

## ADDING AN AGENT TO YOUR COVERED CALIFORNIA ACCOUNT

1. On the home page of your Covered California Account, move your cursor over GET HELP on the top, right hand side of your page. A drop down box will appear, choose FIND AN AGENT.
2. In the middle of the page, there is a FIND AGENTS BUTTON, click this button.
3. A page will open and see the SEARCH BY NAME box. In the Business Name Field, type **MENDONCA INSURANCE SERVICES** click the search box. My name will appear, click on my name **Michael Mendonca**
4. You may see additional information asking you to check boxes, typing in your name etc., do this and click through any CONTINUE BUTTONS until completed.
5. We will get information that you have chosen us and we will then be able to review your account.

We are happy to help and look forward to a long and successful relationship!

**MENDONCA INSURANCE SERVICES**

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