

Welcome to CPHL's Onboarding page!
Thank you for your interest in joining our Dream Team.

To initiate the onboarding process, please follow the steps below:

1. Please fill out the contact sheet and upload the following documentations [here](#).
 - Download, sign and reupload the signed IAs agreement
 - Upload your active and valid NYS Accident and Health License copy must be at least 3 months from expiration date
 - Upload your E&O policy documentation
 - Upload your filled and signed W9
 - Upload a copy of ID e.g. Passport, Green card or (Driver's license with Social Security) these are required for your Form I-9 support, you will receive a separate link and access to fill the I-9 form later once your application is received
- Download, sign and reupload the BAA (HIPAA agreement)

2. Please submit completed forms to ensure expedited processing: Once we receive your submission, you will proceed to complete the training:
 - You will receive a link to authorize a background check.
 - You will receive an email within 48-72 hours with log in credentials to our e-learning site e-leap where you can take your certification course and exam.
 - You will receive an email from HR with log in credential to Day Force where you will complete additional company training and your I-9 Form
 - Once you satisfactorily complete all trainings and attain a passing score of certification exam, you will be receiving the following communication from us:
 - You will receive a notification of RTS (READY TO SELL) by email which means you have been appointed with CPHL.
 - You will receive log in credentials to request supplies and to access our enrollment platform Case Tracker and a Tutorial on how to use it.
 - An Enrollment Report will be sent to you every week to track your business with CPHL, a summary of all enrollments will be attached to commission payments as depicted in the IAs agreement.