

How to Navigate and Manage Your Gestational Carrier Portal

1 Navigate to <https://app.artrisksolutions.com>

2 Click "Login"

Welcome! Thank you for choosing ART RISK to assist you in choosing the insurance plans and services for your surrogacy journey. From contract to cradle, we are your dedicated resource and are committed to helping you create your family.

Request Policy Placement

Login



3 Enter your credentials and click "Sign In"


Email

Password

[Forgot password?](#)

Remember Me



Sign In



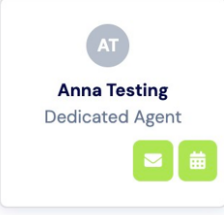
Profile Settings

4 To view your profile settings, click on your name.



Notification icon | **PG** Penelope GC

es and	 Contact My Agent Need to speak with your agent?
nents	 My Profile Need to update your information or settings?

My ART Risk Team






AT
Anna Testing
Dedicated Agent

Agency Info

Agency
Quoting Agency

Coordinator
 Anna Quoting

 **Coordinator Email**  **Coordinator Phone**
anna.j.hart.13+quotin

nt NEW

5 Click "Settings"

The screenshot shows a user dashboard for Penelope GC. At the top right, there is a notification bell and a user profile dropdown menu. The dropdown menu is open, showing 'Settings' (highlighted in green) and 'Log Out'. Below the dashboard, there are several sections: 'Contact My Agent' (Need to speak with your agent?), 'My Profile' (Need to update your information or settings?), 'My ART Risk Team' (featuring Anna Testing, a Dedicated Agent), and 'Agency Info' (featuring Anna Quoting, Coordinator, with email and phone contact options).

6 Here, you can edit your information as well as update your password.

The screenshot shows the 'Settings' page for Penelope GC. On the left is a dark blue sidebar with the ART RISK logo and navigation links: My Case, Products, Policies, Documents, Forms, Settings, and ACA Premium Bill Monitoring. The main content area is titled 'Settings' and shows 'Penelope GC / Edit Basic Info'. There are four buttons: 'Edit Basic Info' (dark blue), 'Password' (light blue, highlighted with a red circle), and 'Notifications'. On the right, there are input fields for: First Name (Penelope), Last Name (GC), Email Address (anna.j.hart.13+pengc@gmail.com), Phone (5555555555), and Timezone (US/Pacific).

Upload Documents

7 From your homepage you can upload documents.

The screenshot displays the 'My Case Overview' dashboard for ART RISK. On the left is a dark blue navigation sidebar with the following menu items: My Case, Products, Policies, Documents, Forms, Settings, ACA Premium Bill Monitoring, and a circular profile icon at the bottom. The main content area is titled 'My Case Overview' and includes a user profile 'Penelope GC' in the top right corner. Below the title is a 'Quick Actions' grid with four tiles: 'My Products' (Access all of your products and tasks), 'My Policies' (Access your policies and information), 'Contact My Agent' (Need to speak with your agent?), and 'My Profile' (Need to update your information or settings?). The 'Upload Documents' tile is highlighted in green and has a red circle around it with the text 'Upload Documents' and 'Upload here!'. Below this is a 'My Products & Tasks' section with a sub-header 'ACA Policy Placement'. It contains two identical cards, each showing 'Next Task' with 'No tasks assigned for this product' and '0 / - Tasks'. Below these are two more sections: 'Term Life' with a 'Term Life Policy' card showing 'Next Task' with 'No tasks assigned for this product' and '0 / -- Tasks'; and 'Premium Bill Monitoring' with a 'Bronze 60 HDHP HMO' card showing 'Next Task' with 'No tasks remaining for you' and '1 / 2 Tasks'. On the right side of the dashboard, there is a 'My ART Risk Team' section featuring 'Anna Testing' as a 'Dedicated Agent' and an 'Agency Info' section for 'Quoting Agency' with contact details for 'Coordinator' Anna Quoting, including email (anna.jhart13@quotin.gagency@gmail.com) and phone (5555555555).

8

To add a document, click Add files. Then select your files, document type, and add any relevant notes.

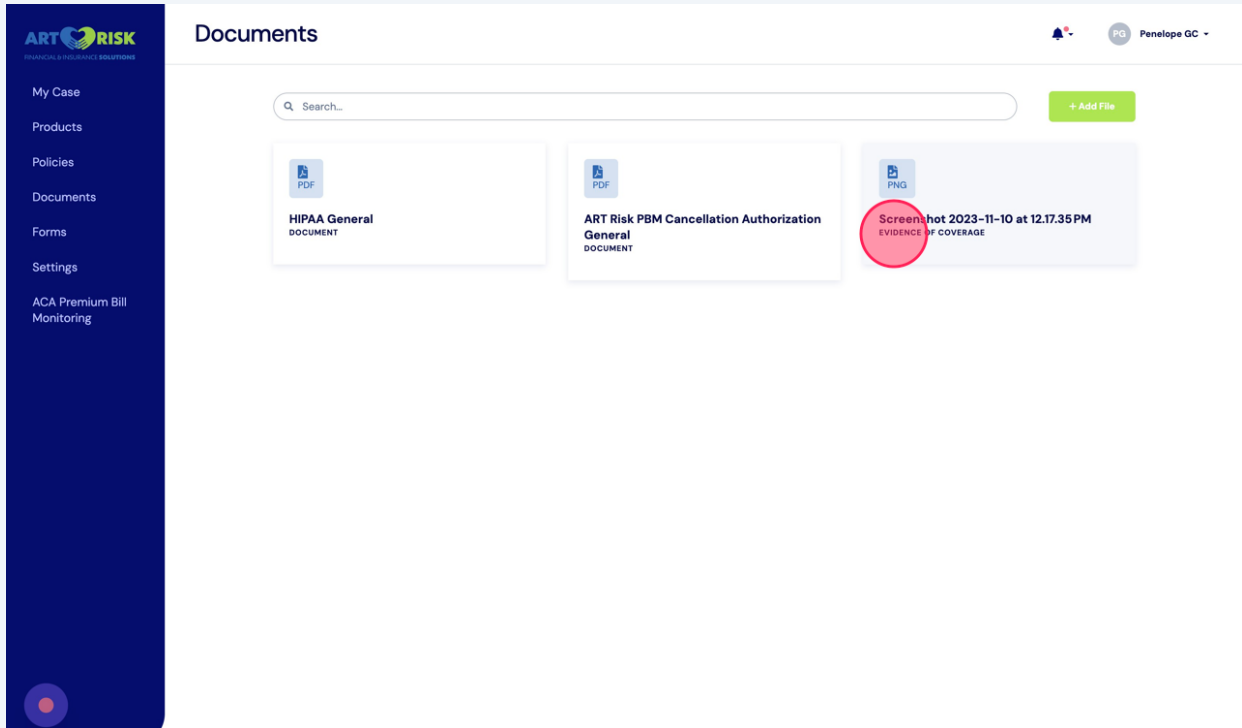
The screenshot shows a web application interface for 'ARTORISK'. A modal window titled 'New Document(s)' is open. At the top left of the modal, it says 'No files selected'. Below this is a green button with a plus sign and the text '+ Add files', which is circled in red. To the right of the button is the text 'or drag and drop files here'. Below the file selection area is a 'Document Type' dropdown menu with the text '-- Select --'. At the bottom of the modal is a large text area labeled 'Internal Notes'.

9

Click "Submit" to save your document.

The screenshot shows the same 'New Document(s)' modal window, but now it is filled with data. The file selection area shows a file named 'Screenshot 2023-11-10 at 12:17:35 PM.png' with a red 'x' to delete it. The 'Document Type' dropdown menu is set to 'Evidence of Coverage'. The 'Internal Notes' text area contains the text 'my evidence of coverage for Kaiser Policy.'. At the bottom right of the modal, a green button labeled 'Submit' is circled in red. The background shows the 'Documents' page with a search bar and a '+ Add File' button.

10 You will now see your uploaded document!



Notifications

11

From your homepage you will see a bell button for notifications.

12

When clicked, you will see your most recent notifications as well as a button to 'View All Notifications'.

13 When clicked, you will see a list of all your notifications.

The screenshot displays the 'Notifications' page in the ART Risk system. On the left is a dark blue sidebar with navigation options: My Case, Products, Policies, Documents, Forms, Settings, and ACA Premium Bill Monitoring. The main content area has a search bar and a table of notifications. The table has four columns: NOTIFICATION, SENDER, DATE, and YOUR ROLE. The first notification is highlighted in green and contains the text 'New document uploaded to client portal' and 'A new document (Screenshot 2023-11-10 at 12:13:36 PM) was uploaded to the client portal.' It includes a 'Mark Read' button and a 'View Documents' button, which is circled in red. The second and third notifications are greyed out and both contain the text 'Sign Cancel Policy Form' and 'Please sign the Cancel Policy Form.' The page also features a pagination control at the bottom of the notification list.

NOTIFICATION	SENDER	DATE	YOUR ROLE
New document uploaded to client portal A new document (Screenshot 2023-11-10 at 12:13:36 PM) was uploaded to the client portal. Mark Read View Documents	PG	Nov 10, 2023 10:29 AM	Gestational Carrier
Sign Cancel Policy Form Please sign the Cancel Policy Form. Mark Read	AT	Nov 09, 2023 04:40 PM	Gestational Carrier
Sign Cancel Policy Form Please sign the Cancel Policy Form.	AT	Nov 09, 2023 09:24 AM	Gestational Carrier

Contact Your ART Risk Team

14 From your homepage you will see your ART Risk Team.

Here you can click on the mail icon to send an email to your dedicated agent.

The screenshot shows a user dashboard for Penelope GC. On the left, there are navigation options: 'Contact My Agent' (Need to speak with your agent?) and 'My Profile' (Need to update your information or settings?). Below these is a dark blue bar and a 'NEW' badge. On the right, the 'My ART Risk Team' section features a card for 'Anna Testing' (Dedicated Agent) with a red circle around the mail icon. Below this is the 'Agency Info' section, which includes details for 'Quoting Agency' and 'Coordinator Anna Quoting', along with email and phone contact information.

15 You will also see a calendar icon that will navigate you to your dedicated agent's calendly link.

This screenshot is identical to the one above, showing the same dashboard layout. However, in the 'My ART Risk Team' card for 'Anna Testing', a red circle highlights the calendar icon instead of the mail icon.

Your Agency Information

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On your homepage you will be able to view your Agency's information as well as your Case Coordinator and their contact information.

ments



My Profile

Need to update your information or settings?

Agency Info

Agency

Quoting Agency

Coordinator

Anna Quoting

Coordinator Email

quotin@gagency@gmail.com

Coordinator Phone

5555555555

nt

NEW

0 / -
-
Tasks

d for this



Premium Bill Monitoring

Premium Bill Monitoring

17

From your homepage you will be able to view your Premium Bill Monitoring dashboard, if applicable. Click 'ACA Premium Bill Monitoring'.

18

Here you will be able to see all invoices.

MEMBER ID	CARRIER	POLICY	EFFECTIVE DATE	PAYING PARTY	PREMIUM	POLICY STATUS	PAYMENT STATUS
--	Kaiser Permanente	Bronze 60 HDHP HMO	12/22/2023	--	\$450.00	CANCELLING	UNCHECKED
--	Seed Verified Carrier	ACA Test Block Review Logo	11/23/2023	--	\$671.00	CANCELLING	UNCHECKED

Information Release

19

At the bottom of your homepage you will see a toggle "By toggling this switch, you are authorizing ART Risk to release your name to the Intended Parents listed on your account.". You can toggle the button to authorize information release to the Intended Parents.

The screenshot shows the 'My Case Overview' page in the ART RISK system. On the left is a dark blue navigation sidebar with options: My Case, Products, Policies, Documents, Forms, Settings, and ACA Premium Bill Monitoring. The main content area is titled 'My Case Overview' and features a grid of task cards. At the bottom of the page, there is a dark blue banner for 'Information Release Authorization' with a red circle highlighting a toggle switch. The text below the toggle reads: "By toggling this switch, you are authorizing ART Risk to release your name to the Intended Parents listed on your account."

20

You will then receive confirmation of the Information Release.

The screenshot shows a confirmation message overlay on the 'My Case Overview' page. The message is a white box with a green checkmark icon and the text: "Info Release Authorization Updated" and "The Info Release Authorization has been successfully activated". A red circle highlights the close button (an 'x' icon) in the top right corner of the message box. The background shows the same task cards as in the previous screenshot, but they are dimmed.