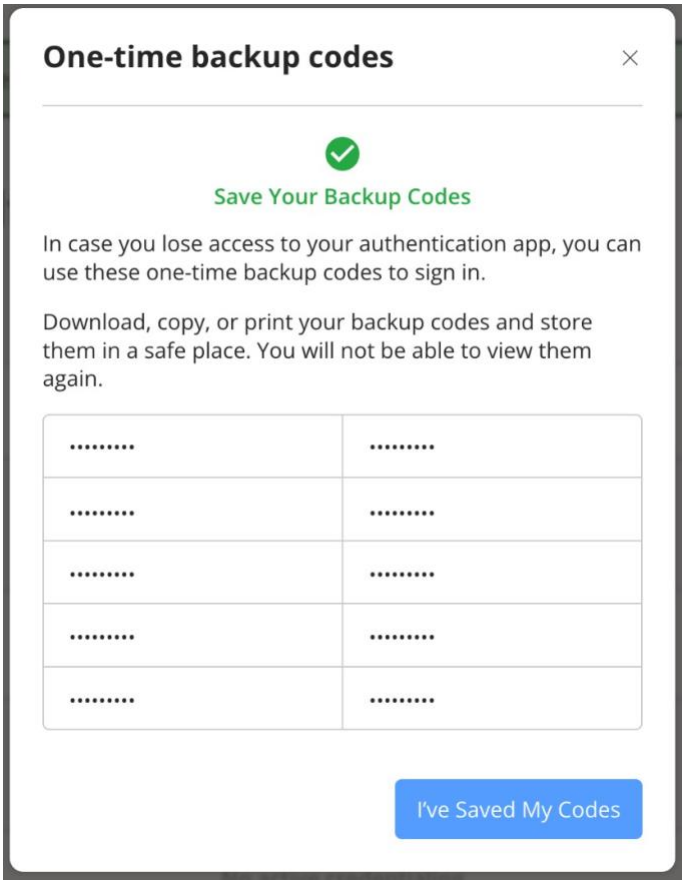
Verify it's connected

In Microsoft Authenticator, look for My Agent World in the list. Enter the 6-digit code shown next to it below.

Remember - each code is only valid for 30 seconds so make sure you enter the code before the timer runs out.

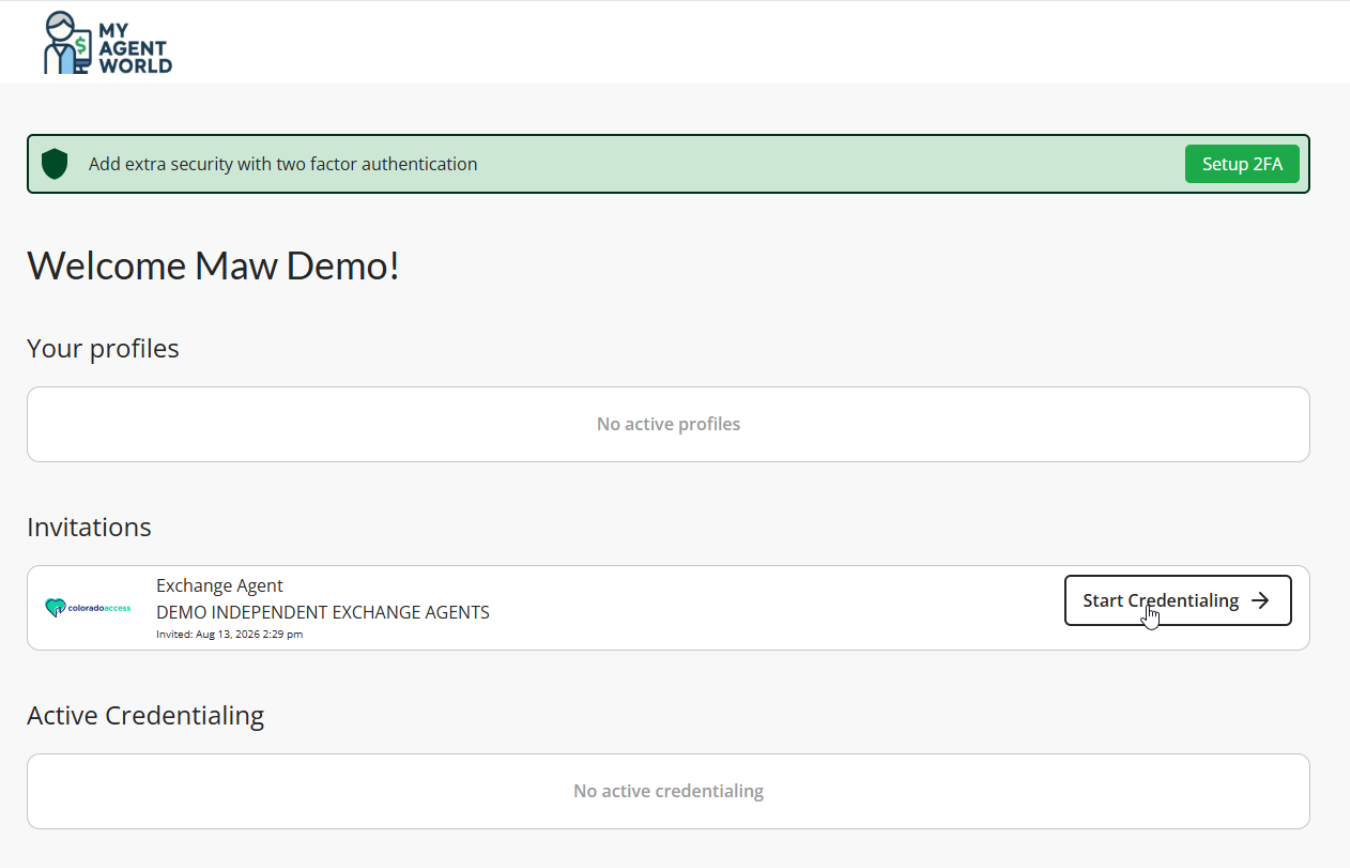
Back Next step →

Finally we'll give you 10 backup codes that can be used to recover your account if you every lose access to your Authenticator App.



4. Start credentialing

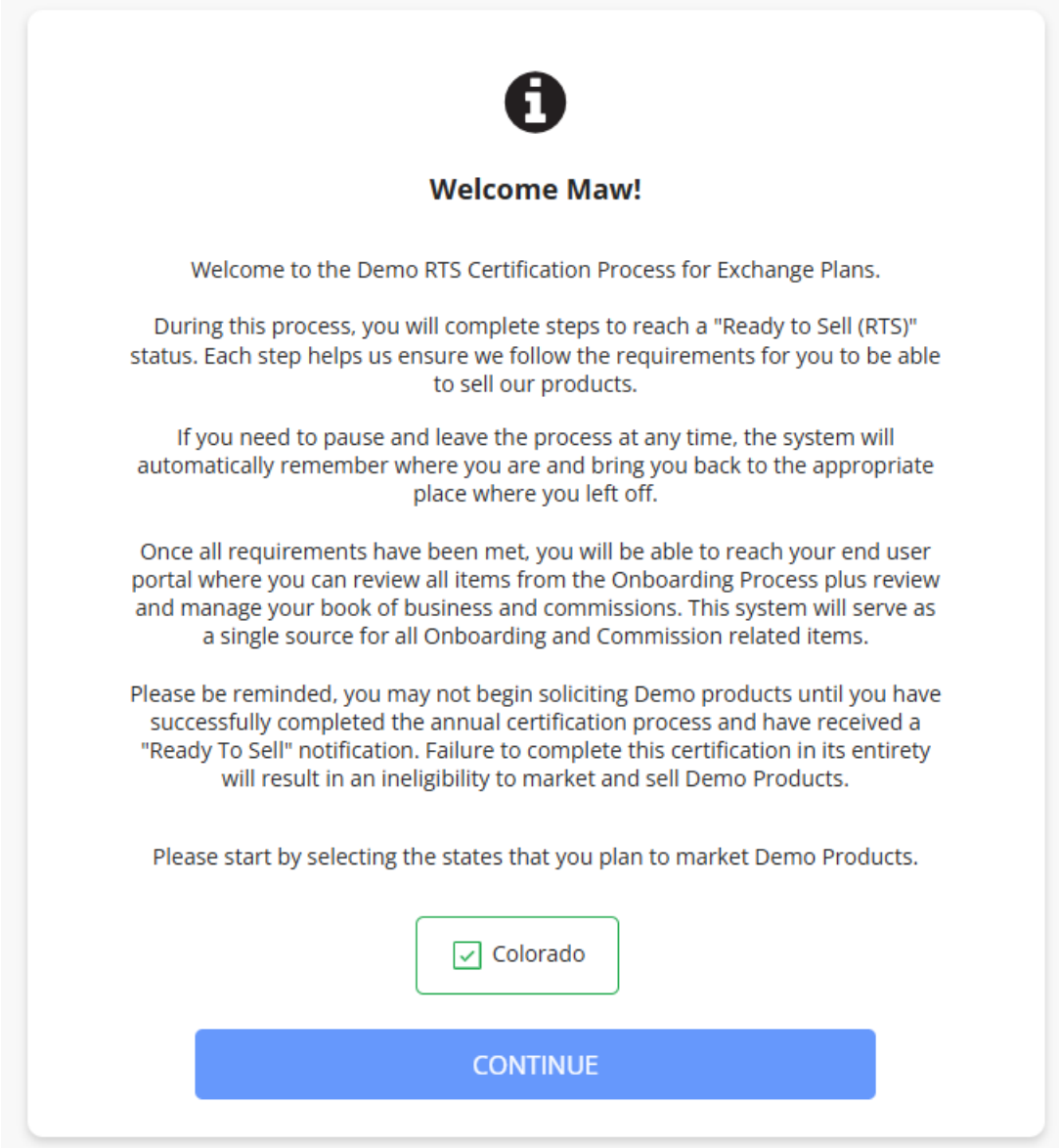
Once 2FA is setup you will be directed to the welcome screen which is your hub to see all active profiles, invitations and active credentialing.



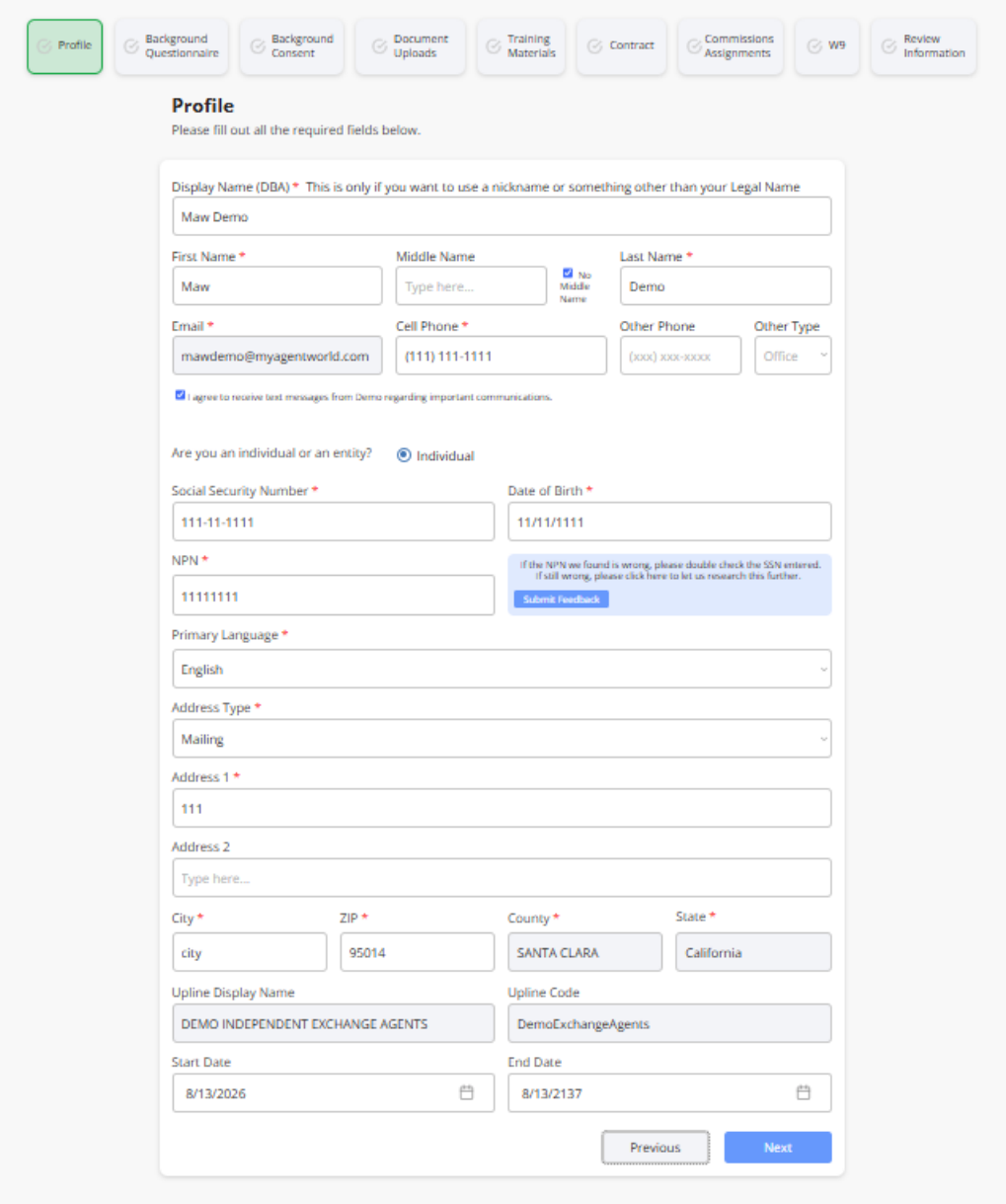
In the Invite section you will see an invite for the current year. Click “Start Credentialing” to start the credentialing process.

ANNUAL CREDENTIALING STEPS

1. **Confirm Colorado as a Selling State**
   After reading the intro message you can continue to proceed to step 1.



2. Fill In Your Profile s Contact Info
Fill in all required fields marked with an asterisk (*).

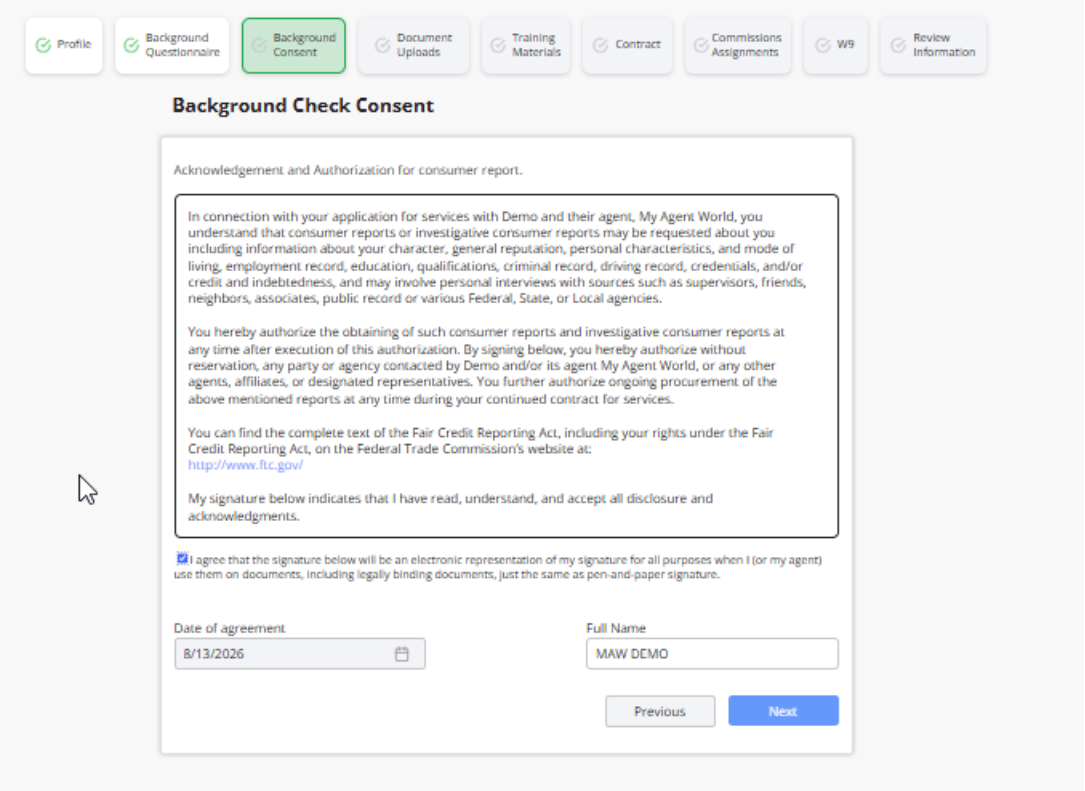


Mobile Updates: We highly recommend adding your cell phone number so we can send you real-time status updates and important communications.

Mailing Address: Ensure your mailing address is correct, as this is used for commission payments if you do not choose Direct Deposit later.

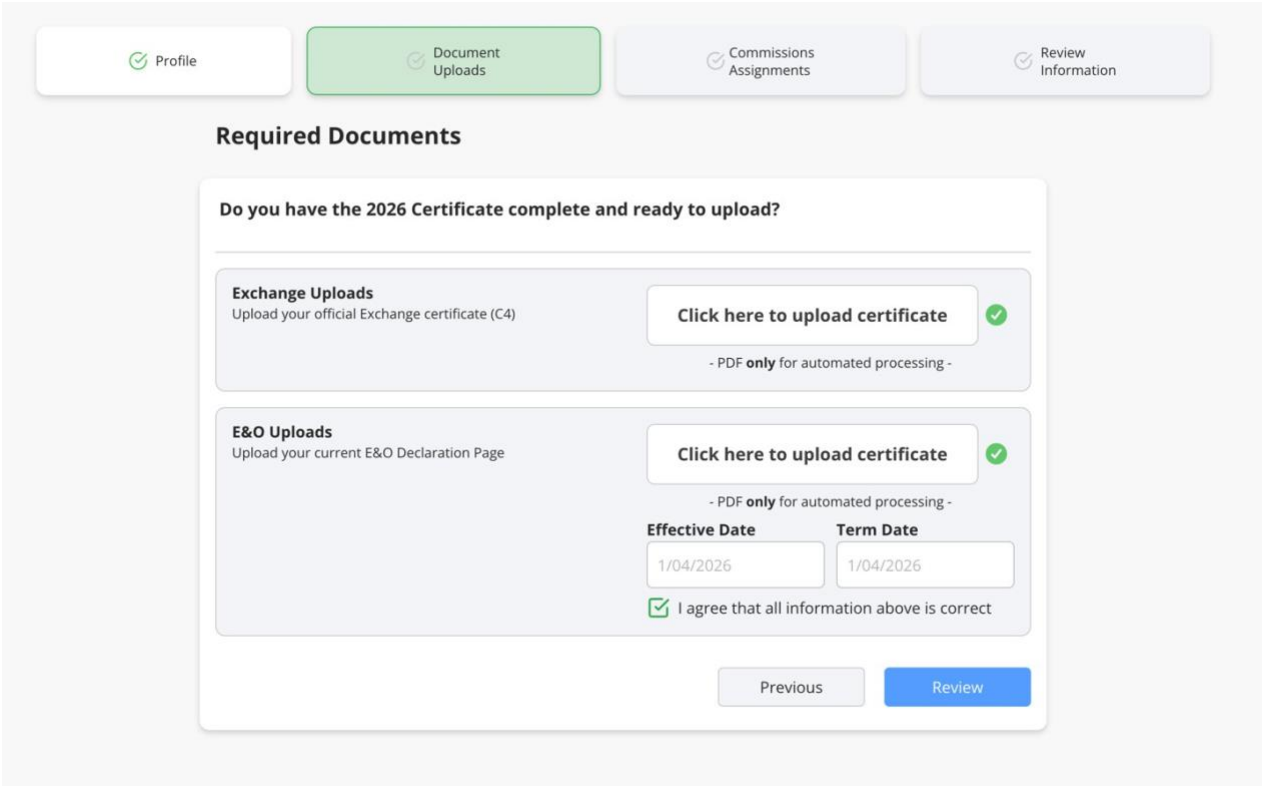
3. Background Check Consent

In order to sell for Colorado Access, you must consent to a background check. We are only doing a minimal check to make sure you are not on any exclusion lists that might prohibit you from selling insurance.



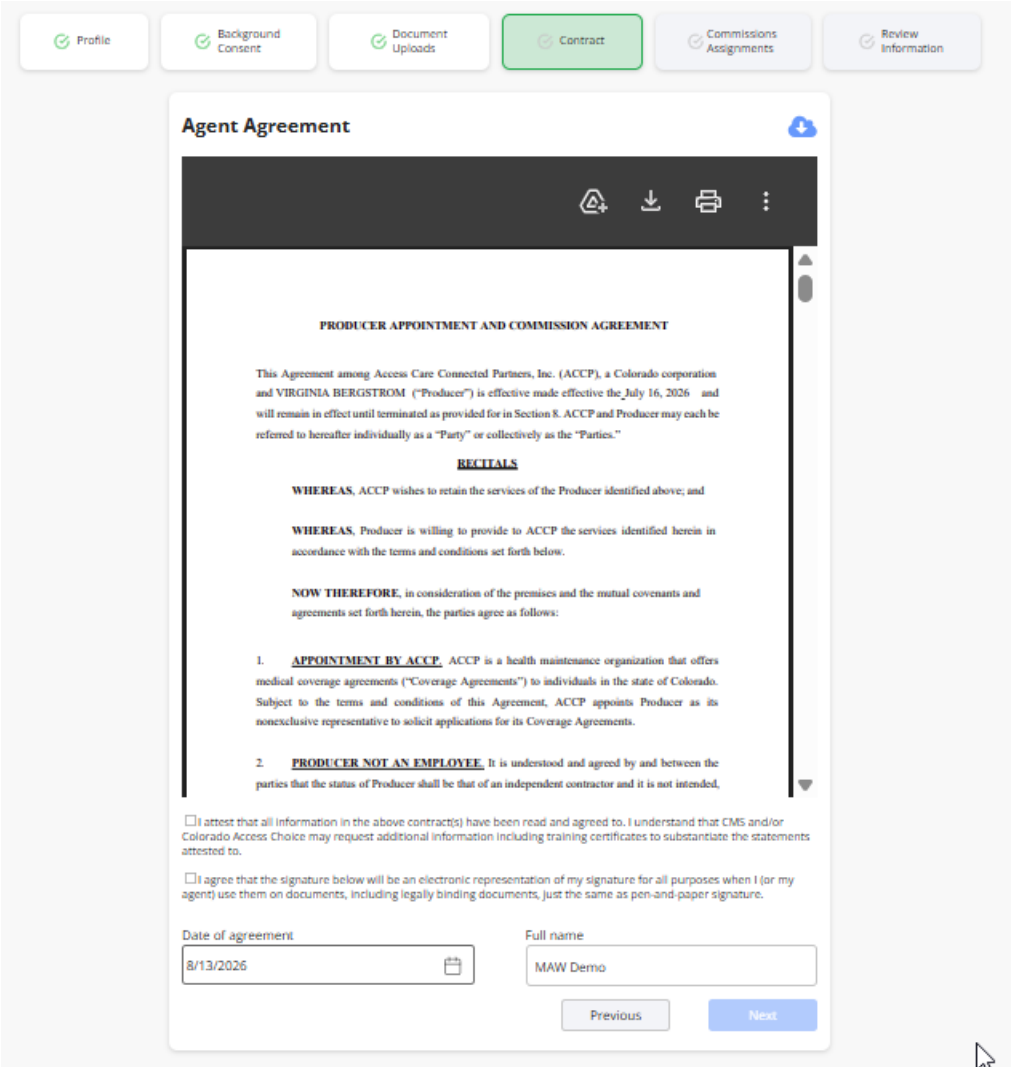
4. Document Uploads

Upload your C4 and E&O Documents



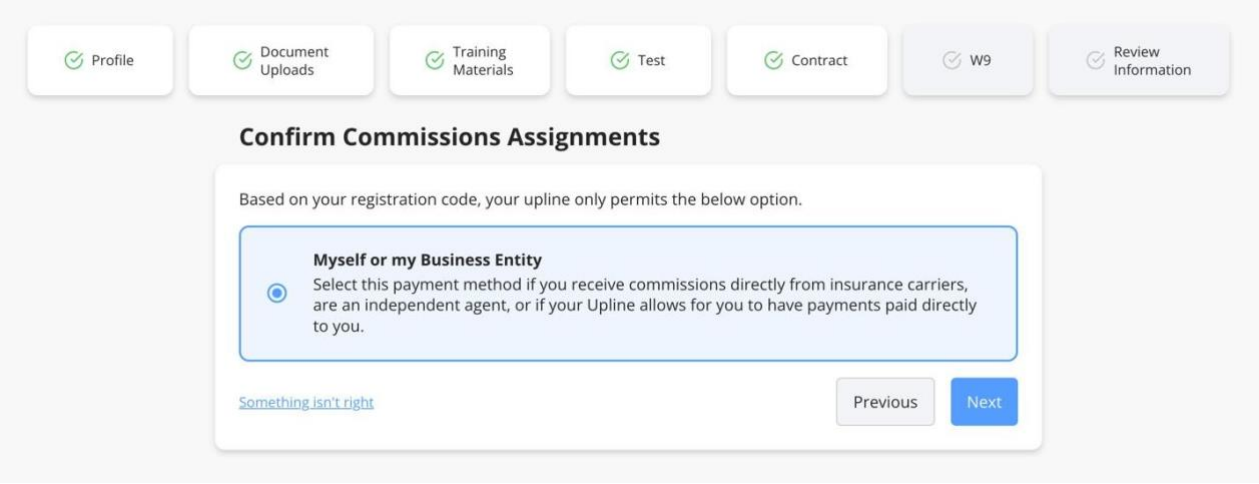
5. Contract Agreement

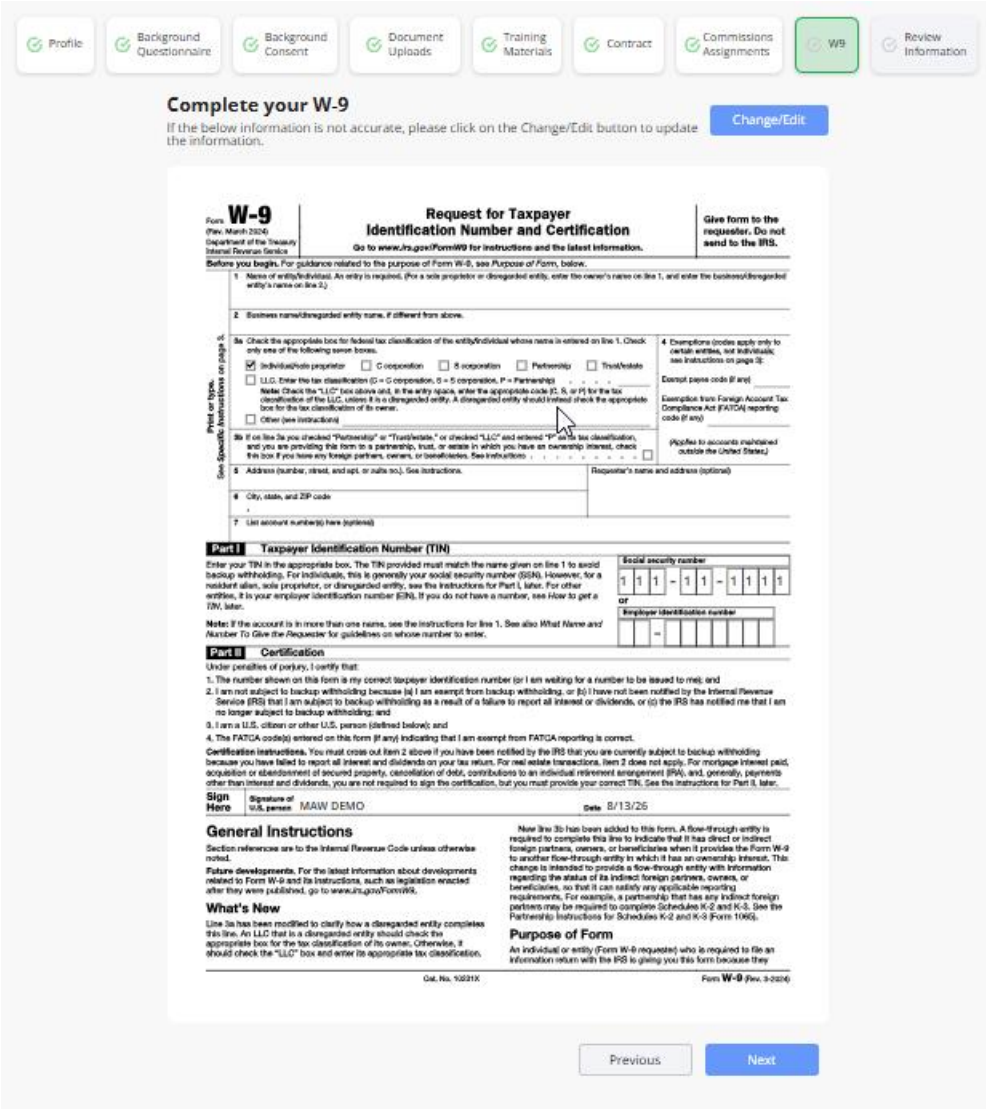
Read and digitally sign the agreement.



6. Commission Assignments

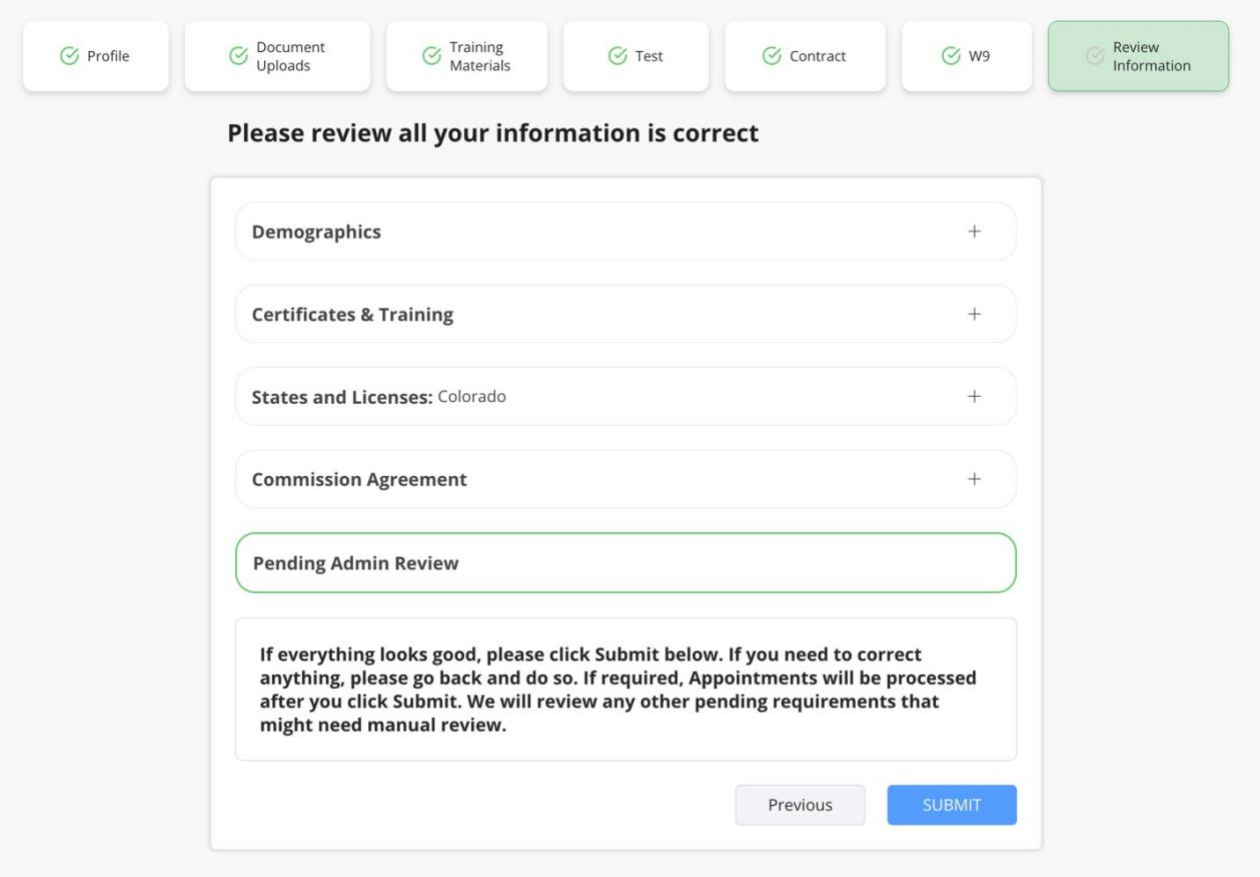
Confirm your commission assignments and fill out a W9.





7. Final Review

Review all information you inputted and click “SUBMIT”.

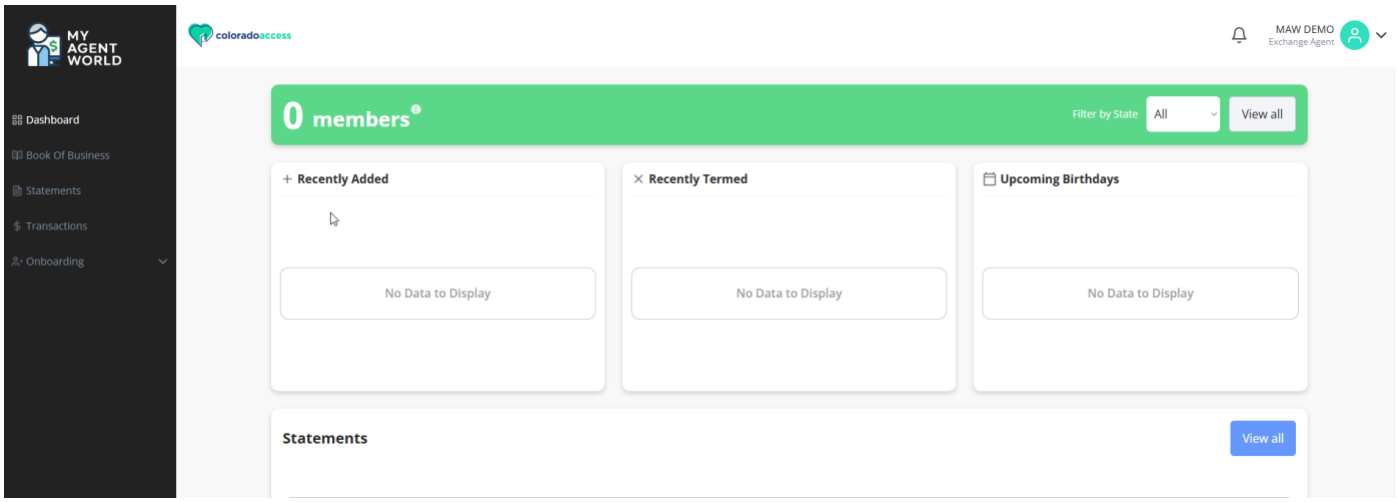


NEXT STEPS

Congratulations! You have completed the onboarding process. You will receive an email when you are appointed and ‘Ready to Sell’.

You also now have access to your full Portal where you can view your submitted information, maintain your Onboarding information, and monitor your Book of Business. Please note that there won’t be too much to see at first, but once you get selling, information will be added.

Please reach out to the Commissions Team at James.Moses@coaccesschoice.com with any additional questions.


MY AGENT WORLD
colorado access
MAW DEMO
Exchange Agent
Dashboard
Book Of Business
Statements
Transactions
Onboarding
0 members
Filter by State
All
View all
Recently Added
No Data to Display
Recently Termed
No Data to Display
Upcoming Birthdays
No Data to Display
Statements
View all