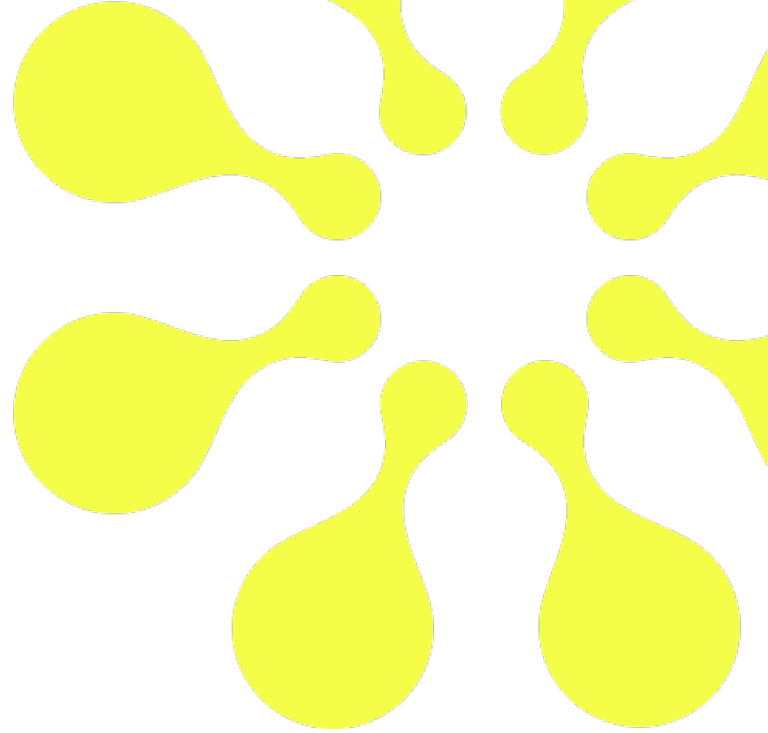




RECRUITER REFERENCE

Contracting & Certification Guide

Everything a new recruiter needs to complete contracting through Maximum Value Plans and pass certification through the Agent Recruitment Hub.



Part 1
Contracting



Part 2
Certification

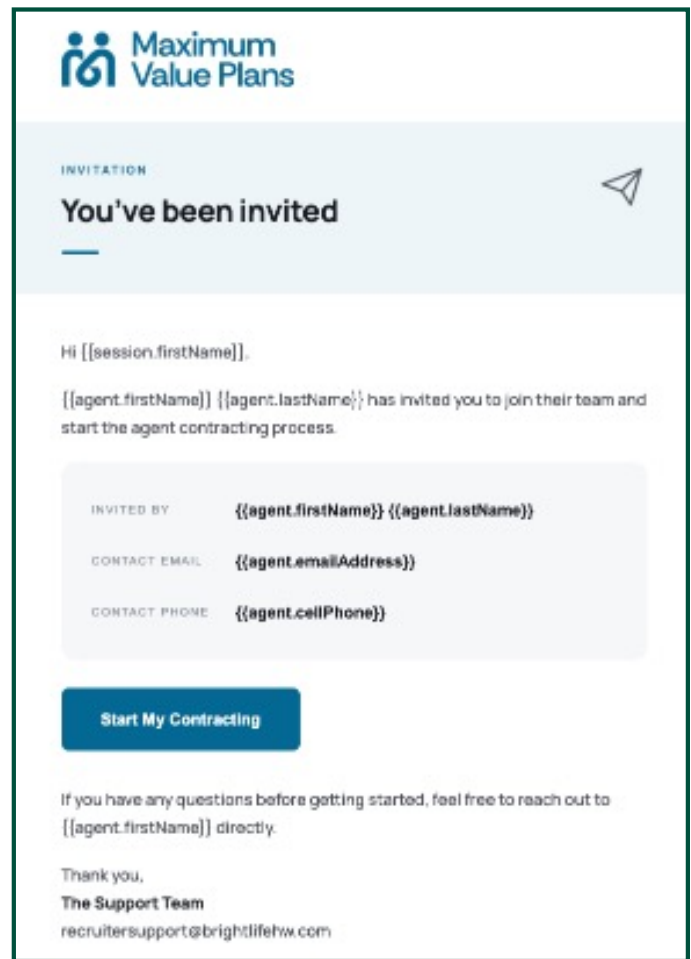


Bright Life
Health & Wellness

PART 1 · CONTRACTING

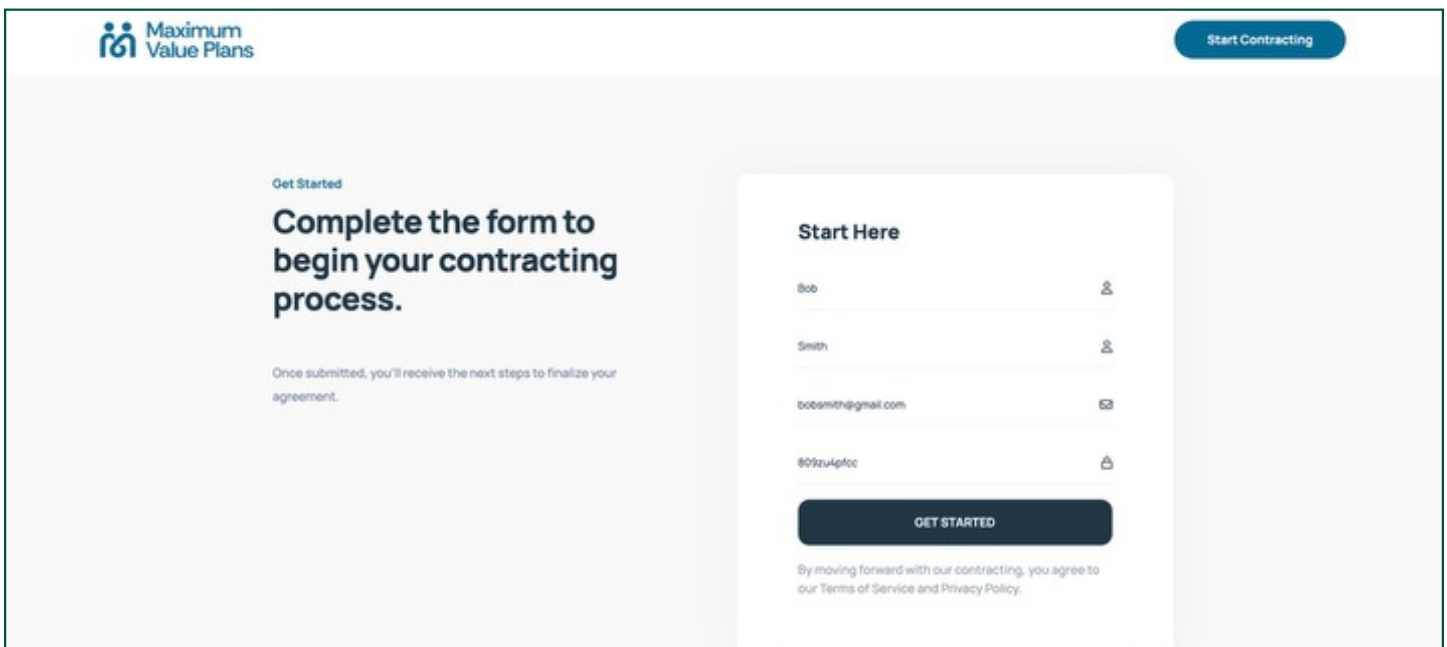
1 Receive Your Contracting Invitation

The recruiter receives the contracting link from “Maximum Value Plans” once their upline sends and looks similar to this.



2 Start Contracting

Click “**Start Contracting**” and the contracting page will open.



The screenshot shows the Maximum Value Plans contracting page. The header includes the company logo and a "Start Contracting" button. The main heading is "Get Started" followed by "Complete the form to begin your contracting process." Below this is a subheading "Start Here" and a form with the following fields:

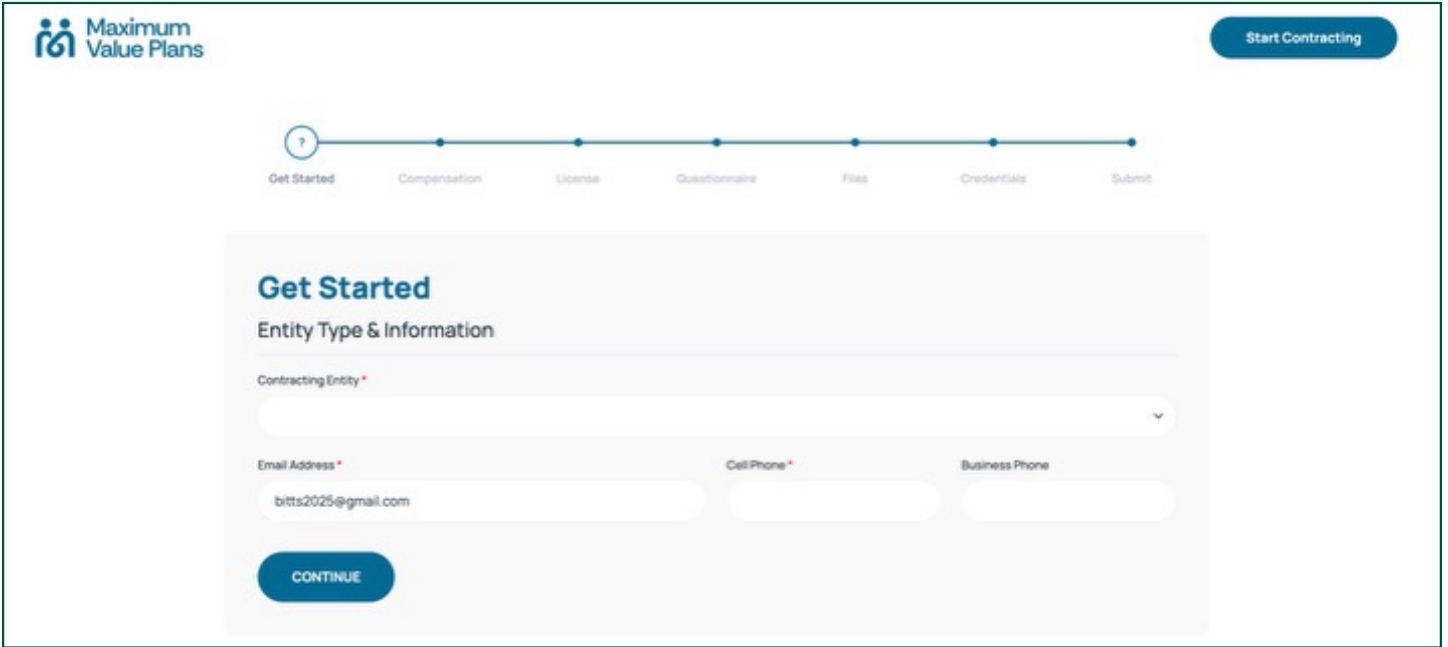
Bob	
Smith	
bobsmith@gmail.com	
@09zu4p0c	

Below the form is a blue button labeled "GET STARTED". At the bottom, there is a disclaimer: "By moving forward with our contracting, you agree to our Terms of Service and Privacy Policy."

PART 1 · CONTRACTING

3 Get Started

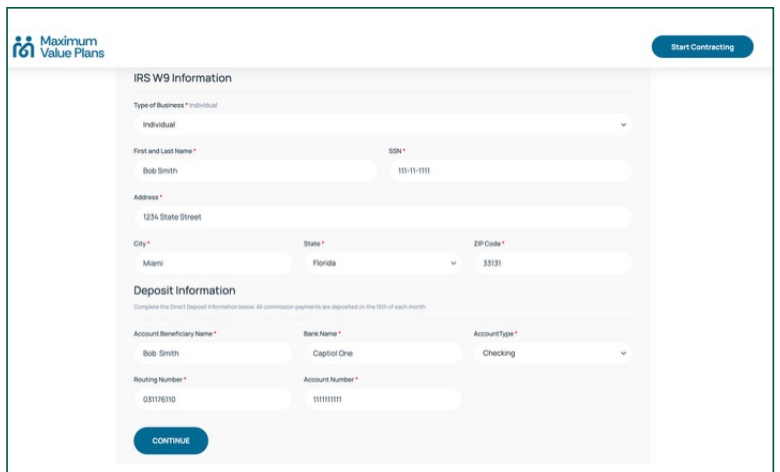
Fill out all the information on the “**Get Started**” page.



4 View Compensation

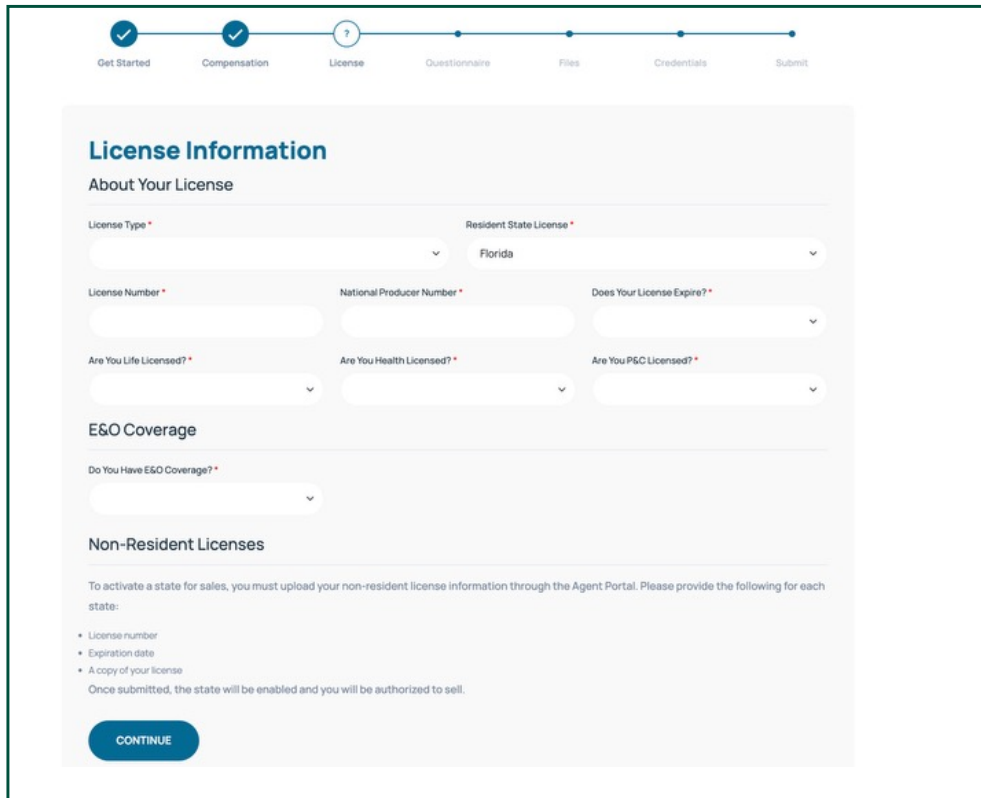
View your compensation and scroll to the bottom to enter IRS W-9 information.

****If your upline enters your compensation it will show here per plan. If the compensation is showing \$0 that means you are an LOA.**

PART 1 · CONTRACTING

5 License Information

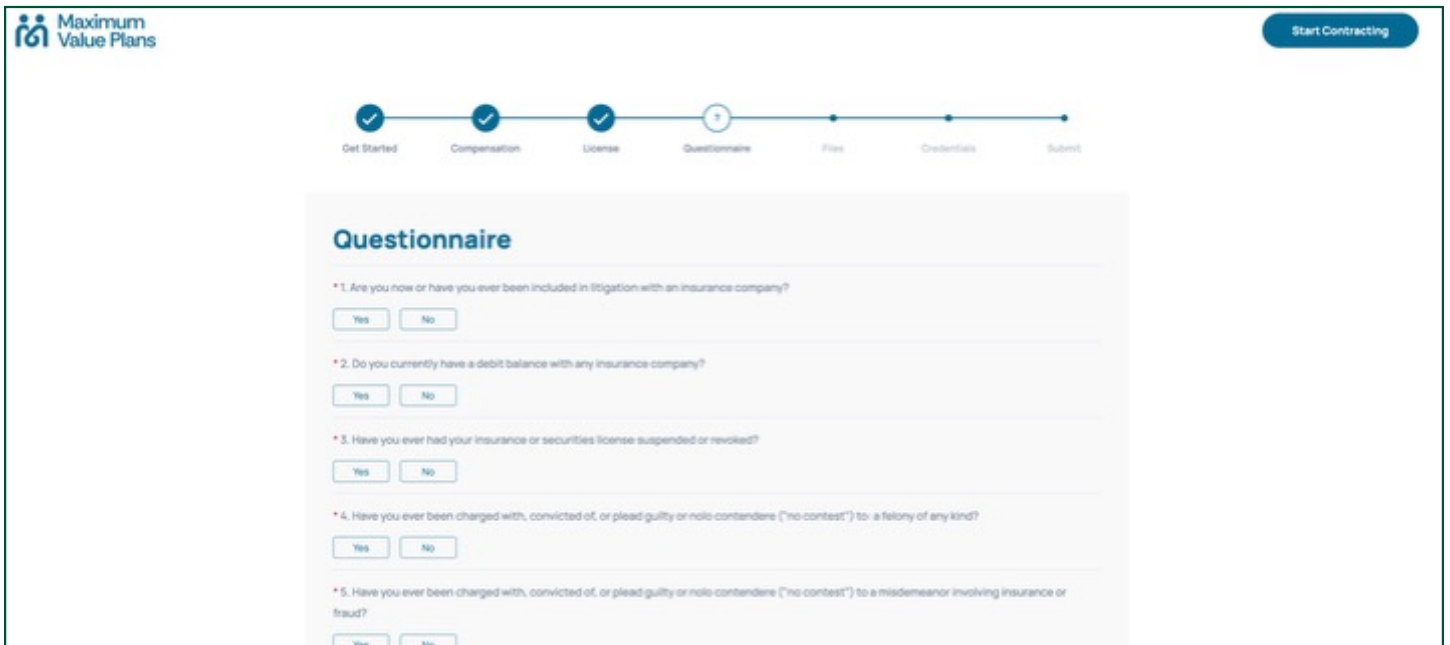


The screenshot shows the 'License Information' form within a progress bar at the top. The progress bar includes steps: Get Started (checked), Compensation (checked), License (active), Questionnaire, Files, Credentials, and Submit. The form is titled 'License Information' and 'About Your License'. It contains several dropdown menus and text input fields:

- License Type ***: A dropdown menu.
- Resident State License ***: A dropdown menu with 'Florida' selected.
- License Number ***: A text input field.
- National Producer Number ***: A text input field.
- Does Your License Expire? ***: A dropdown menu.
- Are You Life Licensed? ***: A dropdown menu.
- Are You Health Licensed? ***: A dropdown menu.
- Are You P&C Licensed? ***: A dropdown menu.
- E&O Coverage**: A section header.
- Do You Have E&O Coverage? ***: A dropdown menu.
- Non-Resident Licenses**: A section header.
- Instructions**: To activate a state for sales, you must upload your non-resident license information through the Agent Portal. Please provide the following for each state:
 - License number
 - Expiration date
 - A copy of your license
 Once submitted, the state will be enabled and you will be authorized to sell.
- CONTINUE**: A blue button at the bottom.

6 Questionnaire

****Complete all questions and click “Continue” on the bottom when finished.**



The screenshot shows the 'Questionnaire' form within a progress bar at the top. The progress bar includes steps: Get Started (checked), Compensation (checked), License (checked), Questionnaire (active), Files, Credentials, and Submit. The form is titled 'Questionnaire' and contains five numbered questions with 'Yes' and 'No' buttons:

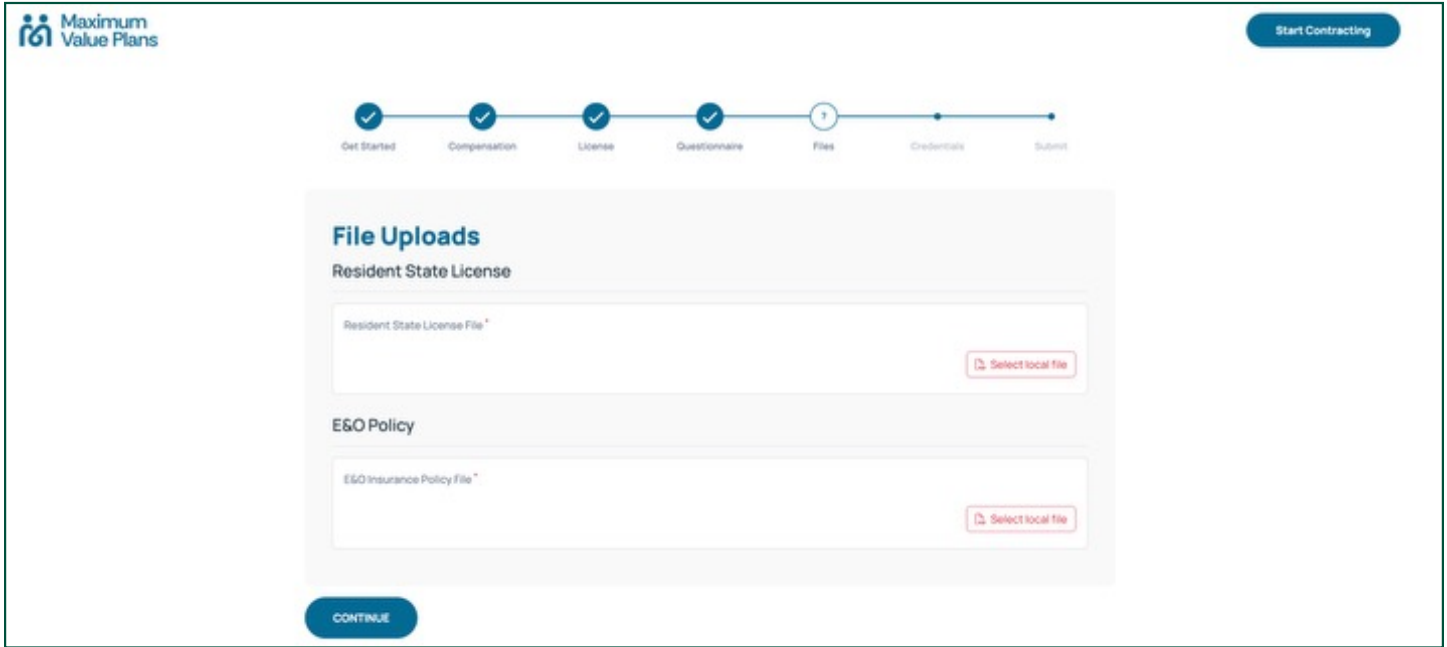
- * 1. Are you now or have you ever been included in litigation with an insurance company?
- * 2. Do you currently have a debit balance with any insurance company?
- * 3. Have you ever had your insurance or securities license suspended or revoked?
- * 4. Have you ever been charged with, convicted of, or plead guilty or nolo-contendere ("no contest") to a felony of any kind?
- * 5. Have you ever been charged with, convicted of, or plead guilty or nolo-contendere ("no contest") to a misdemeanor involving insurance or fraud?

At the top right of the form, there is a blue button labeled 'Start Contracting'.

PART 1 · CONTRACTING

7 Resident License / E&O Policy

Now you will upload copies of your Resident License and E&O Policy.



Maximum Value Plans

Start Contracting

Get Started Compensation License Questionnaire Files Credentials Submit

File Uploads

Resident State License

Resident State License File *

Select local file

E&O Policy

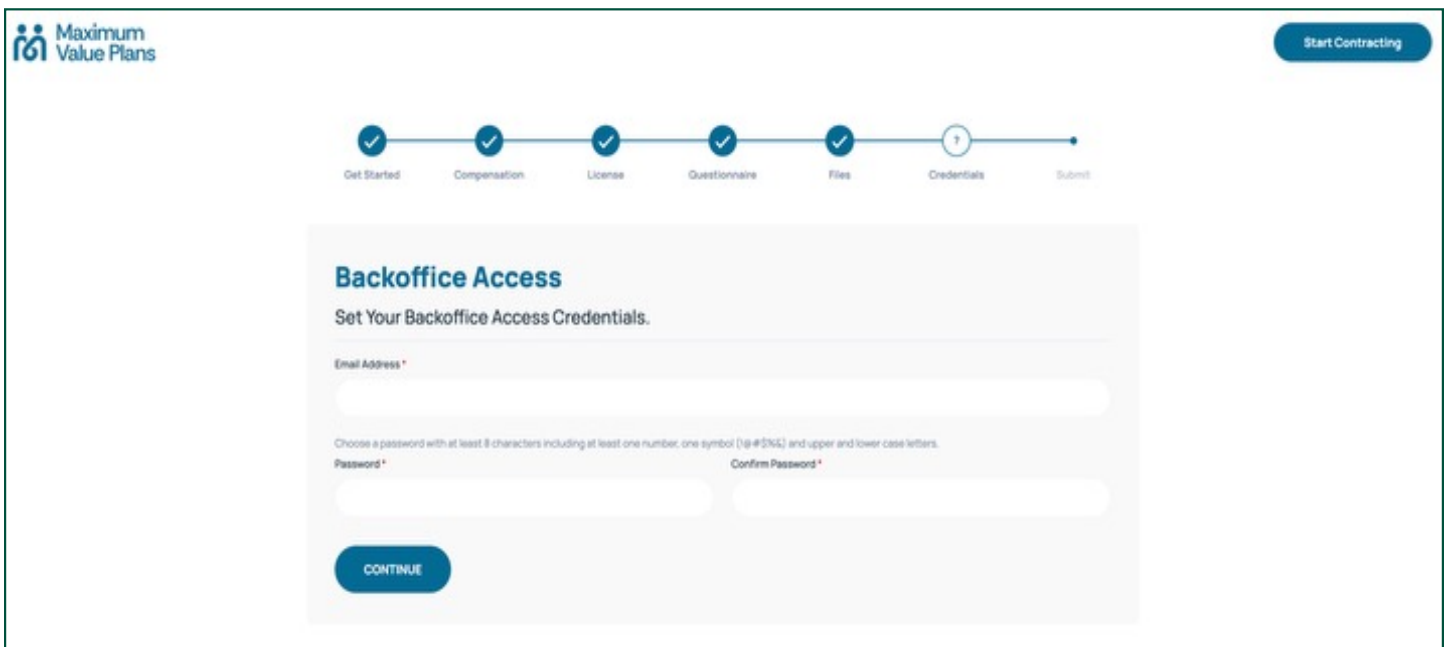
E&O Insurance Policy File *

Select local file

CONTINUE

8 Backoffice Access

****This will be the email and password you will use when logging in.**



Maximum Value Plans

Start Contracting

Get Started Compensation License Questionnaire Files Credentials Submit

Backoffice Access

Set Your Backoffice Access Credentials.

Email Address *

Choose a password with at least 8 characters including at least one number, one symbol (!@#\$%^&) and upper and lower case letters.

Password *

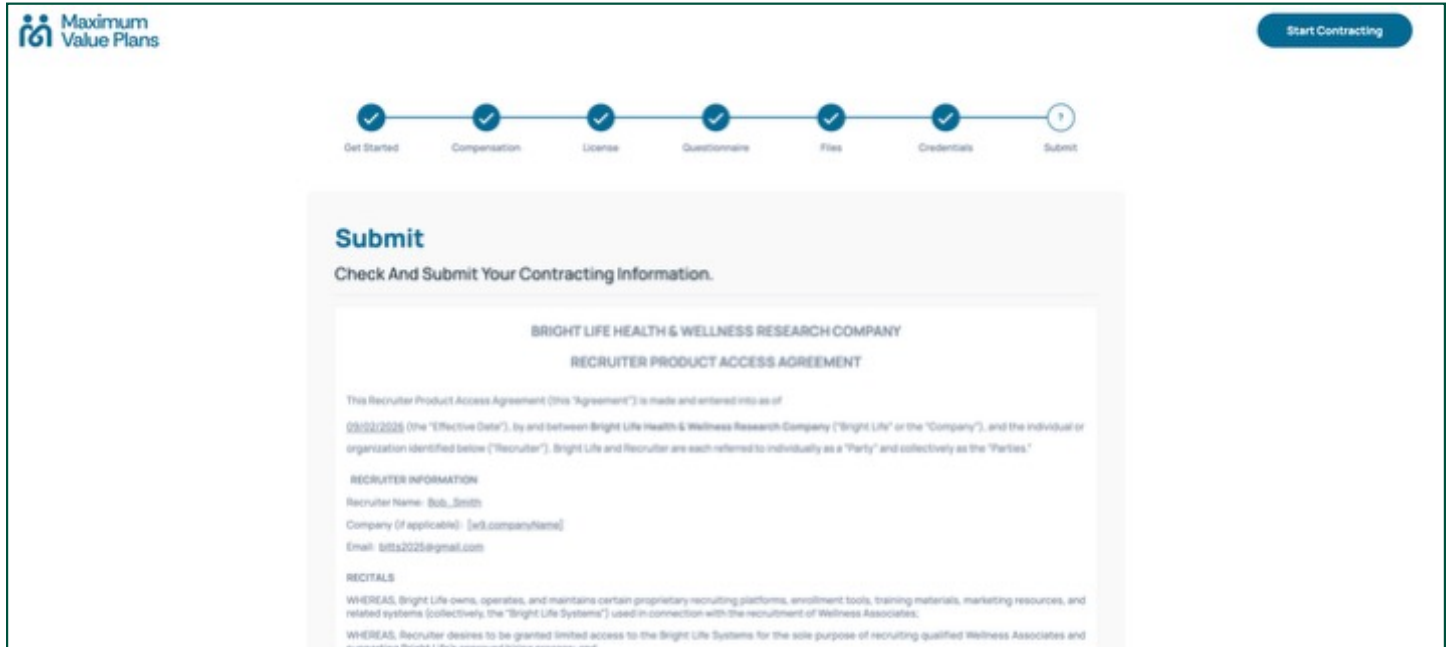
Confirm Password *

CONTINUE

PART 1 · CONTRACTING

9 Sign and Submit

Read the terms and conditions & scroll to the bottom clicking on the two check boxes and signing. Then submit the application.



Maximum Value Plans

Start Contracting

Get Started Compensation License Questionnaire Files Credentials **1 Submit**

Submit

Check And Submit Your Contracting Information.

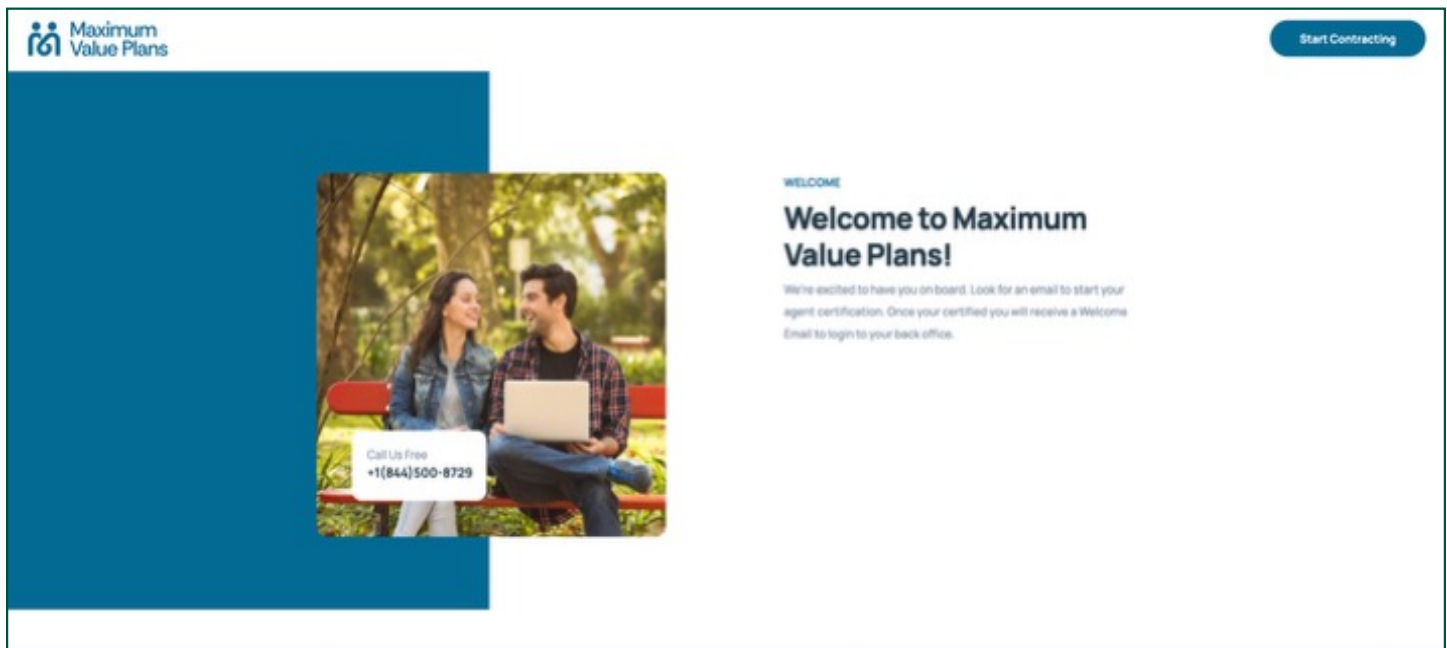
BRIGHT LIFE HEALTH & WELLNESS RESEARCH COMPANY
RECRUITER PRODUCT ACCESS AGREEMENT

This Recruiter Product Access Agreement (this "Agreement") is made and entered into as of
03/02/2025 (the "Effective Date"), by and between Bright Life Health & Wellness Research Company ("Bright Life" or the "Company"), and the individual or organization identified below ("Recruiter"). Bright Life and Recruiter are each referred to individually as a "Party" and collectively as the "Parties."

RECRUITER INFORMATION
Recruiter Name: Bob_Smith
Company (if applicable): [ed.companysName]
Email: bsmith2025@gmail.com

RECITALS
WHEREAS, Bright Life owns, operates, and maintains certain proprietary recruiting platforms, enrollment tools, training materials, marketing resources, and related systems (collectively, the "Bright Life Systems") used in connection with the recruitment of Wellness Associates;
WHEREAS, Recruiter desires to be granted limited access to the Bright Life Systems for the sole purpose of recruiting qualified Wellness Associates and

10 Submission Screen



Maximum Value Plans

Start Contracting

WELCOME

Welcome to Maximum Value Plans!

We're excited to have you on board. Look for an email to start your agent certification. Once your certified you will receive a Welcome Email to login to your back office.

Call Us Free
+1(844)500-8729

PART 2 · CERTIFICATION **11 Confirmation Email**

You will automatically receive an email

From: **Maximum Value Plans** <noreply@newalert.net>

Subject: Contracting complete - application received



APPLICATION RECEIVED

Application received



Hi {{session.firstName}},

Congratulations — you've completed the contracting process. Next step before being approved is to complete the Bright Life Recruiter training certification. You will receive an email within one hour to take the training and it may go to your spam folder.

APPLICANT	{{session.firstName}} {{session.lastName}}
EMAIL	{{session.emailAddress}}
SUBMITTED ON	{{system.currentDate}}
STATUS	Under review

Once you have taken and passed your certification, you will receive an email to be able to login to the MVP Back Office.

Thank you,
The Support Team
recruitersupport@brightlifelifehw.com

PART 2 · CERTIFICATION **12 Claim Your Recruitment Hub Account**

You will then receive an email

From: **Agent Recruitment Hub** <noreply@mg.networkprosrecruitment.com>

Subject: Welcome to the Agent Recruitment Hub – Claim Your Account

****THIS MAY GO TO SPAM!****

- Click on “Claim Your Account” so you can login to the recruitment hub.
- You will watch a video and take a certification. Once you pass, those results go directly into the MVP Back Office and you will receive an email that your account is approved and you can login!

Agent Recruitment Hub

Bright Life Health & Wellness

Welcome, Bob!

Your recruiter account has been created. To get started, you'll need to claim your account by setting up your password.

Your Account Details

Name: Bob Smith

Email:

Recruiter ID: ONT-1788362211712-B98D67

Access Code: bright-life

Claim Your Account

Or copy this link into your browser:

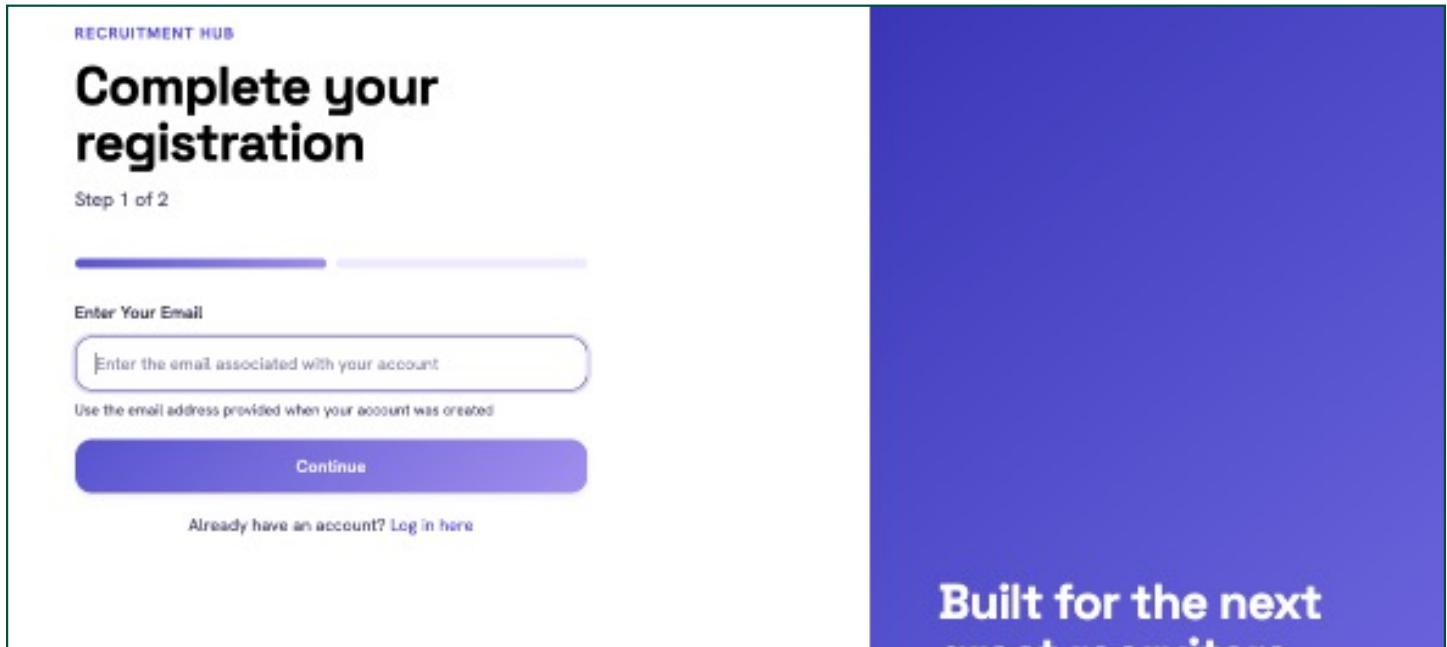
<https://networkpros-recruitment.com/register/claim?team=44b729c5-dde9-48f9-bdf8-397d552dbfa8>

Open the link, enter your email address, and set a password to claim your account.

PART 2 · CERTIFICATION

13 Create Your Recruitment Hub Password

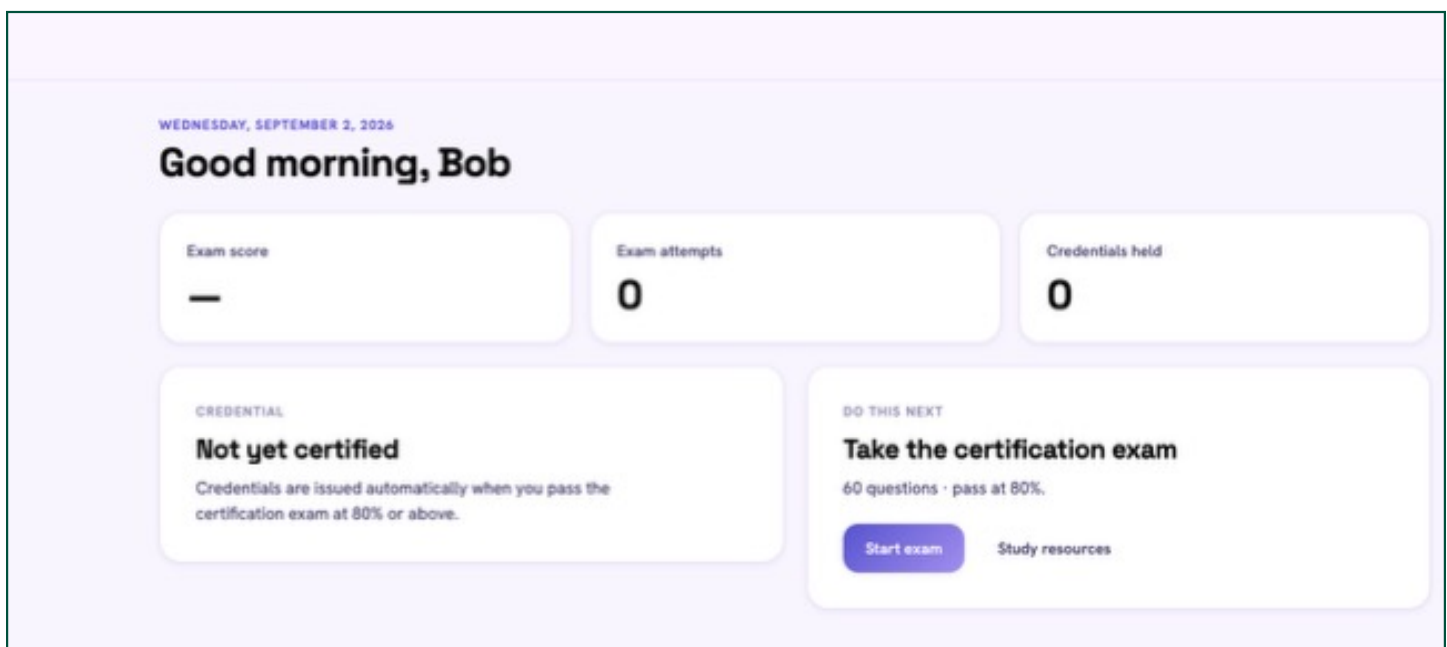
When you click on “**Claim Your Account**” it takes you to the recruitment hub where you will enter your email and create a password.



The image shows a web interface for the Recruitment Hub. The header says "RECRUITMENT HUB". The main heading is "Complete your registration" with a sub-header "Step 1 of 2". Below this is a progress bar. The form asks to "Enter Your Email" with a text input field containing the placeholder "Enter the email associated with your account". A note below the field says "Use the email address provided when your account was created". There is a blue "Continue" button. At the bottom, it says "Already have an account? Log in here". The right side of the screen has a large blue vertical bar with the text "Built for the next" at the bottom.

14 Start The Certification Exam

Once logged in, you will click “**Start Exam**” on the right side of the page.



The image shows a user dashboard for "Bob". The date is "WEDNESDAY, SEPTEMBER 2, 2026". The greeting is "Good morning, Bob". There are three summary cards: "Exam score" with a dash, "Exam attempts" with the number "0", and "Credentials held" with the number "0". Below these is a "CREDENTIAL" section stating "Not yet certified" and "Credentials are issued automatically when you pass the certification exam at 80% or above." To the right is a "DO THIS NEXT" section titled "Take the certification exam" with the text "60 questions · pass at 80%". It includes a blue "Start exam" button and a link for "Study resources".

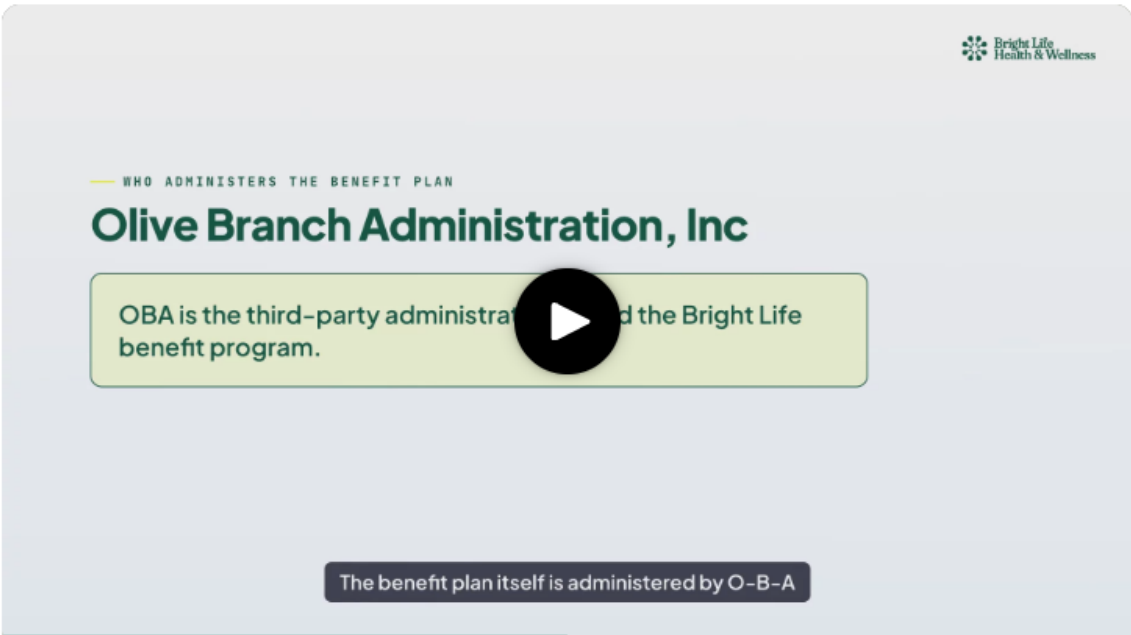
PART 2 · CERTIFICATION **15 Watch The Training Video**

The video must be watched first in order to take the exam. Once the video has been watched completely, scroll down and click “**Begin Exam**” as it will highlight and allow you to move on.

BRIGHT LIFE
Bright Life exam & credential
One place for the certification exam and your attempt record. Answer all 60 questions — 80% or higher passes.

CREDENTIAL
Not yet issued
Pass the exam at 80% or above and your credential is issued automatically.

Watch this first
A short introduction before you begin. The exam unlocks once you have watched it — you can rewind freely, but not skip ahead.



WHO ADMINISTERS THE BENEFIT PLAN
Olive Branch Administration, Inc
OBA is the third-party administrator of the Bright Life benefit program.
The benefit plan itself is administered by O-B-A

Recruiter certification exam
This exam contains 60 questions. Score 80% or higher and your certification is issued automatically.
Begin exam

Not attempted

PART 2 · CERTIFICATION **16** Begin The Exam

Recruiter Certification Exam

Question 1 of 60 2% Complete

Who is Olive Branch Administration, INC (OBA)?

☐ OBA is a PEO

☐ OBA is the nutrition benefit all new members get when they enroll in a Wellness Associate plan.

17 Review Your Results

The screen will show you your passing score and your certificate. You can review any incorrect answers when clicking on “**Review Answers**”.

Bright Life exam & credential

One place for the certification exam and your attempt record. Answer all 60 questions — 80% or higher passes.

Recruiter certification exam Passed

Your best score stands on the record; no retake is required.

93%

56 of 60 correct 0 pass mark 80 100

CREDENTIAL

CERT-1788368960308-FEEF8708-87C443

Issued Sep 2, 2026

[Download certificate](#)

Attempt record 1 attempt

Sep 2, 2026, 12:09 PM	93% · 56/60	Passed	Review answers
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PART 2 · CERTIFICATION **18 You're Approved!**

You will then receive an email

From: "Maximum Value Plans" noreply@newalert.com

Subject: "Welcome to Bright Life - You're Approved to Recruit"

- Click on **"Sign in to My Account"** and it will allow you to sign into your MVP account.

