

## **Annual FFM Registration Requirements**

All agents and brokers participating in the FFM must complete registration on the CMS Enterprise Portal at <https://portal.cms.gov> (i.e., create an FFM user account, select the agent/broker role, and complete identity proofing) if they have not done so previously.

To continue participation in the Federally-facilitated Individual Marketplace each year, agents and brokers must also complete a Marketplace Learning Management System (MLMS) profile, complete the required training and exams, and execute the Individual Marketplace Agreements (i.e., General and Privacy & Security Agreement). To begin this process, agents and brokers must log in to the CMS Enterprise Portal at <https://portal.cms.gov> with their existing credentials.

To continue participation in the Federally-facilitated SHOP Marketplace each year, agents and brokers must also complete an MLMS profile and execute the FF-SHOP Agreement, and are strongly encouraged to complete the associated training and exams. To begin this process, agents and brokers must log in to the CMS Enterprise Portal at <https://portal.cms.gov> with their existing credentials.

For plan year 2016, agents and brokers can complete the CMS-developed training on the MLMS or through a CMS-approved vendor. Agents and brokers will access both the CMS-developed training and CMS-approved vendor training via the CMS Enterprise Portal. For more information on the CMS-approved vendors, click [here](#).