

Updating Staff on Agency Roster

An agency can use BAMP to update any of the following information:

- Inactivate or reactivate staff
- Update staff name and contact information
- Update assister directory listing status and information

To make any of these updates, log in to BAMP. From the "Agency Home" screen, click on "Staff Roster" or "Change a staff member on my roster."



To edit the information for any individual staff member, click on the "View" link to the left of the name of the staff member.

Но	me Age	ncy Account	Staff Rost	er Ado	d New Staff	Staff Training	
Sta	Staff Roster — Test Broker Agency, Inc.						
	First Name	Last Name 🔺	NPN	Admin ID	Training ID	Employment Status	Certification Status
10	Ada	DI	4004567000		Yes were the place and strategies and	Sec. Marcine	
View	Aua	Broker	1234567890		M27YnJw4Cn	Active	New

Inactivate or Reactivate Staff

To inactivate a staff member, or to reactivate a staff member who was previously active, click on "Edit Certification Information" on the "View staff member" screen.

/iew S	Sta	ff Men	nber — Test Broker Agency, Inc.
Certifica	tior	Informat	ion
Edit Certification	on Info	mation	
MNsure Role	En	nployment Statu	8
Broker NPN	Ac	tive	
1234567890 MN Lic #	Lice	ensed Broker?	License Expiration Date
1234567890	Yes		09/30/2019
First name	М	Last name	
Ada		Broker	
Business Add	ress		
1 Test Broker A	gency	Way	
Mailing Addre	55		

Under "Current Employment Status," select the drop down box.

- Select "Inactive" to inactivate a staff member.
- Select "Active" to reactivate a staff member who was previously inactivated.

Click on "Update" to submit the change.

Current Employment Status* Inactive Misure Role* Broker Support Staff NPN* 1234567890 Mi Lic #* 1234567890 Licensed Broker? Icensed Broker Dy/30/2019 First name* Ada Business Address* 1 Test Broker Agency Way Miling Address Miling Address	Edit Staff Men	nber —	- Test I	Broker	Agency	, Inc.
Current Employment Status* Inactive MNsure Role* Broker Support Staff NPN* 1234567890 NN Lic #* 1234567890 Licensed Broker? Licensed Broker? License Expiration Date* 09/30/2019 First name* Ada MI (optional) Last Name* Business Address* 1 Test Broker Agency Way Mailing Address State* County* City* MN Koochiching International Falls I	Certification Information	ion				
Inactive MNsure Role* Broker Broker State* County* City*	Current Employment Status*					
MNsure Role* Broker Support Staff NPN* 1234567890 MN Lic #* 1234567890 Licensed Broker? Licensed Broker Licensed Broker Licensed Broker First name* Ada MI (optional) Last Name* Ada Broker Business Address* 1 Test Broker Agency Way Mailing Address State* County* City* International Falls Y	Inactive •					
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Business Address* 1 Test Broker Agency Way Mailing Address State* County* City* MN Y Koochiching Y International Falls Y	Ada		Broker			
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MN V Koochiching V International Falls V	State* County*	C	ity*			
	MN Koochichin	ia 🔻	International Falls			

If you are inactivating a staff member, do not change any other information. MNsure will take any necessary action to suspend assister portal access and remove the individual from the assister directory.

If you are reactivating a staff member, review all the other information under "Certification Information" and "Public-Facing Information" and update any information that has changed.

Update Staff Name and Contact Information

To make a change to a staff member's contact information, such as their name, address, phone number or unique email, click on "Edit Certification Information" on the "View staff member" screen.

Ho	me Age	ncy Account	Staff Roste	er Add	New Staff	Staff Training		
Sta	Staff Roster — Test Broker Agency, Inc.							
	First Name	L Lord Name	NIDAL	li anno 1				
		Last Name 🔺	NPN	Admin ID	Training ID	Employment Status	Certification Status	
View	Ada	Broker	1234567890	Admin ID	Training ID M27YnJw4Cn	Employment Status	Certification Status	

After completing all updates, click on "Update" to submit the change.

Update Assister Directory Listing Status and Information

To add or remove a staff member from the assister directory, or to change their public-facing information, click on "Edit Public-Facing Information" on the "View staff member" screen.

Click on "Edit Public-Facing Information."

Edit Staff Men	nber — Test Broker Agency, Inc.
Public-Facing Informa	ation (Assister Directory/Assister Portal)
Enter the contact information here that	t you would like to be visible to the public. This may include an AKA (also known as) name for your agency, a central phone number, and/or a central email.
MNsure Role Broker Assister Portal Access?* ® Yes © No	
List on Assister Directory (Public) Ves No	2*
Agency Name *	
Test broker Agency, Inc.	
First Name *	Last Name *
Ada	Broker
Address Street 1 *	
1 Test Broker Agency Way	
Address Street 2	
State * County *	City *
- Select State - V - Select Co	unty - * - Select City - *
Zip *	
Phone (numbers only) *	

To add or remove a staff member from the assister directory, select the appropriate option under "List on Assister Directory (Public)?"

Note:

- The phone number and email entered here are what will appear to members of the general public in the assister directory. You may choose to enter a central phone number and/or email for the staff member.
- Select any language the individual speaks fluently enough to provide services.
- When selecting counties served by the staff member, **only select counties where the staff member is able to provide in-person assistance** if requested by a consumer.

Click "Update" when you have completed all changes in this section.