The online Event Submission Tool makes the planning and execution of your events easy. When you have a new event to submit, it's important to follow these steps for a simple, stress-free experience.
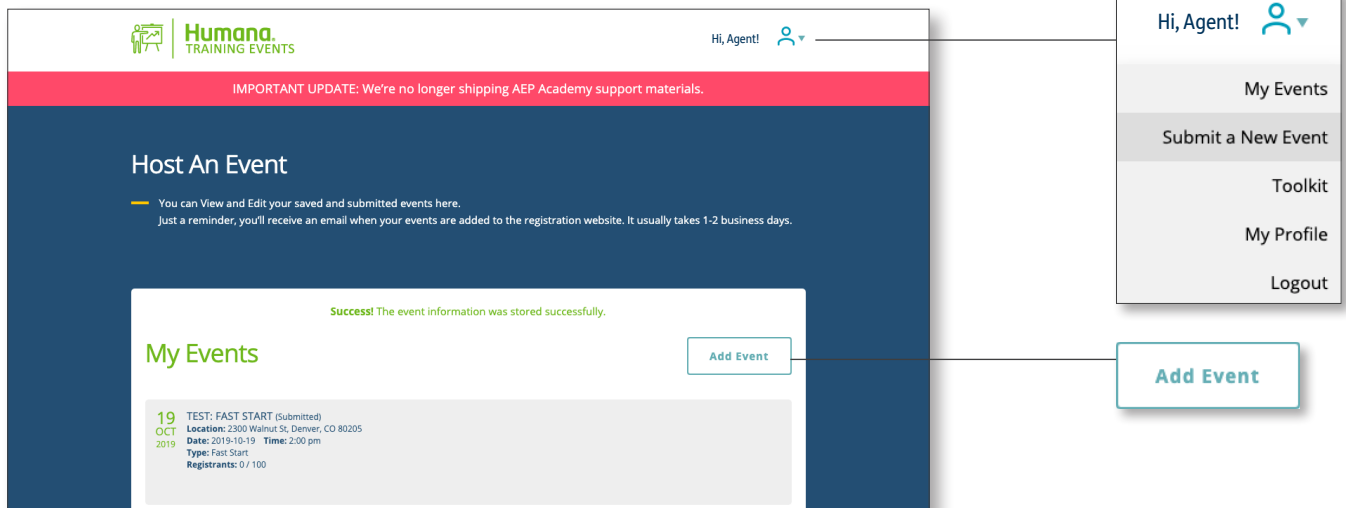
STEP 1: Log In

Use your assigned credentials to log in at **humanamarketsupport.com** (email **ebonn@humana.com** if you do not have your credentials). You'll be taken to the **My Events** page.
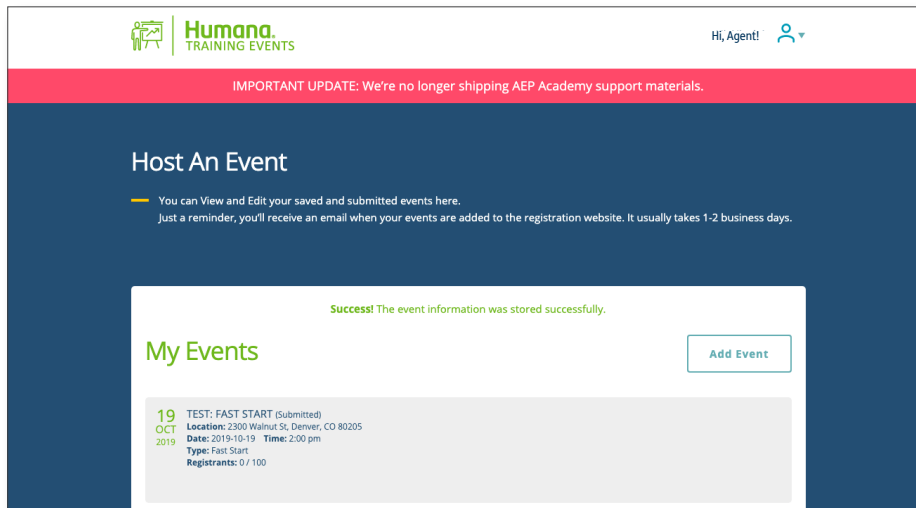
STEP 2: Navigate to the Submission Form

There are two ways to add a new event:

> a. From the **My Events** page, click the **Add Event** button.

OR

> b. Or, from the dropdown menu in the top right corner next to your name, select **Submit a New Event**.

STEP 3: Fill Out Your Event Information

Fill out the form to the best of your ability. If you don't have all your information yet, you can always click Save Your Progress at the bottom of the page and finish the form at a later time.

New! Event Type
Use this dropdown menu to select the event category that best describes your event.

Event Type *
AEP Academy / AEP Market Rollouts

Event Name *
Enter the event name.

Event Name
Think of your Event Name as a sub-category for the Event Type. If you're hosting a Fast Start, the event name could just be *Fast Start*. However, if the category is something like *MA Plans and Other Retail Products*, the event name might be *Dental, Vision and PDP*.

Event Information
Add your event here. You can view, edit, clone or add more events after submitting.

Event Type *
AEP Academy / AEP Market Rollouts

Event Name *
Enter the event name.

Event Date * | **Event Time** * 06:00 am | **Timezone** Eastern Time

Event Location Name Enter the event location name. | **Event Location Address** * Enter the event location address.

City * Enter the event location city. | **State** * Alabama | **Zip Code** * Enter the event location zi

Event Market Enter the event market. | **Event Capacity** * Enter the event capacity.

Will this event be hosted in Spanish?

Is this event private?

Event Notes
Enter your event description and/or any other event notes, i.e. Breakfast and coffee will be served.

Public vs. Private Events
Public events will be displayed on the Agent-facing Ignite website so any Agent can register. If you submit a private event, you'll receive a private URL to send to Agents you'd like to invite in 1-2 business days..

Is this event private?

⚠ IMPORTANT

STEP 4: Save or Submit

Save Your Progress

Submit Your Event

a. If you don't have all the information to complete every field, just click Save Your Progress. You can go back and finish the form later.

b. Only click Submit Your Event when the form is complete and accurate. Once you submit, it will be more difficult to make changes.

Have questions? Want more information or support?

Contact Elizabeth Bonn at **ebonn@humana.com**.