

RitterIM.com Quick-Start Guide





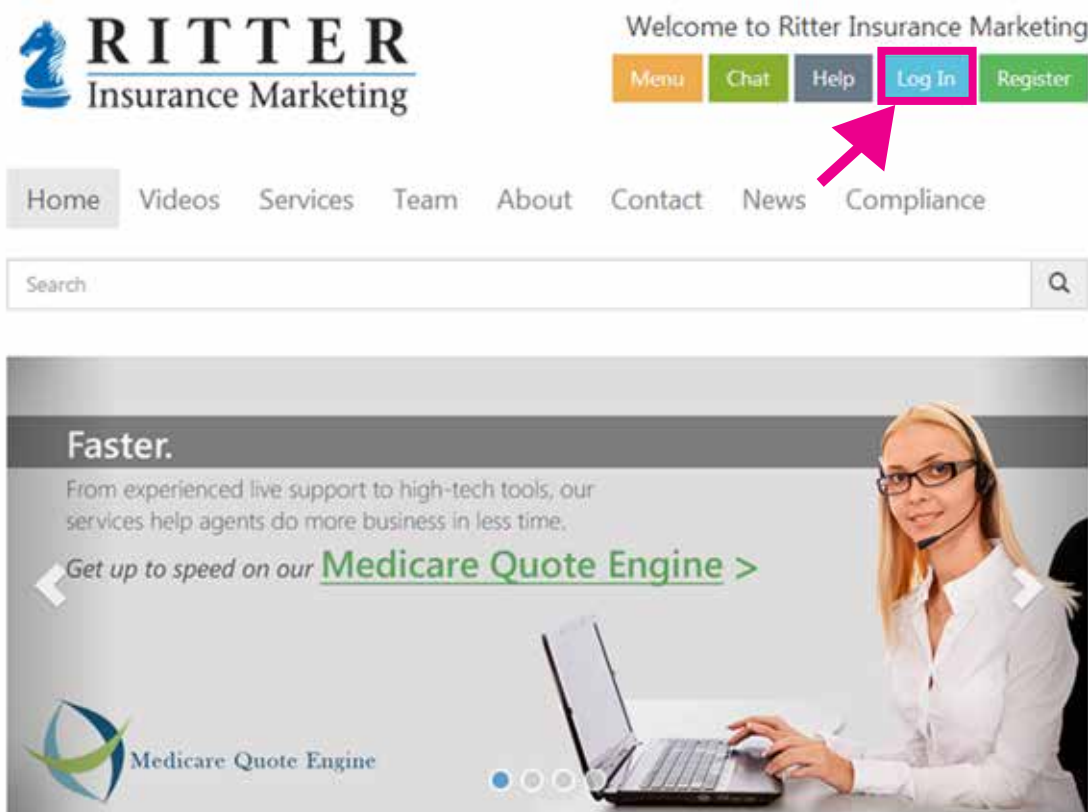
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<i>(Applications, rate sheets, and more downloads)</i>	



How to Log into RitterIM.com

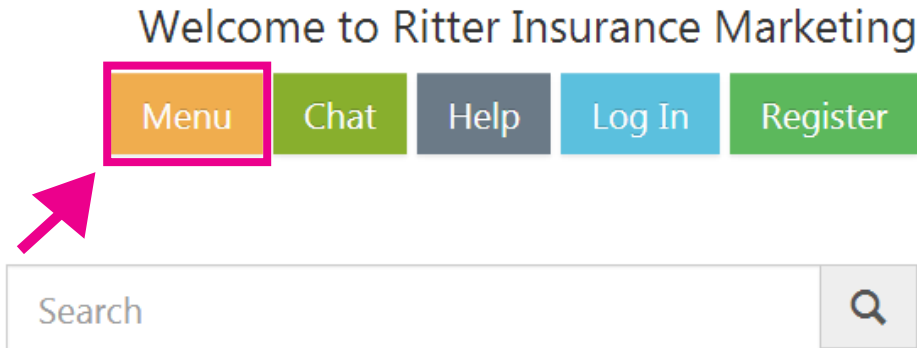
1. Go to **www.ritterim.com** and click on the **Log In** button at the top right-hand side of the screen. Enter the same username and password that you use to log into our website now.



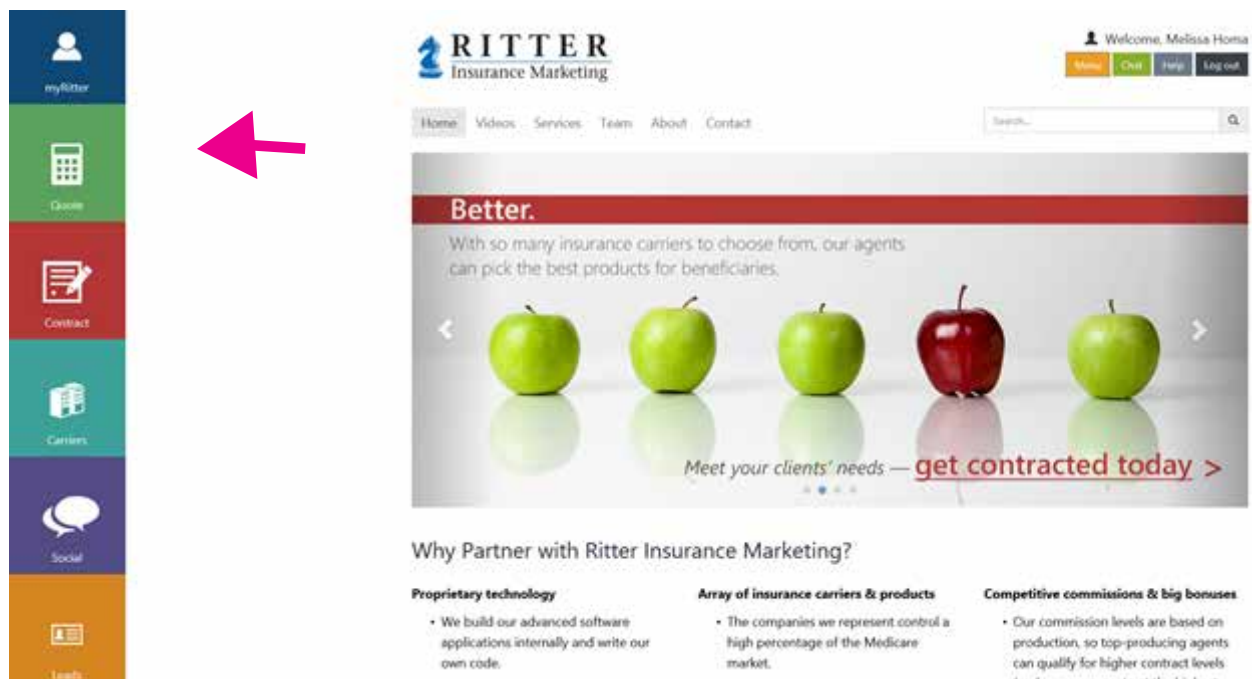


How to Use the Menu Button

1. Click on the **Menu** button at the top right-hand side of the homepage.



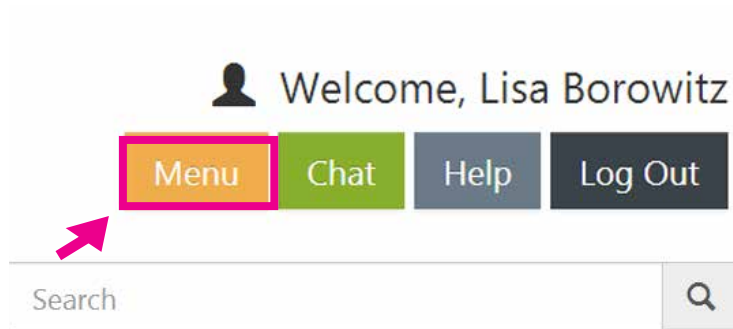
2. Once you click on the **Menu** button, our Menu will appear to the left of the screen. It features the following options: myRitter, Quote, Contract, Carriers, Social, and Leads. Click on an option to be taken to its corresponding page.



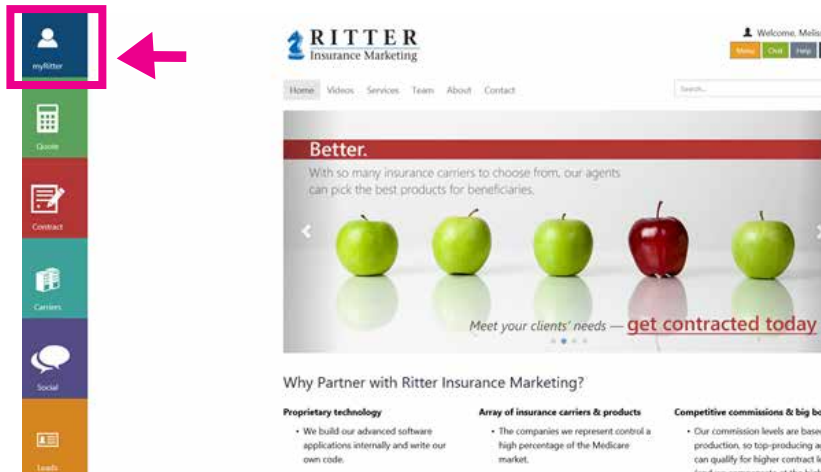


How to Access myBiz

1. Click on **Menu**.



2. Once the Menu appears, select the **myRitter** option.



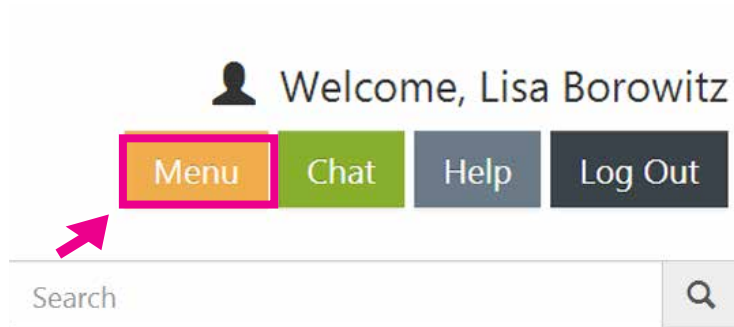
3. When you reach the myRitter page, scroll down to the bottom of the page until you find the **myBiz App**.



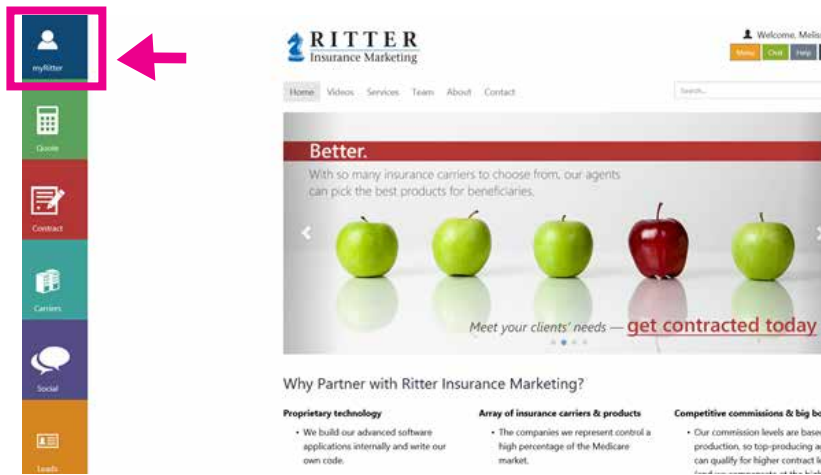


How to Access Your CRM

1. Click on **Menu**.



2. Once the Menu appears, select the **myRitter** option.



3. When you reach the myRitter page, you will see the **CRM** tools that are available to you.





How to Access Your CRM

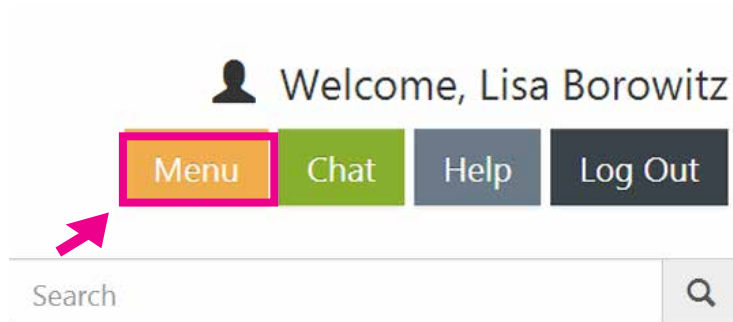
4. Click on **Dashboard** to see the overview of your CRM.



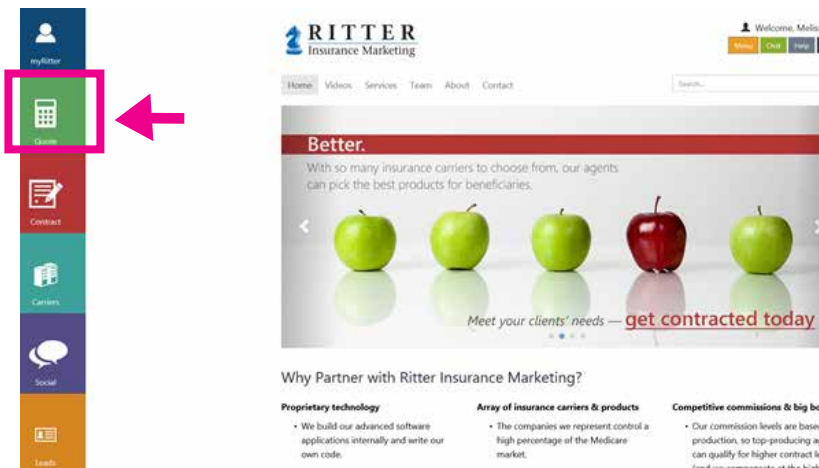


How to Access the Medicare Quote Engine

1. Click on **Menu**.



2. Once the Menu appears, select the **Quote** option.



3. You will be taken to the **Medicare Quote Engine**.

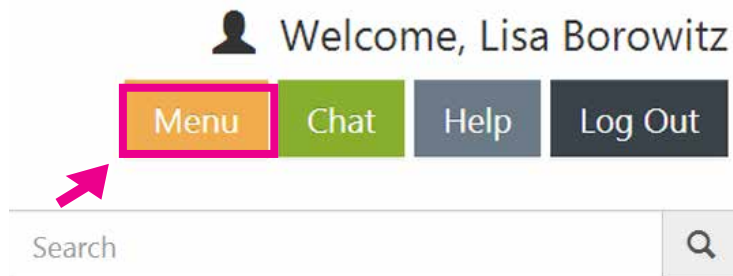




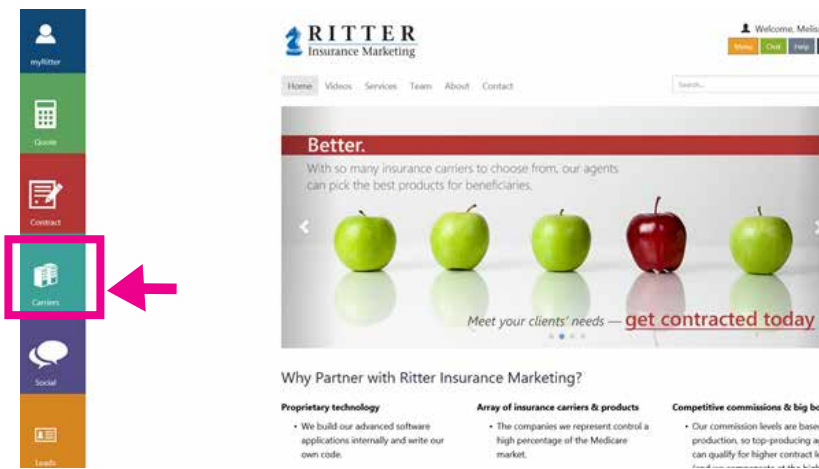
How to Access Carrier Documents

(Applications, rate sheets, and more downloads)

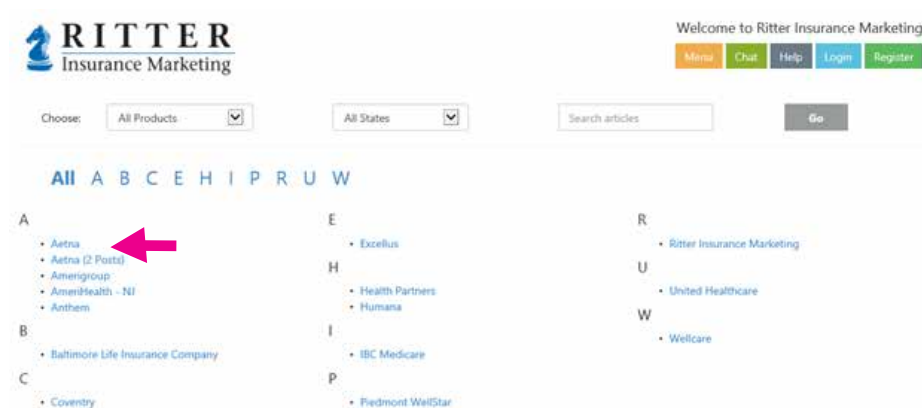
1. Click on **Menu**.



2. Once the Menu appears, select the **Carriers** option.



3. Choose your desired carrier from the alphabetical list.





How to Access Carrier Documents

(Applications, rate sheets, and more downloads)

4. Click on **Downloads**.

The screenshot shows the Ritter Insurance Marketing website interface. At the top left is the Ritter Insurance Marketing logo. At the top right, there is a user greeting "Welcome, Melissa Homa" and buttons for "Menu", "Chat", "Help", and "Log out". Below the logo, there are navigation links: "Carriers*", "Editors*", "Search Posts*", and "Search Attachments*". A search bar is located on the right side. A breadcrumb trail shows "Home > Company List > Aetna > Downloads", with the "Downloads" link highlighted in a red box and a red arrow pointing to it. The main content area features the Aetna logo and a "Company Information" section. The "Company Information" section includes details for the "National Broker Service Unit", such as hours, phone numbers, and Medicare information. It also includes an "Enrollment Status" section with instructions for status checks and a "Claims" section with submission address and phone numbers. On the right side, there is a sidebar menu with links for "Company Information", "Submitting Business", "Commissions", "Certification", and "Supplies".



How to Access Carrier Documents

(Applications, rate sheets, and more downloads)

RITTER
Insurance Marketing

Welcome, Melissa Homa
Menu Chat Help Log out

Carriers* Editors* Search Posts* Search Attachments* Search...

Home / Company List / Aetna / Downloads

Step 1 - Select States Step 2 - Select Products Step 3 - Select Resources Step 4 - Download Files

Aetna

AK	AL	AR	AZ	CA	CO	CT
DC	DE	FL	GA	HI	IA	ID
IL	IN	KS	KY	LA	MA	MD
ME	MI	MN	MO	MS	MT	NC
ND	NE	NH	NJ	NM	NV	NY
OH	OK	OR	PA	RI	SC	SD
TN	TX	UT	VA	VT	WA	WI
WV	WY					

6. Pick your desired **product**.

CriticalIllness	Dental	HospitalIndemnity
Medicare Part D	MedicareAdvantage	

7. Select the **documents** you need.

Applications	Certification	CMSApprovedMaterials
Forms	ProductAvailability	SalesMaterials
ScopeOfAppointment		

8. Click on **Download**.

States	Name	Products	Resources	
PA	2013 Aetna Scope of Appointment...	MedicareAdvantage	ScopeOfAppointment	Download
PA	Aetna Online Enrollment Authorization...	MedicareAdvantage	Applications	Download

Note: After you click on **Download**, a pop-up may appear asking you if you want to open the document. Please disable your pop-up blockers for this site.