



# Keep learning

## Aetna Funding Advantage Springboard Marketplace® Training Sessions

**Ready to get started with Aetna Funding Advantage (AFA) on Springboard Marketplace? Our training sessions can help. Check out the details on our mini and detailed training sessions:**

### **Broker/GA Renewal 30 Minute Mini Sessions**

**Every Monday, Tuesday and Thursday from 12:30-1pm EST**

Provides a quick overview of accepting AFA renewals in Springboard (selecting a plan, setting defined contribution and enrollment). Also includes the process for current Aetna fully-insured groups accepting an AFA offer in Springboard. To attend a mini session, [click here to register for a date](#).

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# Detailed Training Sessions

## **Detailed Broker/GA Renewal Training**

**Every Wednesday afternoon from 1:00-2:00pm EST**

Covers the process of accepting AFA renewals in Springboard (selecting a plan, setting defined contribution and enrollment). Also includes the process for current Aetna fully-insured groups accepting an AFA offer in Springboard. To attend this training session, [click here to register for a date](#).

## **Broker/GA New Business & Ongoing Administration Training**

**Every Thursday afternoon from 1:00-2:00pm EST**

Covers employee and administrative enrollment in Springboard as well as ongoing administrative functions such as adding and terminating employees, processing life events, running reports and more. To attend this training session, email the Springboard Team at [SpringboardMarketplaceTraining@aetna.com](mailto:SpringboardMarketplaceTraining@aetna.com) – noting your name, company name and state.

## **Plan Sponsor/HR Administrator Training**

**Every Tuesday afternoon from 2:00-3:00pm EST**

Covers ongoing administration for plan sponsors or those in an HR Administrator role. Key topics include adding and terminating employees, processing life events, running reports and more. To attend this training session, email the Springboard Team at [SpringboardMarketplaceTraining@aetna.com](mailto:SpringboardMarketplaceTraining@aetna.com) – noting your name, company name and state.

## On-Demand Help

You can find helpful information like detailed user guides, quick start guides, log in instructions and more on your [Springboard Homepage](#) and on the Springboard page of [ProducerWorld®](#).

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The Aetna logo consists of the word "aetna" in a lowercase, bold, sans-serif font, followed by a registered trademark symbol (®).