MyEnrollerSM

User guide to quoting and taking an electronic application with Great Western Insurance Company



Table of contents

Introduction	3
Initial set up	4
MyEnroller Online	6
MyEnroller software	9
Synchronizing with home office	9
Incomplete submissions	10
Complete submissions	11
Searching the dashboard	11
Navigating MyEnroller screens	12
Jump-to-navigation	12
Save and close	13
Return to quote	13
Progress bar	13
Previous button	13
Next button	13
Policy information	13
Missing information/Required fields	13
Quote and/or application process	14
Applicant quote details	14
Product quote screen	15
Payment mode	16
Payment method	16
Email and print quote option	17
Taking an application with MyEnroller	18
General information	18
Owner information	19
Child/Grandchild information	20
Medical information	20
Beneficiary information	21
Replacement information	21
Payment summary	22
Application agreement	
Signature options	23
Electronic signature	24
Voice authorization	28
Agent use only	29
Email copy of application	31
Bank draft	
Credit card/Debit card information	
Application review	
Complete case	

Introduction

With MyEnrollerSM, our electronic quoting and application tool, you can perform a variety of duties:

- Generate a quote with the options to print or email
- Take an application with or without an internet connection
- Sign the enrollment using a signature option that works best for your applicant

When you use MyEnroller, you can customize the quote for your client, as well as run several different rate scenarios without manually recalculating the quote. MyEnroller will do it automatically as you change coverage options. This allows your clients to make informed choices that both meet their needs and fit their budget.

To take an application remotely, you just need to reconnect to the internet after completing the enrollment, open MyEnroller, and sync it. The application will be automatically submitted to GWIC's administrative office electronically. These features speed up the issuance process by eliminating the initial mail and data entry time.

More quotes, an easy application process, and the convenience of taking an application electronically make MyEnroller an essential tool for the GWIC representative.

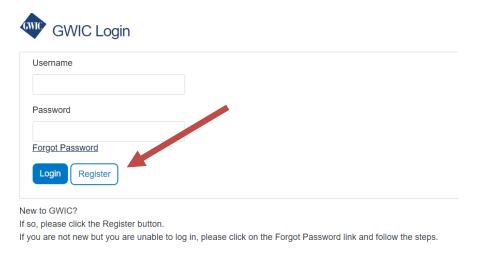
This user guide is designed to help you use MyEnroller.

Initial set up

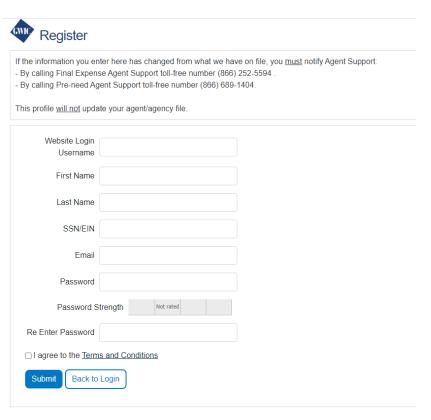
User login process

First-time users will be required to register on the GWIC agent portal before accessing MyEnroller. To register, please go to https://my.gwic.com and click on "Register." You will be redirected to the registration page.

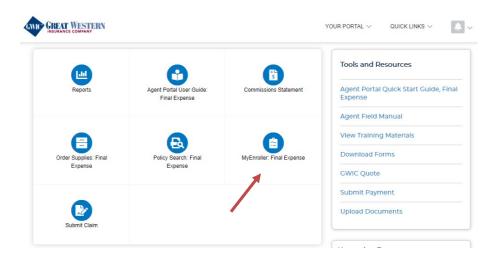
If you have previously registered on the GWIC agent portal, simply enter your username and password.



On the registration page, you will create a username and password that will be used for accessing the agent portal and MyEnroller. You will also create security questions to use if you need to reset your password. Additional demographic information will also need to be provided.



After logging into the website, you will land on the homepage, where you will click on the "MyEnroller: Final Expense" button.

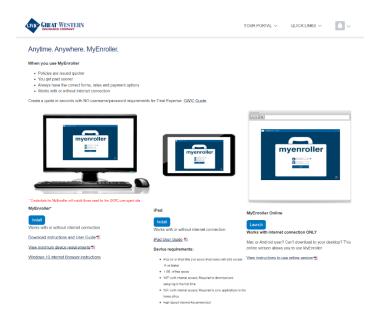


A new window will appear, and you will see:

MyEnroller (Windows) is downloadable software that installs on supported PCs, laptops, or tablets and allows you to obtain rates and write applications without being continuously connected to the internet. When an internet connection is available, a simple sync process submits new business applications to GWIC.

iPad is a downloadable version of the software that installs on supported iPads and has the same functionality as the MyEnroller software for PCs. A separate guide is listed on the MyEnroller landing page to help walk you through iPad installation and use.

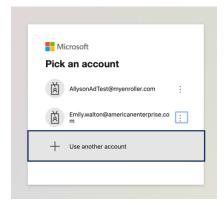
MyEnroller Online provides an online experience for quoting and submitting applications. An internet connection is required for use.



MyEnroller Online

You must be always connected to the internet to use this version. To access MyEnroller Online for the first time, follow these steps:

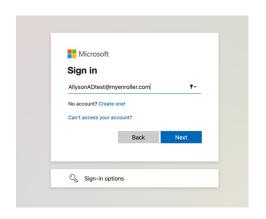
- 1. Log in to the GWIC agent portal webpage and go to the MyEnroller page.
- 2. Select the icon for MyEnroller Online.
- 3. Click "Use another account" (MyEnroller Online is not linked with any of your existing accounts. You will need to create a new account using the information below.)



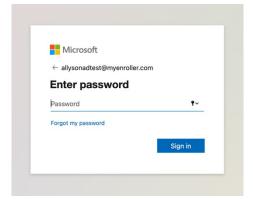
4. In the Sign In field, enter the first part of your username for the GWIC agent portal login, then add "@myenroller.com" at the end.

Examples: <u>john.doe@myenroller.com</u> or <u>janedoe@myenroller.com</u>

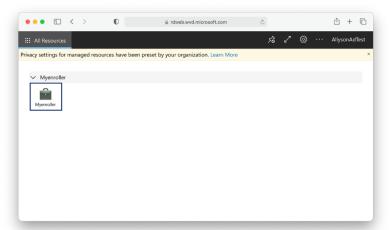
Click "Next" to continue.



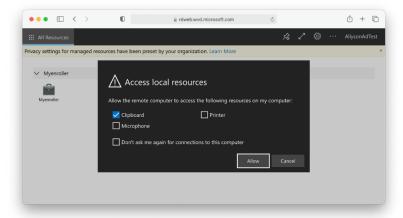
5. Enter the same password you currently use to log into the MIC agent portal and click "Sign In".



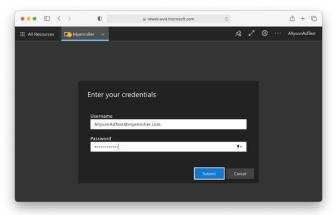
6. Click on the MyEnroller icon.



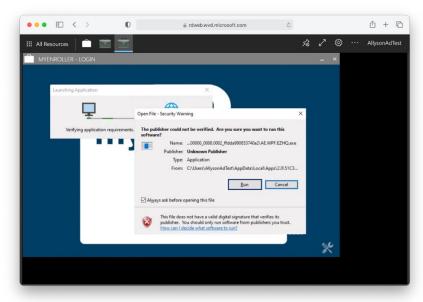
7. A screen will appear asking if you would like to allow access to local resources. We recommend sharing the clipboard, but not the microphone or printer. You can also uncheck all the boxes to prohibit access. After making your selection, click "Allow".



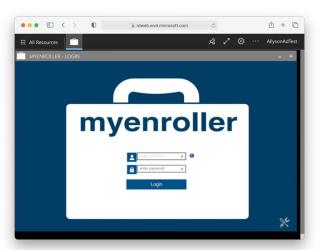
8. On the next screen, enter the same credentials you previously entered (the one with @myenroller.com at the end) and click "Submit".



- 9. The first time you use MyEnroller Online, you'll be asked to install the application. To do this, click "Install". (Note: You may be asked to install the application a second time. If this happens, click "Install" again.)
- 10. When the installation is complete, click "Run".



11. The new MyEnroller login page will appear. You can now log in using the credentials you previously used to log in to MyEnroller. (Note: Do not use the login information you just created; this login will not end in @myenroller.com.)



MyEnroller software

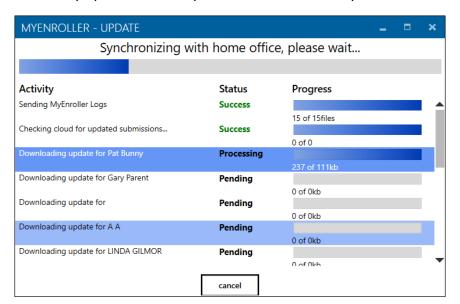
After you download the software, a MyEnroller briefcase icon will appear on your desktop. Click on the icon and enter your username and password on the screen that appears. This will be the same login information you used to log into the agent portal.





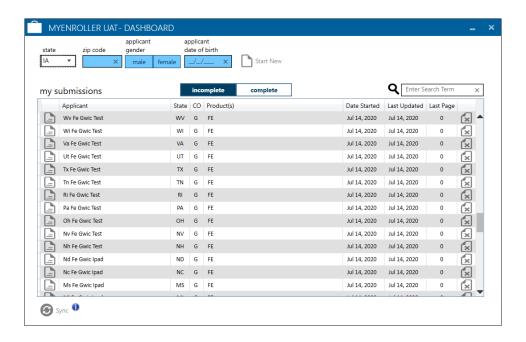
Synchronizing with home office

After logging in, you may get a "Synchronizing with the home office" screen. MyEnroller is synchronizing with GWIC for any updates that may have occurred since MyEnroller was used last.



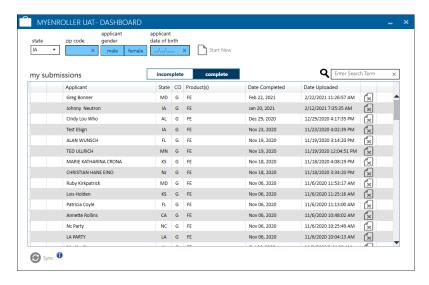
Incomplete submissions

- To view any incomplete applications that have not been submitted to the home office, select My
 Submissions Incomplete. This tab will default to incomplete. Incomplete submissions can be accessed for 60 days unless manually adjusted. The following fields will appear:
 - Applicant Name, State, Company abbreviation, Product(s), Date Started, Last Date Updated, and Last Page
 - Open Submission (Clicking on this icon on the left will take you to the last screen completed for this quote/enrollment.)
 - Delete Incomplete Submission (Clicking this icon on the right will delete the incomplete submission.)
- If you open an incomplete submission, all the previous data was saved; however, depending on how far you reached in the earlier session, you may need to re-enter Social Security numbers and bank account numbers you collected previously for payment. You will also need to collect new signatures if you reached that point in the earlier session.



Complete submissions

- To view completed submissions, select **My Submissions Complete**. Completed submissions will appear for 30 days, unless manually adjusted. The following fields will appear:
 - Applicant Name, State, Company abbreviation, Product(s), Date Completed, and Date Uploaded
 - Delete Complete Submission



Note: If there is no date listed in the **Date Uploaded** field, the application has **NOT** been sent to the home office. Click **Sync/Update** in the lower left of the screen to upload the application to GWIC.

Searching the dashboard

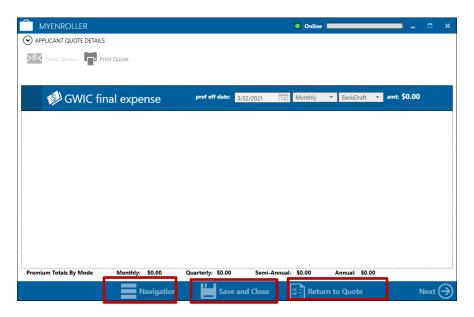
The Dashboard screen has a search feature that will allow you to find a client's application, both in the **Incomplete Submissions** and **Complete Submissions** sections.



Click in the **Search** field of the section you want to look in and enter your search criteria. The search feature will look for all information that is available on this screen. If you know the specific detail (i.e., client last name) you are searching for, use that information to narrow the search. But, if you only know partial information, you can do a broad search.

Navigating the MyEnroller screens

Several features appear on every screen.

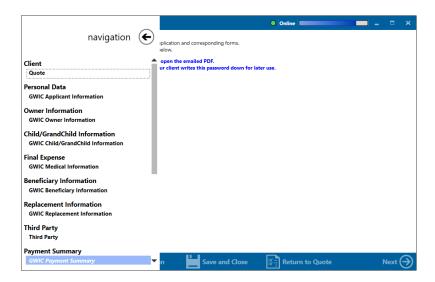


Jump-to-navigation

The "Jump-to-navigation" allows you to toggle between screens you have visited. When you tap on the icon next to "Navigation," you'll see a list of the screen names that you have visited. You are not allowed to jump forward. When you hit "Next" at the bottom of the screen, the page that you just exited will be added to the list.



Tap on the page/screen you would like to visit.



Save and close

The "Save and close" feature allows you to save the quote or application on the last page that you completed and close the program.



Return to quote

The "Return to quote" feature allows you to return directly to the quote page to change the options on the quote.



Progress bar

This tracks your progress through the application and is located in the top right corner of the screen.



Previous button

The "Previous" button allows you to go back one screen at a time.



Next button

The "Next" button allows you to move forward to the next page.

IMPORTANT NOTE: Every time you tap "Next," the information is **AUTOMATICALLY** saved.



Policy information

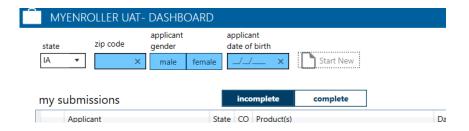
NOTE: Required fields have a bright blue background. Other information that is required for the application may not be necessary here, but it will be required on future screens.

Missing information/Required fields

You will not be allowed to move to the next screen until all errors or missing fields are completed. Required fields that are missing information will appear with **red** text describing the issue or have a **red box** around them.

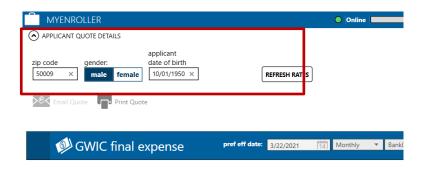
Quote and/or application process

- To start a new quote and/or application, complete the following:
 - Select the state where you, as the agent, are appointed and will be completing the enrollment.
 - ◆ Select agent #, if applicable (You will only be asked to select an agent number if you have multiple agent numbers with GWIC.).
 - o Enter insured's ZIP code.
 - o Select insured's gender.
 - o Enter insured's date of birth.
 - Click on Start New



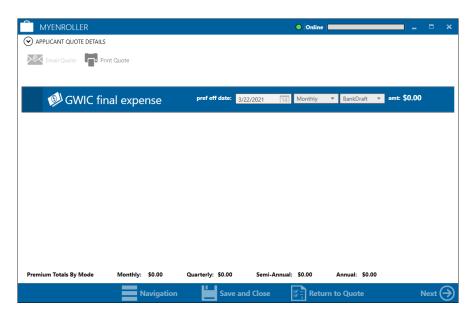
Applicant quote details

The "Applicant Quote Details" button in the upper left corner allows you to change the details of a quote, ZIP code, gender, and date of birth. This feature allows you to make a correction or create multiple quotes all on one screen.

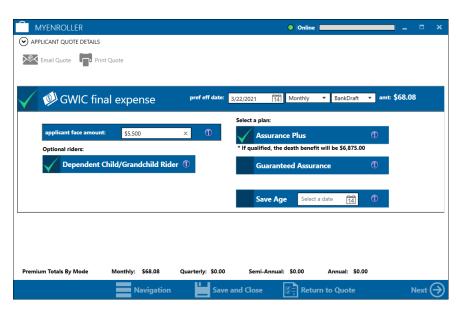


Product quote screen

After you have completed the applicant quote details on the Dashboard and clicked on "Start New," you will be presented with the product quote screen. Check the box to the left of "GWIC final expense" to begin.

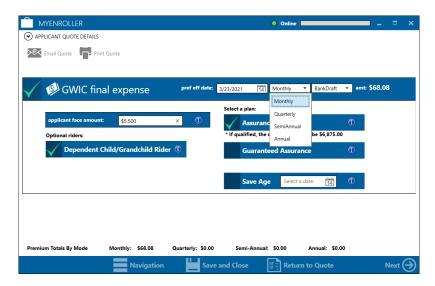


Enter the applicant face amount, choose a plan type, select any optional riders, and if desired, choose the save age option.



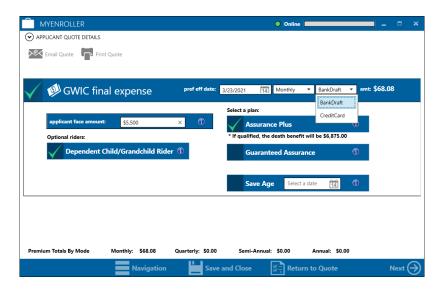
Payment mode

You are now ready to select the payment frequency: monthly, quarterly, semi-annually, or annually.



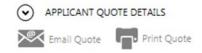
Payment method

Next, select the payment method. Bank draft and credit card payments are available on MyEnroller.



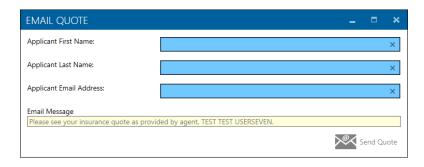
Email and print quote option

You have the option to email or print the quote for the applicant. It's located in the upper left corner, below Applicant Quote Details.



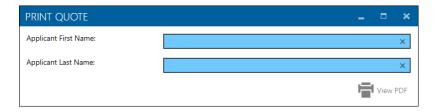
Email quote option

If you choose to email the quote, enter the applicant's first name, last name, and email address and click "Send Quote". If you are not connected to the internet, the email will be sent the next time you log into MyEnroller with an internet connection.

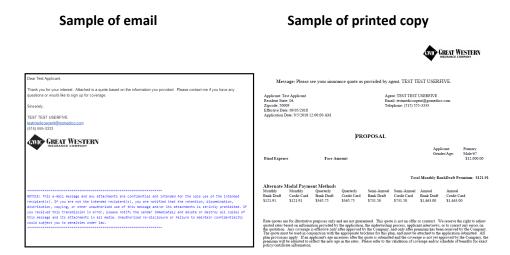


Print quote option

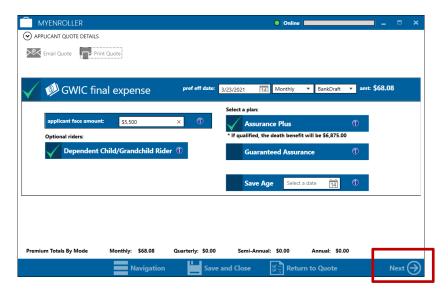
If you choose to print the quote, enter the applicant's first and last names and click "View PDF". A copy of the quote will appear in a PDF format that you can print.



Sample of email and copy of quote



If you want to begin enrollment at this point, click the "Next" button in the lower right corner.

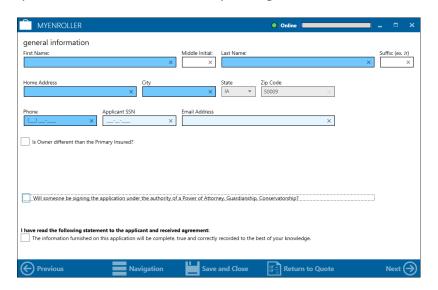


Taking an application with MyEnroller

Throughout the application process, the questions that are required for enrollment will have a bright blue background. Fields with a light blue background are highly recommended but are not required to continue through the enrollment.

Completing the general information screens

Fill in the applicant's first name, last name, address, city, phone number, Social Security number, and email address. If there is a separate owner, mark the corresponding box.



NOTE: If there is a power of attorney (POA), guardianship, or representative payee designation, tick the appropriate box to indicate a separate line of authority. A popup will appear to indicate that appropriate documentation must be submitted separately. This popup will also appear at the end of the enrollment process as a reminder.



Owner information

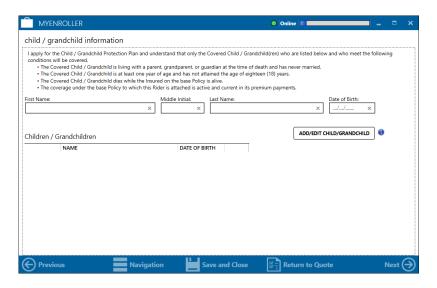
If you selected the box on the General Information screen to indicate the owner of the policy will be different than the insured, you will need to complete this screen. The owner's demographic information and the "Relationship to Insured" fields must be completed.

Some screens will indicate that the owner must complete certain areas of the application if they are different than the insured.



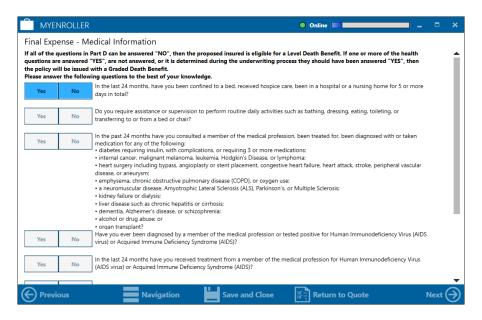
Child/Grandchild Information:

This screen will appear if the Child/Grandchild rider was selected on the Quote screen. You have the option to add at least one child or grandchild by completing the first name, last name, and date of birth fields. Click the "Add/Edit Child/Grandchild" button to add more.



Medical information

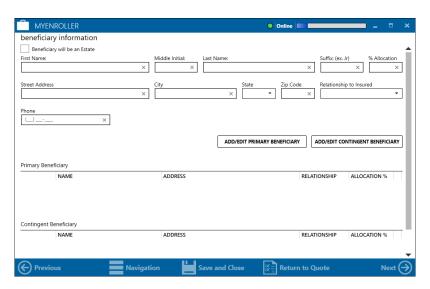
This screen will only appear if the Assurance Plus plan was selected on the Quote screen. To qualify for this plan, all health questions must be answered "No" and the primary care physician's name must be provided. If they are not, then the enrollment will be changed a Guaranteed Assurance plan, which has a graded death benefit.



Beneficiary information

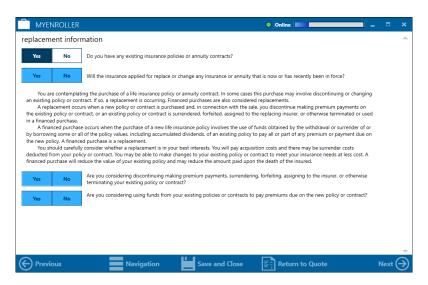
At least one primary beneficiary must be added for the Final Expense product, but there is no limit on how many primary and/or contingent beneficiaries can be added. Each type of beneficiary (primary and contingent) must equal 100% allocation.

Complete the following fields: First Name, Last Name, % Allocation, Street Address, City, State, ZIP code, and Relationship to Insured. Then click the applicable button — "Add/Edit Primary Beneficiary" or "Add/Edit Contingent Beneficiary."



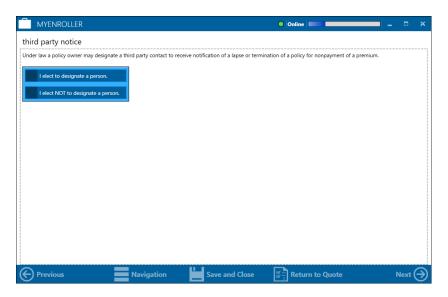
Replacement information

On this screen, you will need to indicate if the applicant has existing insurance and if the plan they are applying for will replace or change the existing coverage. Based on the responses to the initial questions, additional text and questions will expand to be visible. You cannot proceed without answering the required questions or completing all sections. This screen will vary based on state-specific forms.



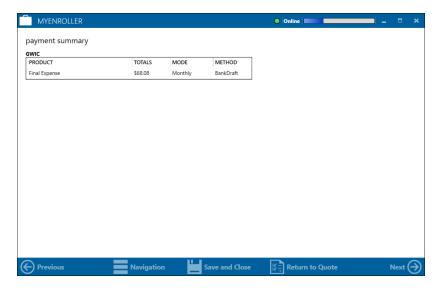
Third-party notice

This screen will give the policyowner an option to designate a third-party contact to receive notification of a lapse or termination of a policy for nonpayment of a premium.



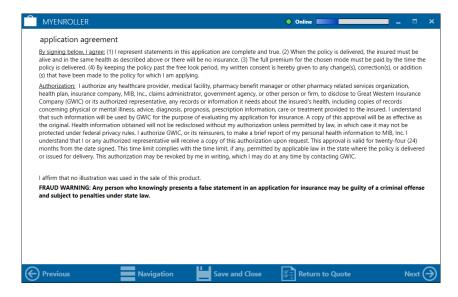
Payment summary

Review the product selected, premium, premium mode, and payment method.



Application agreement

Review the application agreement with the applicant before capturing signatures.



Signature options

Please select which option the applicant will use to sign the application: electronic signature or voice authorization. Each signature type is described in greater detail below.

NOTE: If the owner is different than the insured, a signature for the owner must be collected. Follow the text on the screen, which will indicate when to collect each signature.



Electronic signature

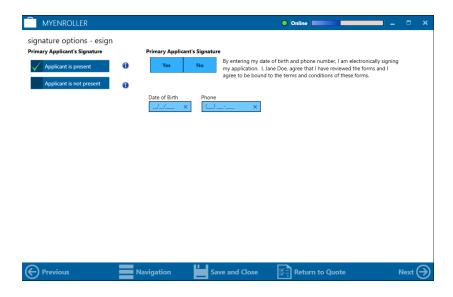
MyEnroller allows you to capture the client's signature electronically for two scenarios:

- Applicant is present
- Applicant is not present



Applicant is present

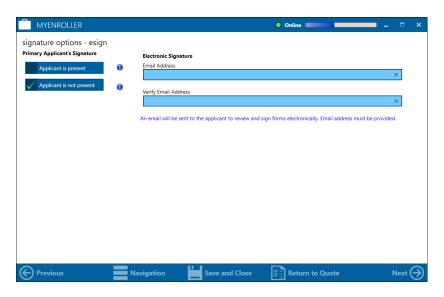
The "Electronic Signature with Applicant Present" is ideal if you are completing the application in person with the applicant. **The applicant MUST be present for this option**. The applicant signs by agreeing to this signature type and then entering the same date of birth and phone number collected during the enrollment process.



Applicant is not present

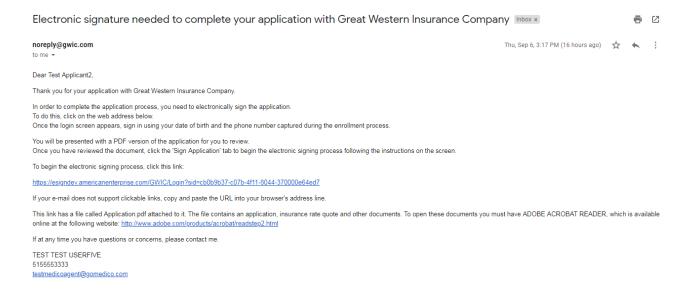
If you are not completing the application in person with the applicant, you may opt for "Electronic Signature without Applicant Present." GWIC will send an email with a secure link to the applicant/owner. The email will instruct the applicant to click on the link, review the application and all attached forms, and provide an electronic signature. To ensure that this process works smoothly, you must provide the applicant's/owner's accurate email address, date of birth, and phone number.

After you complete the submission, you will not be able to correct this information until the case is reviewed by the home office. The application and all forms are submitted to the home office as soon as the applicant electronically signs. GWIC will send reminder emails to the applicant at periodic intervals for up to 29 days. You will receive copies as well — with the link omitted. The reminder emails will continue until the applicant has completed the electronic signature. After 30 days, the application will need to be redone if not signed.



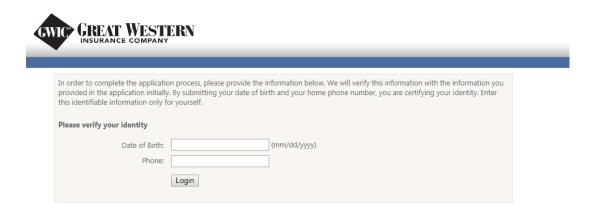
Applicant's email

Below is a copy of the email that the applicant will receive. The applicant will click on the link to access the electronic signature process.



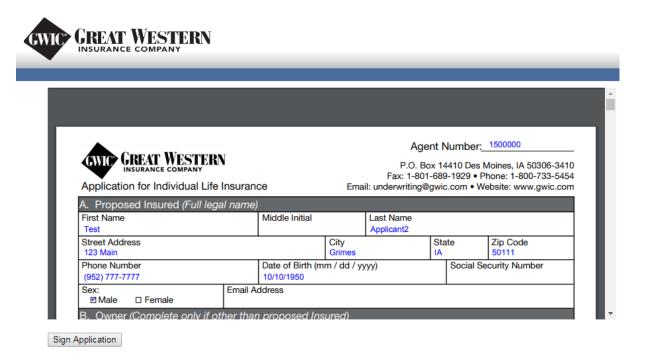
Applicant verifies identity

After the applicant clicks on the link within the email, the window below will appear in their internet browser. The applicant will need to verify their identity by entering the date of birth and phone number that was collected during the enrollment process and clicking on "Login."



Application review page

The applicant will have the opportunity to review the application before completing the signature portion.

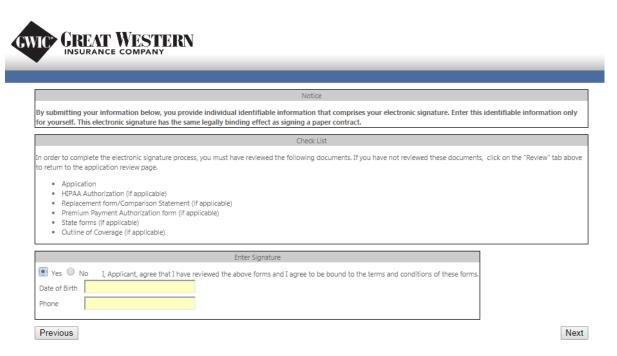


Sign application page

The applicant will click on the "Sign Application" button. They will be presented with the notice, checklist, and enter signature sections to review. The applicant will select either "Yes" or "No" to the following statement: "I, Applicant, agree that I have received the above forms and I agree to be bound to the terms and conditions of these forms."

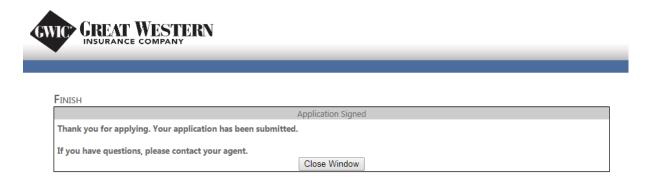


If the applicant selects "Yes," this section expands to collect the applicant's date of birth and phone number. They will then click on the "Next" button.



Application signed

After the signature is authorized, the application will be submitted directly into GWIC's underwriting system.



Voice authorization



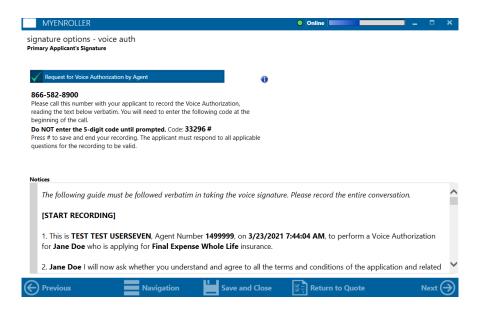
Voice authorization by agent

Select "Request for Voice Authorization by Agent," and an 800 phone number and guide will appear.



IMPORTANT:

- This is a conference call.
- If there's a busy signal after dialing the 800 phone number, please try calling again.
- The **5-digit code must be entered correctly followed by #** for the recording to be automatically attached to the application file. If the 5-digit code is entered incorrectly, admin services will have to manually attach the recording, which may cause a delay in the underwriting process.
- The guide must be read verbatim.



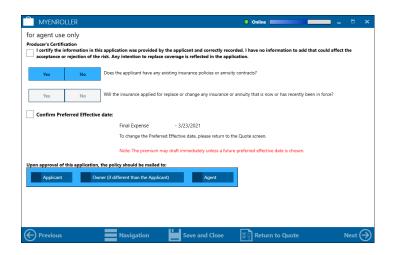
Once the voice authorization is complete, **press # to save and end the recording.** Note: If you do not press #, the recording will not be saved.



Agent use only screen

Here, you will certify that the information in the application was provided by the applicant, correctly recorded, and you have no information to add that could affect the acceptance or rejection of the risk. You also will be asked the replacement question from the application. Your responses must match the applicant's.

Confirm the preferred effective date and select who the policy should be mailed to. **NOTE:** The delivery option is not available in all states.



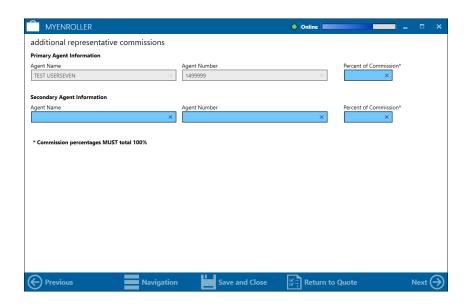
For agent use only – split commissions

GWIC allows the option to split a commission with another agent on the Final Expense product, if desired.



If "Split Commission" is selected, you will need to enter the agent's name, agent's GWIC Final Expense writing number (agent number), and commission percentage split.

NOTE: The commission percentage split MUST equal 100%.



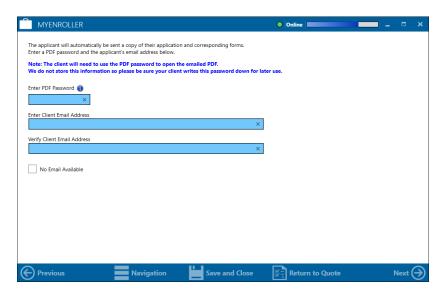
This information will not be visible to the agent or applicant on the final application documents but will be sent to the policy issue team for processing.

Email copy of application

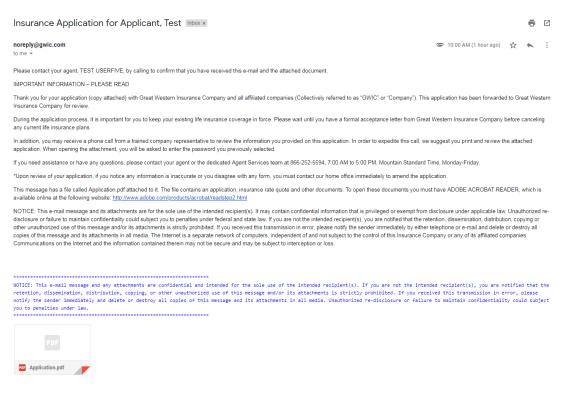
Unless the applicant/owner does not have an email address, a password and applicant's email address should be provided so a complete application and all corresponding forms can be sent to the applicant for review and to save in their files. The copy of the application will be a PDF and require a password that is 10 characters.

NOTE: The password will be used by the client to open the email PDF. **GWIC does not store this information**, so please make sure the correct password is given to the client.

The emailed copies of the application will not be sent until all signatures are collected.



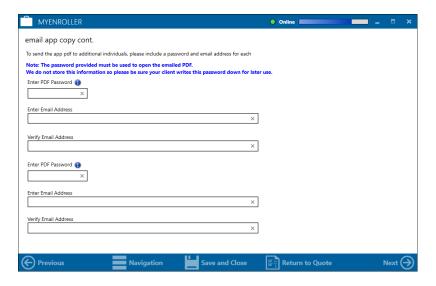
Copy of email



Additional options for emailing application copies

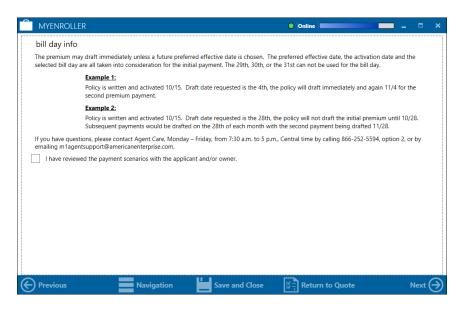
This screen allows the agent to email a full copy of the application and corresponding forms to two additional individuals. This is optional.

In order to expedite this process, your email address on file will be pre-populated so an electronic copy of the application can be sent. A password will need to be entered so the PDF can be opened in the email. If the email address is not correct, it can be changed on this screen. To update your email address on file, log into the agent portal, click on "Your Portal" at the top of the screen, and select "Account Settings."



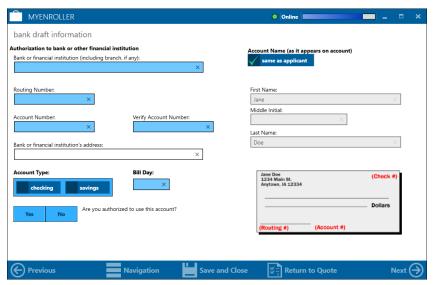
Bill day info

This screen explains how the requested bill day can potentially be impacted by the preferred effective date and the activation date of the policy.



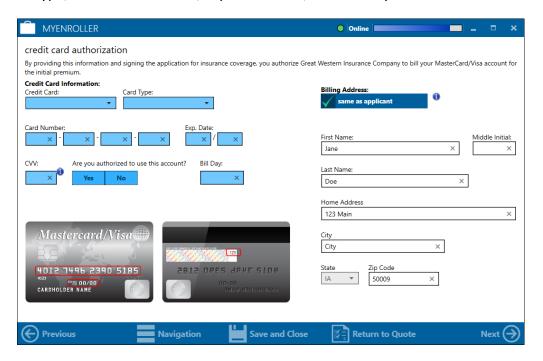
Bank draft information

Fill in the bank or financial institution's name, routing number, account number, type of account, and account name.



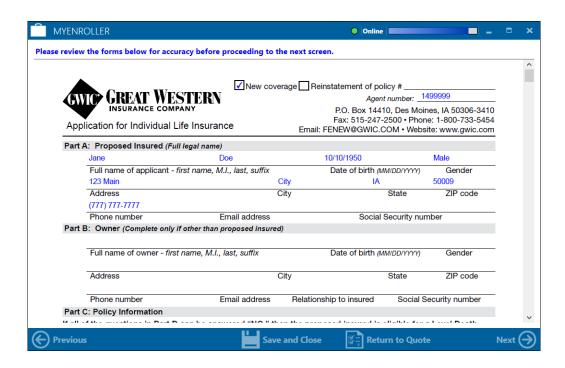
Credit/Debit card information

Fill in the credit card type, credit card number, expiration date, and security code.



Application review

Review the application and check all ancillary forms have been filled in with the required information. Populated fields will be blue.



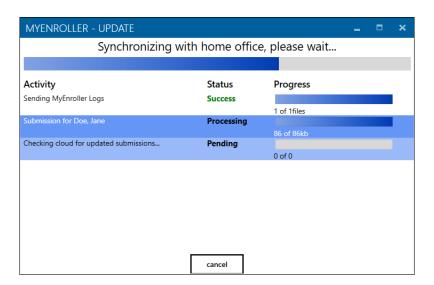
Complete case

The application is ready to be completed. Click the "Complete Case" button to finalize the application process. No additional changes can be made to the case. If you are not connected to Wi-Fi, finish all screens, and click the "Complete Case" button. When you return to your office and are connected to the internet, open MyEnroller and sync the submissions. If you do not click on "Complete Case," your application will NOT be submitted to GWIC. It will remain as an incomplete submission.



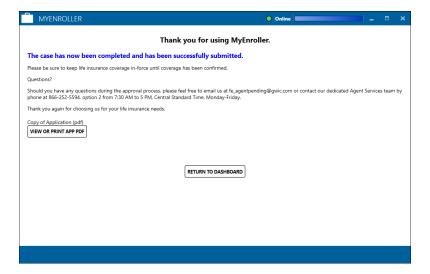
Synchronizing with home office

When you are connected to the internet and click the "Complete Case" button, you will see the screen below, and the application will sync with the home office and be sent directly to the underwriting department to be processed.



Thank you for using MyEnroller

You will see this screen after your application has been submitted.



Congratulations! You've submitted an application on MyEnroller!

MyEnroller was designed to help you increase your sales by giving you access to faster quoting tools, easier application submission, and a convenient way to work on the go.

- 1. Completing the sale is the most important part of the appointment. Technology is a great tool, but as we have all experienced, an ill-timed error can be very frustrating. Make sure you have a paper application handy in case you experience any technical errors with MyEnroller that force you to quit using it in the middle of an appointment.
- 2. If you have questions or issues, contact the Agent Care team at 866-252-5594, option 2. They can help with any software questions. If there are issues with MyEnroller itself, they will contact the Help Desk, who will call you to troubleshoot.

Thank you, and we look forward to earning your business.

