

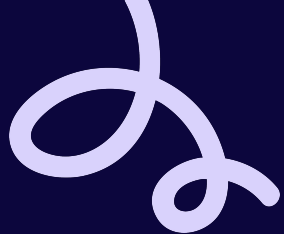
Broker Portal Guide

brokers@mending.com

www.mending.com/brokers

How to...

1. Log into the Broker Portal
2. Quoting
3. Search for People & Groups
4. Check Member/Group Billing
5. Download ID cards
6. Commissions



1. Logging in

Step 01

Go to mending.com and click or hover over the **Brokers** tab on the top navigation menu bar. You can **Login** from the drop down menu or...



Mending Shop Plans ▾ Members ▾ **Brokers ▾** Employers ▾ Providers [Enroll now](#)

Login
Resources

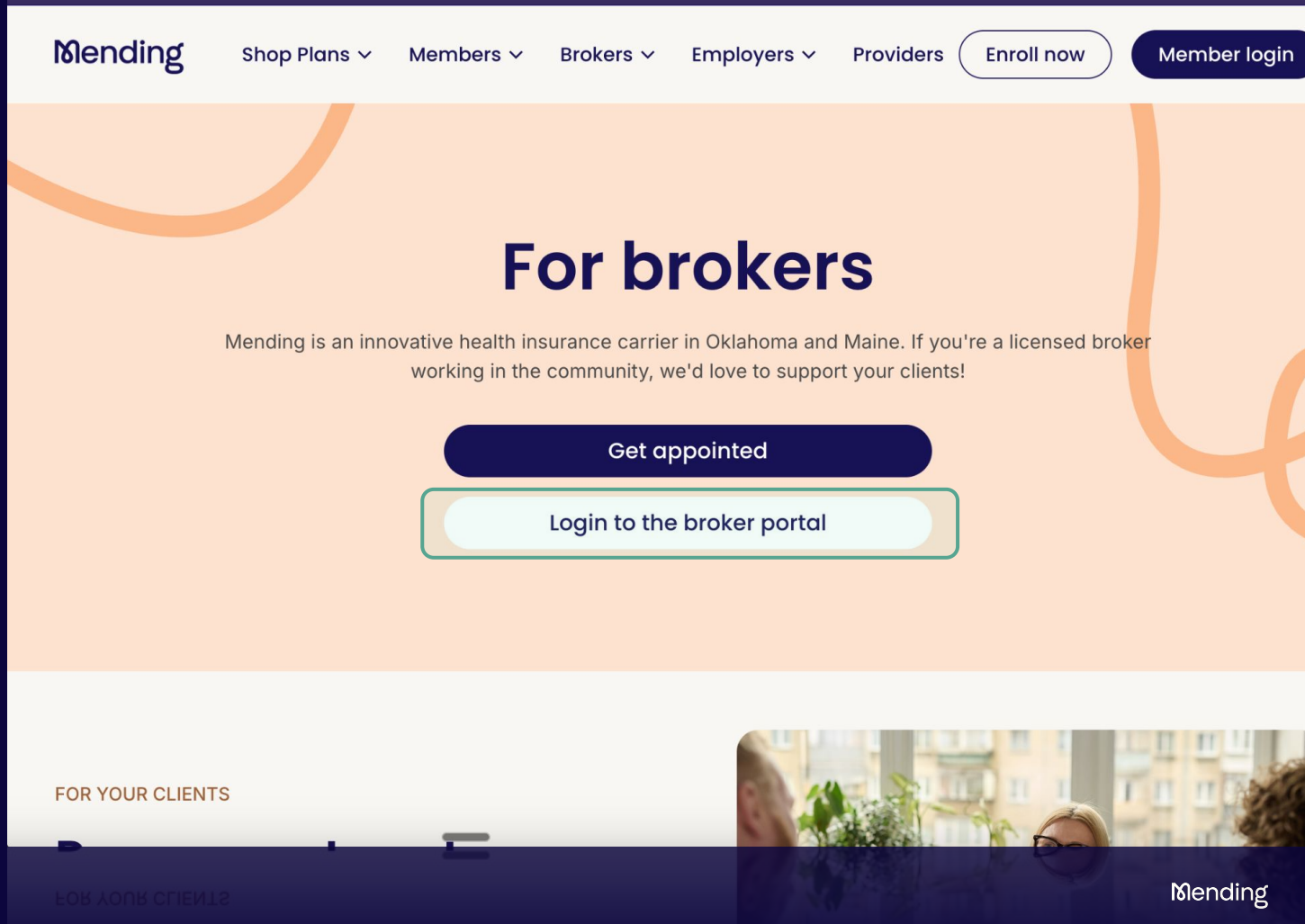
Spend less & get more from your health insurance.

You'll love our **low cost, low deductible** health insurance plans – the only ACA Marketplace plans in Maine and Oklahoma with free, unlimited primary care and mental health visits.

Zip code [Get started](#)

Step 02

If you happen to find yourself on the **Brokers** landing page you can **Login** from there as well.



The screenshot shows the Mending website's 'For brokers' landing page. The header features the Mending logo and navigation links: Shop Plans, Members, Brokers, Employers, and Providers. There are also buttons for 'Enroll now' and 'Member login'. The main content area has a large heading 'For brokers' and a subheading stating that Mending is an innovative health insurance carrier in Oklahoma and Maine, offering support for licensed brokers. Two buttons are present: 'Get appointed' and 'Login to the broker portal', with the latter highlighted by a green border. The footer includes the text 'FOR YOUR CLIENTS' and a photo of people in an office setting.

Mending Shop Plans ▾ Members ▾ Brokers ▾ Employers ▾ Providers [Enroll now](#) [Member login](#)

For brokers

Mending is an innovative health insurance carrier in Oklahoma and Maine. If you're a licensed broker working in the community, we'd love to support your clients!

[Get appointed](#)

[Login to the broker portal](#)

FOR YOUR CLIENTS

FOR YOUR CLIENTS

Mending

Step 03

Once you're in the **Login** page fill out the required fields.



Returning User

User Name

Password

LOGIN

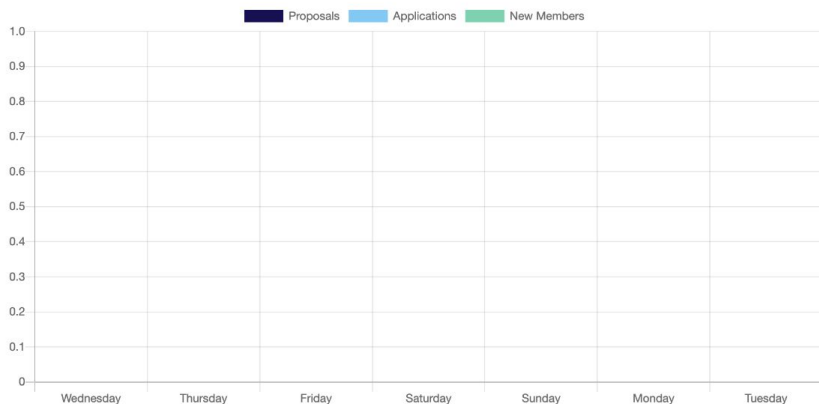
[Forgot password?](#)
[Forgot username?](#)

Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

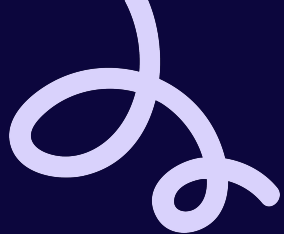
\$ Total Premium Per Month

\$0

Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

Welcome to the Brokers Dashboard.

Here you can see your book of business, access our quoting, billing, and commission modules.



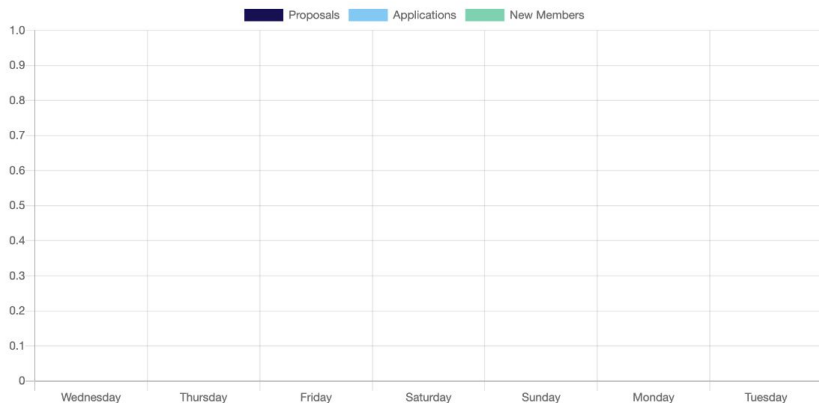
2. Quoting

Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

\$ Total Premium Per Month

\$0

Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

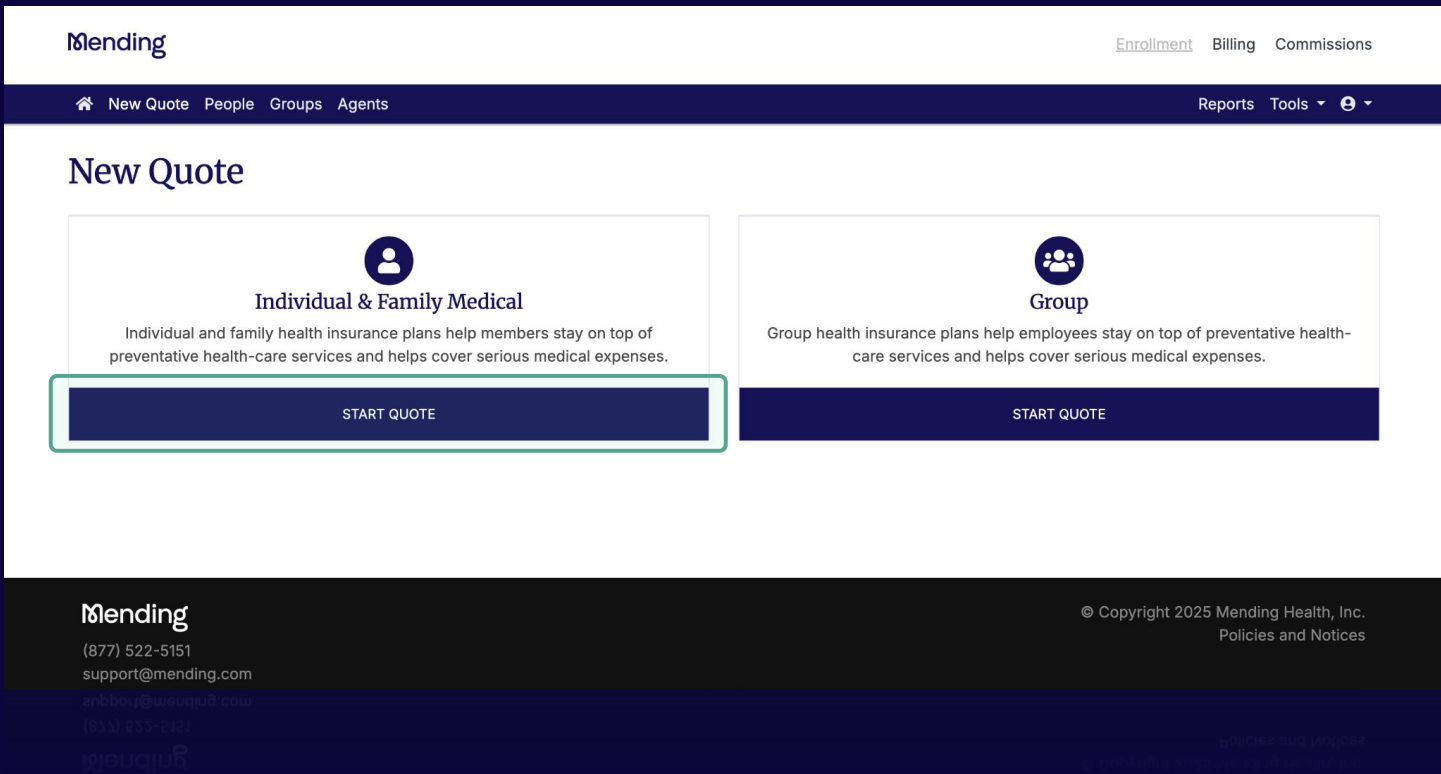
Step 01

To generate a new quote, click the **New Quote** tab option on the top blue menu bar.



Step 02

In this new page you can select to start a **New Quote** for **Individual & Families** or for **Groups** by clicking “Start Quote” under each category.



For Individuals & Families

Fill out the 4 step questionnaire to start the quoting process.

1. Start by adding the location's zip code.
2. Continue by clicking "Next".

Mending

[Enrollment](#) [Billing](#) [Commissions](#)

[New Quote](#) [People](#) [Groups](#) [Agents](#)

[Reports](#) [Tools](#) [⌵](#)

Proposal: Coverage Location & Effective Date

Step 1 of 4 - Fill out the information below to start the quoting process.

FIRST TIME QUOTING?

Open Enrollment for 2026 coverage will be Nov. 1, 2025 to Jan. 15, 2026. To apply for 2026 coverage today, you must qualify for a *Special Enrollment Period*. Current Year applications must be submitted with documentation of a qualifying life event. You may now browse plans and rates for 2026 coverage.

1

ZIP Code*

☐ Check for Tax Credit Eligibility

2

NEXT

Mending

(877) 522-5151
support@mending.com

[support@mending.com](#)
(877) 522-5151
Mending

© Copyright 2025 Mending Health, Inc.
Policies and Notices

[Contact Us](#) [Privacy Policy](#) [Terms of Service](#)

For Groups

Go back to the **New Quote** main page and click “Start Quote”.



Mending

EnrollmentBillingCommissions

New Quote

People

Groups

Agents

ReportsTools

New Quote

Individual & Family Medical

Individual and family health insurance plans help members stay on top of preventative health-care services and helps cover serious medical expenses.

START QUOTE

Group

Group health insurance plans help employees stay on top of preventative health-care services and helps cover serious medical expenses.

START QUOTE

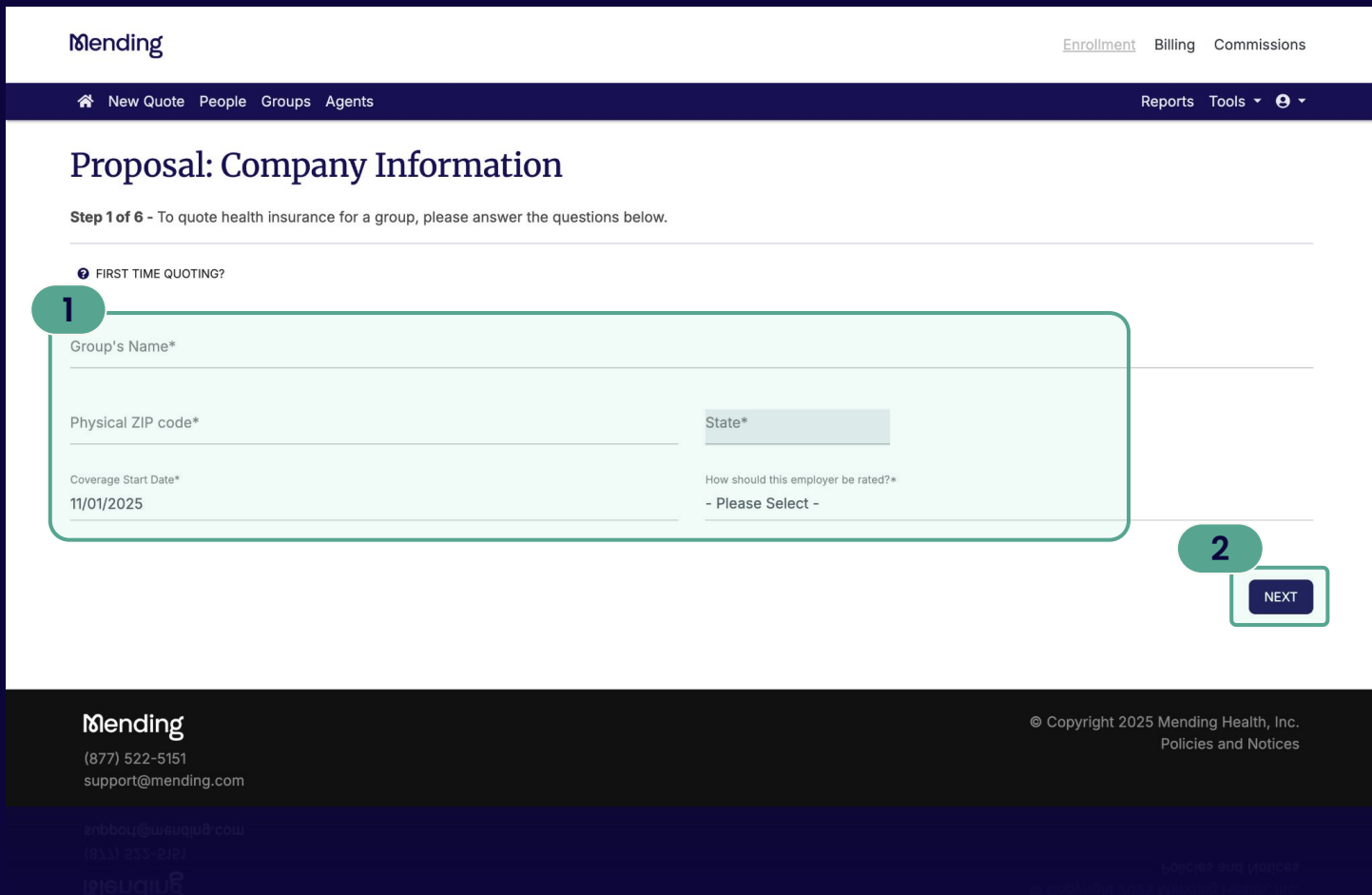
Mending

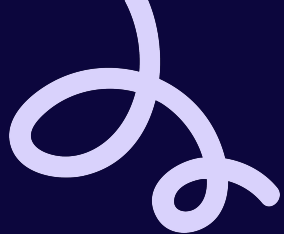
(877) 522-5151
support@mending.com
enbbou@sunuquid.com
(833) 255-2181

© Copyright 2025 Mending Health, Inc.
Policies and Notices

Fill out the 6 step questionnaire to start the quoting process.

1. Start by filling out the required **Group** fields.
2. Continue by clicking “Next”.





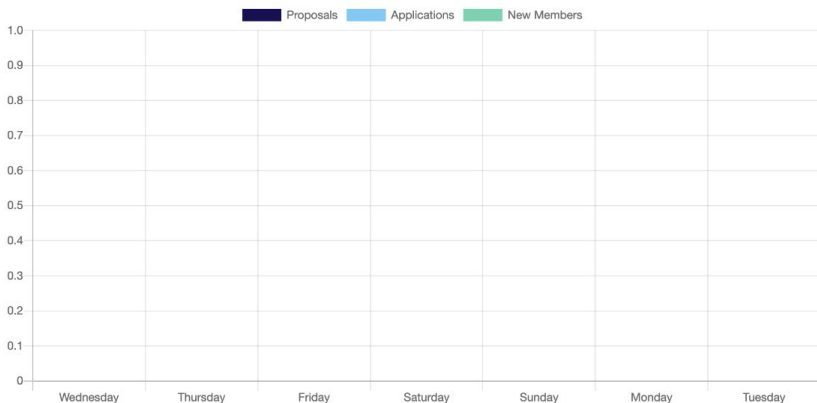
3. Searching for people & groups

Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

\$ Total Premium Per Month

\$0

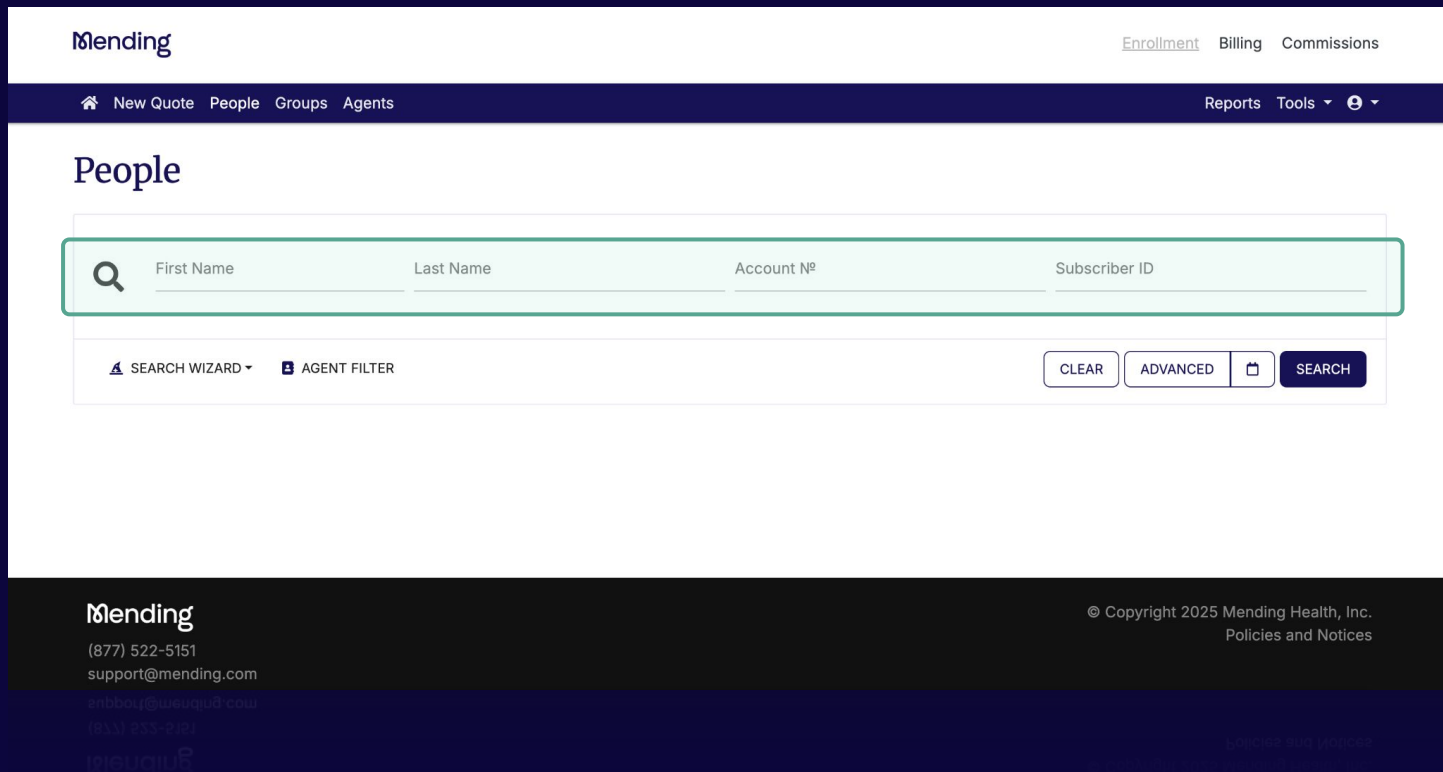
Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

For People

On the main Dashboard, click on the **People** tab located on the top blue menu bar.



To start your search for an individual fill out the required fields with the individual's information.

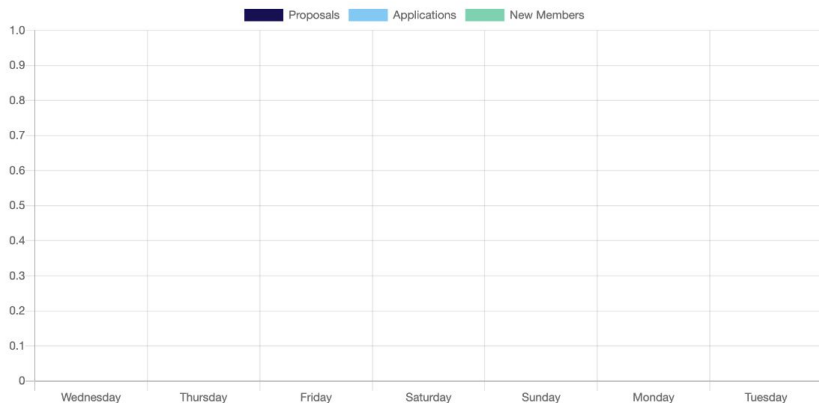


Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

\$ Total Premium Per Month

\$0

Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

For Groups

On the main Dashboard, click on the **Groups** tab located on the top blue menu bar.



For Groups

To start your search for a group fill out the required fields with the group's information.



Mending

EnrollmentBillingCommissions

New Quote

People

Groups

Agents

ReportsTools

Groups

Company Name

Account N°

Policy ID

SEARCH WIZARD

AGENT FILTER

CLEAR

ADVANCED

SEARCH

Mending

(877) 522-5151

support@mending.com

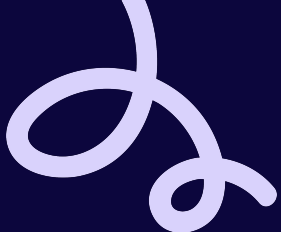
enrollment@mending.com

(833) 253-2121

MENDING

© Copyright 2025 Mending Health, Inc.

Policies and Notices



4. Checking member/group billing

Billing

On the main Dashboard, click on the **Billing** tab located on the top right corner menu.

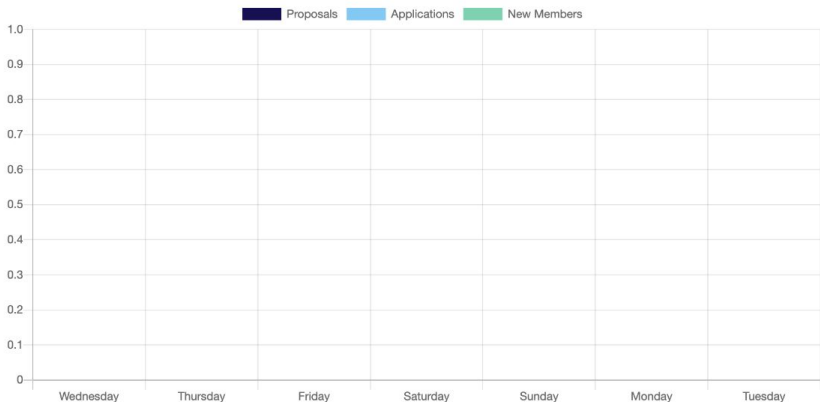


Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

\$ Total Premium Per Month

\$0

Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

For People

Begin your billing process by filling out the required fields with the individual's information, then click "Search".



Mending

Enrollment Billing Commissions

People Groups

People

Q

First Name

Last Name

Account N°

Subscriber ID

CLEAR

ADVANCED

SEARCH

Mending

(877) 522-5151

support@mending.com

© Copyright 2025 Mending Health, Inc.

Policies and Notices

support@mending.com

(877) 522-5151

Mending

Privacy and Policies

© 2025 Mending Health, Inc.

For Groups

Switch between People and Group billing pages by clicking on the top blue menu bar.

Begin your billing process by filling out the required fields with the group's information, then click "Search".



The screenshot shows the Mending web application interface. At the top, the 'Mending' logo is on the left, and navigation links for 'Enrollment', 'Billing' (highlighted), and 'Commissions' are on the right. Below this is a dark blue header bar with 'People' and 'Groups' tabs; 'Groups' is selected and highlighted with a green box. The main content area is titled 'Groups' and features a search bar with three input fields: 'Company Name', 'Account N°', and 'Policy ID'. The search bar is outlined with a green border. Below the search bar are three buttons: 'CLEAR', 'ADVANCED', and 'SEARCH' (highlighted with a dark blue background). The footer contains the Mending logo, contact information (phone, email, website), and copyright information.

Mending

Enrollment **Billing** Commissions

People **Groups**

Groups

Search

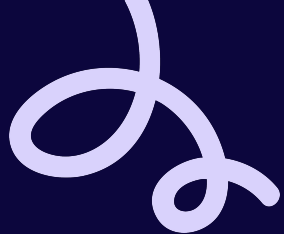
Company Name Account N° Policy ID

CLEAR ADVANCED SEARCH

Mending

(877) 522-5151
support@mending.com
mending.com
(811) 255-2121

© Copyright 2025 Mending Health, Inc.
Policies and Notices



5. ID Cards

ID Cards

From the mending.com website; navigate to **Brokers** then **Resources** and scroll down to Plan information module to find the **Client ID cards** option.



Mending

Shop Plans

Members

Brokers

Login

Resources

Employers

Providers

Enroll now

Member login

For brokers

Mending is an innovative health insurance carrier in Oklahoma and Maine. If you're a licensed broker working in the community, we'd love to support your clients!

Get appointed

Login to the broker portal

Plan information

Locate documents by state, group and plan type.

Plan documents (Maine)

Plan documents (Oklahoma)

Network & provider directory

Formulary directory

Client ID cards

ID Cards

From here you can
verify and
download your
clients ID cards in
real-time.



Mending

Find a Provider

Dashboard

Log in

Broker Tools

To access our broker tools, please enter you and your client's information:

Broker NPN

Broker NPN

Broker Last Name

Last Name

Plan State

-- Select State --

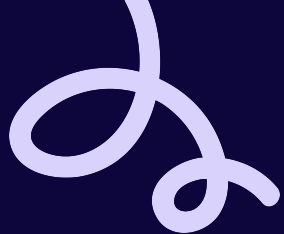
Plan Subscriber ID

Subscriber ID

Client Date of Birth

YYYY-MM-DD

Verify



6. Commissions

Commissions

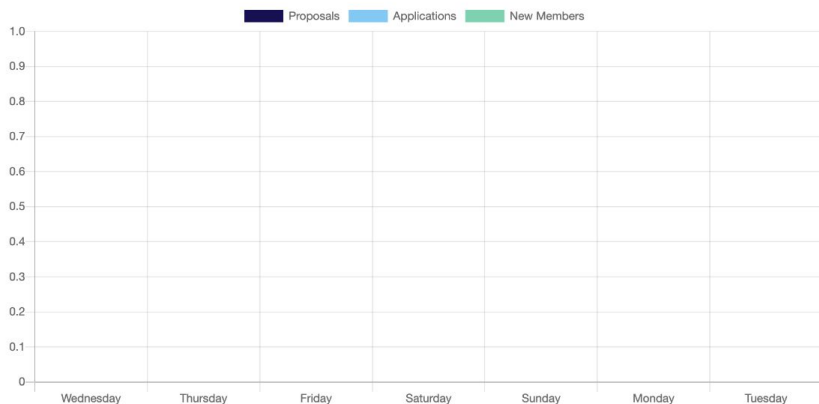
On the main Dashboard, click on the **Commissions** tab located on the top right corner menu.

Dashboard

Did you know? You can generate your own quote URL with the [Quote Code Generator](#). Paste the link in your emails or website to offer quoting with your agent number attached.

Activity

Daily Monthly



Activity chart lists records by creation date, not by effective date. *New Member* numbers are by person. *Proposal* and *Application* numbers are by policy. *Applications* are counted once an individual or employee selects a plan and starts their application. Listed numbers include all lines of business except *Proposals*, which does not include group data.

Active Members

0

Active Members includes both effectuated and non-effectuated members. Number updated hourly.

\$ Total Premium Per Month

\$0

Total Premium Per Month includes both effectuated and non-effectuated members. Number updated hourly.

Commissions

Here you can access your commission statements and view clients transaction history.



Mending

EnrollmentBillingCommissions

STATEMENTSTRANSACTIONSAGENTS

MY ACCOUNTLOGOUT

Monthly Statements

Payee☐

Agent☐

Agency☐

Statement Nº

#

Agent

First

Last

Months

- select multiple -

Years

- select multiple -

☒Pending

☒Finalized

SEARCH

CLEAR

© Copyright 2025 Mending Health, Inc.

Thank you!

For more info: mending.com/brokers
Contact us: brokers@mending.com