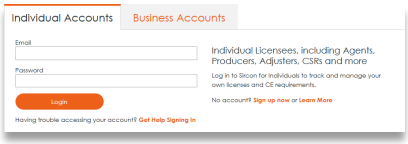
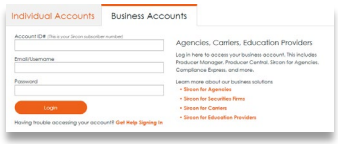
Agent Quick Reference Guide

Single Sign On (SSO)



SSO (Single Sign-On) lets you sign in once to access UHC-approved tools, like sircon.com, directly through Jarvis without logging in again. It creates a secure connection so you can move between systems more easily using one login.

Frequently Asked Questions:

Where do I start SSO?	**Option 1:** • Visit the Jarvis 'Contracting' tab • Select 'Go to my Sircon.com Account' • Start the connection process	**Option 2:** • Visit main Jarvis page • Select your name on top right corner • Select 'Manage Account Info' • Select 'Edit Personal Info' • Start the connection process
I'm connecting for the first time, what should I expect?	The first time, you'll connect (or create) your sircon account and confirm the SSO connection. After that, access to sircon from Jarvis is automatic.	
I've connected before, how do I reconnect if it stops working?	If your access stops functioning, follow these steps: • Select your sircon.com link found on this page • Select UnitedHealthcare carrier • Re-authenticate to refresh the connection	
Why does SSO only work one way?	SSO is designed to move from Jarvis to Sircon, and not the other way around. Starting in Jarvis ensures your access stays connected and secure.	
I changed my Sircon email or password, do I need to re-authenticate?	No. You do not need to re-authenticate your email address.	
Which email address should I use?	When connecting to your sircon account through Jarvis for the first time use the email that was used to create your sircon account.	
Which Sircon sign-in option should I choose, Individual or Business?	Producers must ensure their email address matches their designated login. Individual producers must log in to Individual Accounts, and business producers must log in to Business Accounts. *Individual Login*  *Business Login* 	

Additional Reference & Usage Notice

Authoritative guidance: This FAQ is intended to provide high-level informational support and general clarification only. Information is subject to change without notice. In all cases, the Agent Guide available on Jarvis serves as the official source of truth and should be consulted for comprehensive policy requirements, eligibility criteria, and situation-specific guidance.

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