

Highmark/HHIC Producer Appointment Checklist

If appointing an Agency:

- Producer Appointment Information Form (Business)
- Producer Appointment Agreement (Business)
- Conflict of Interest Disclosure Statement (Business)

| To be Appointed for: | |
|---|--------------------------------------|
| Highmark, Inc. | HHIC |
| <input type="checkbox"/> Page 2 | <input type="checkbox"/> Page 10 |
| <input type="checkbox"/> Pages 3-4 | <input type="checkbox"/> Pages 11-12 |
| <input type="checkbox"/> Pages 17-20 (applies for both) | |

If appointing a Producer(s) of the above Agency

- Producer Appointment Information Form (Individual)
- Producer Appointment Agreement (Individual)

| | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Page 6 | <input type="checkbox"/> Page 14 |
| <input type="checkbox"/> Pages 7-8 | <input type="checkbox"/> Pages 15-16 |

If appointing a Producer without an Agency:

- Producer Appointment Information Form (Individual)
- Producer Appointment Agreement (Individual)
- Conflict of Interest Disclosure Statement (Individual)

| | |
|---|--------------------------------------|
| <input type="checkbox"/> Page 6 | <input type="checkbox"/> Page 14 |
| <input type="checkbox"/> Pages 7-8 | <input type="checkbox"/> Pages 15-16 |
| <input type="checkbox"/> Pages 21-24 (applies for both) | |

If adding a new Producer to an Agency that is appointed:

- Producer Appointment Information Form (Individual)
- Producer Appointment Agreement (Individual)
- Conflict of Interest Disclosure Statement (Individual)

| | |
|---|--------------------------------------|
| <input type="checkbox"/> Page 6 | <input type="checkbox"/> Page 14 |
| <input type="checkbox"/> Pages 7-8 | <input type="checkbox"/> Pages 15-16 |
| <input type="checkbox"/> Pages 21-24 (applies for both) | |

In addition to the information above, please include the information contained on the appropriate Producer Appointment Information Checklists found on pages 1, 5, 9 & 13.