



How to complete the Advisor-Assisted Application Last updated December 2023

The Advisor-Assisted application allows you to complete the online application alongside your client



PARTNER DASHBOARD Legal & General Dashboard My Business Start Application/Ticket NEW My Business List

 Log into the Partner Dashboard and click on My Business

WG70000
 ✓

2. Click on Start Application / Ticket

Note: If contracted with more than one GA, make sure you have selected the correct advisor code located at the top of the screen



Legal & General		
Application Information	~	
Your Policy	~	Start a new application for your client!
About You	~	Our advisor experience gives you the opportunity to guide your client through every step of their life insurance application
Health History	~	
		Application Information Section: You will need to complete the entire Application Information section before you can Save and Eart". Drop a Ticket: Gives you the option to enait the application to your client or schedule an AppAssist appointment. Digital Application: Quick, easy and most advisors are able to complete within 20- 30 minutes.
l≱		Here's some useful client information to have on hand: - Client's personal information including last 4 of SSN - Oriver's license information - Medical information

- 3. Landing page
 - a. When using the GA's URL link, you will land on this page
 - b. Select Next

GA Code	GA Name	Communication Email @ No email on file	
Please enter the below information	n for each advisor.		
Primary Advisor Code 🙆	NPN Lookup your NPN	SSN/TID	
	ų	4	
First Name	Last Name	split %	
I am not contracted			
I am not contracted Add Advisor Case Notification (Optional)		Look up your NPN	
I am not contracted Add Advisor Case Notification (Optional) Email Address	Next	Look up your NPN The National Producer Number (NPN Association of Insurance Commissio assigned through the licensing applic information below to look up your NP	i) is a unique National ners (NAIC) identifier cation process. Fill out th PN.
I am not contracted Add Advisor Case Notification (Optional) Email Address	Next	Look up your NPN The National Producer Number (NPN Association of Insurance Commissio assigned through the licensing applic Information below to look up your NP Last Name	i) is a unique National oners (NAIC) identifier cation process. Fill out N.



4. Advisor Information

- a. Please review the GA name at top to ensure this is the correct agency the business is to be submitted through
- b. If needed, enter your advisor code; if you do not know your code, enter your national producer number (NPN) and last four of your social security number or TIN, depending on how you are licensed; If not contracted with this GA check the I am not contracted box; enter NPN and last 4 of SSN or TIN

c. Select Next

Note: If you do not remember your NPN click on Lookup your NPN

Please enter any missing information below:				
Name				
First Name	Middle Name (optional)		Last Name	
Gender	Date of Birth		Last 4 digits of SS	SN @
- select 🗸 🗸	MM/dd/yyyy		ssn	
Address				
address line 1				
address line 2 (optional)				
City		State Ø		Zipcode
city		- select-	~	zip
Email Address		Confirm Email Address		
email		confirm email		
Phone Number		Confirm Phone Number		
	Mobile ~			
Save Age to set effective date based on younger insurance age More d Yes No No	etalo			



- 5. Client Information
 - a. Complete all fields
 - b. Select Next

Pro Tip

The state of sale is based on where the owner resides; please make sure you are licensed in that state

	Policy Inf	ormation		
Details Product Type Learn More		Coverage Length		
OPTerm	~	30 Years		*
Purpose of Insurance		Coverage Amount		
Personal	~	\$ 500,000		
Underwriting Class	Table Rating		Billing Frequency	
Preferred	Select	~	Monthly	~
Term Biders				
10 years	15 years		20 years	
S	Ś		S	
Child Rilder S10.00 \$10.000 Not Interested Waiver of Premium Add Coverage Not Interested Temporary Insurance Coverage Add Coverage Not Interested				
Owner Is the policy owner same as the proposed insured? Yes No				
				Premium Amount e \$ 39.91
• Add Policy	Next	>		



6. Policy Information

- a. Complete the appropriate fields
- b. If the owner is other than the insured, the agent will need to provide the owner's name, address, phone number and email address
- c. Select Next



When multiple policies are needed:

If the client is applying for more than one policy, after entering the initial information click **+Add Policy** located in the bottom left corner

This will allow you to enter the information needed for each additional policy the client is applying for (up to three total)

When completing the applications, the client will only need to repeat the 'Your Policy' details for each policy being applied for

	Policy Int	formation		
Policy 1: OPTerm 30 Coverage Langer 33 Yaza - Coverage Amount 1853 00 - Estimated Premium 333 00 mentity				v
Policy 2: OPTerm 10 Drvsrage Langin 10 Yaars - Coverage Amount \$280,000				
Details				
Product Type Learn More		Coverage Langth		
OPIem	*	10 years		*
Purpose of insurance		Coverage Amount		
Business	*	\$ 250,000		
Underwriting Class	Table Rating		Billing Prequency	
Preferred V	-Select-	~	Monthly	*
Term Riders				
10 years	15 years		20 years	
8	5		ŝ	
Namer of Remulan Add Dowega Not Interased Add Dowega Add Dowega Add Dowega Mit will apply to strated Not will apply to strated				
Owner Is the policy owner same as the proposed insures? In the policy owner an individual or a business? Instruct Destruct				
				Pagetion Amount σ 5
	6 R	emove		
Add Policy				
	Next	· · · ·		



Multiple policies cont.

• Enter the information needed for the second policy; repeat for the third, if needed

Once the information is entered for each policy being applied for, click **Next**

Owner				
Is the policy owner same as the proposed insured?	Ð			
🔿 Yes 💿 No				
Is the policy owner an individual or a trust?				
Individual Trust				
(i) We'll re-verify and update owner details, if they ch	ange during the application	n process.		
First Name		Last Name		
City	State		Zip Code	
	select	~		
Phone Number		Confirm Phone Number		
Email Address		Confirm Email Address		
				Pren
Add Policy				





When the policy owner is other than the insured, the policy owner's name, address, phone number and email address are required

Note: The state of issue is determined by where the owner resides, you must be licensed in that state





- 7. Advisor Attestation
 - a. Click I Agree to the terms and conditions

Note: Application reference number and policy number(s) will appear in the bottom right corner

There is one Application Reference number and will link all associated applications

Policy number will be unique for each policy applied for

Application for You can complete the entire application with your client, send it to the client to complete, or schedule an AppAssist Interview.

Continue along with your client

Use our quick and easy application — most advisors complete it within 30 minutes. Remember, your client must agree to our HIPAA authorization before starting the 'Health History' section.

Continue Digital Application

Give your client the control

This gives you the option to send the application to your client to complete independently or schedule a time for your client to complete their app over the phone with our AppAssist team.

Send To Client Or Schedule Interview



8. To complete the full application with your client, click on **Continue Digital Application** button

Need Help?

oplication information	^		Client Inf	ormation			
Clert Information							
Product Information Advisor Attreatation Continue Application		is i	nterested in \$100,000.00 Cl View o	of coverage for one details	10 years at \$9.43 t	bi-annually.	
w Policy	~	Nama					
bout Yale	~	ing ing	Mobile Name Institute				
with Hatory	~						
		Gender		Date of Birth			
		Female	~	01/04/1980			
		Address					
		Address Line 1					
		Address Line 2 (optional)					
		BIRMINGHAM	Alabama	~	35215		
		Last 4 digits of SSN		Email Address			
				user@example.o	om		
		Phone Number		Secondary Phone	Number		
			More M			Muna M	



- 9. Review the client information
 - a. Ensure all information is accurate
 - b. Click on Start your application





- 10. Client will need to agree to the Terms & Conditions and HIPPA authorization
 - a. An email with the secured link will be sent to the client
 - b. It can also be sent to client via text message
 - c. Click Send to client





- 11. This is the email the client will receive to review and agree to the Terms & Conditions and HIPPA Authorization
 - a. The email will be from Banner Life | Legal & General America
 - b. The subject line will state "Your Life Insurance Application"



Legal & General				View T&C, HIPAA, and Honesty Statement
pplication Information	*	Your Policy	About You	Health History
Personal or Business Insurance Owner		Let's	s get started with your policy det	ails.
Payor Secondary addressee		We'll cover questions about th	ne policy you're applying for, any existing life insurance, pay on who will be receiving the benefits of this policy.	ment information, and details
Primary beneficiaries Contingent beneficiary		•	Here's some helpful information to have on hand • Name and date of birth for each primary beneficiary	đ:
Existing insurance Total amount of coverage Noout You	~		 Information about any existing life insurance policies you currently have 	
iealth History	~		Next >	
		O Need Help?		

- 12. The application is divided into three sections
 - a. Your Policy
 - b. About You
 - c. Health History

Note: Left margin will indicate what types of questions will be asked in each section

All sections must be completed fully and accurately



legal & General				Vew TBC, HIPKA, and	ionesty Statemer
splication information	~	10 Your Policy	2 About You	Health History	
risoral of Business Insurance event Hectrider Bor econdary addressee enimary beneficiary softingent beneficiary softingent beneficiary softingent amount of coversion		Let" Well cover questions about the	s get started with your policy det e policy you're applying for, any existing life insurance, pay on who will be receiving the benefits of this policy. Here's some helpful information to have on hand • Name and date of birth for each primary beneficiary • Information about any existing life insurance policies	ails. ment information, and details	
You	~		you currently nave		

Note: If the advisor and/or client needs to stop the application at any point

- Click on the **Save and Exit** button located in the top right corner of each screen
- An email will be sent to the client with a secured link
- Client will log in and complete the remaining application online





13. Your Policy sample questions (i.e., beneficiary, owner, additional coverage)



-				
Legal & General				View T&C, HIPAA, and Honesty Statement
plication Information	~	19	ĝ	r an
/our Policy	~	Your Policy	About You	Health History
ut You	~			
Driver's license		We	want to talk about you and what you	J do.
Citizenship			We'll cover topics like your occupation, lifestyle, and activities.	
Birth origin			, , , , , , , , , , , , , , , , , , , ,	
Employment status		-0	Here's some helpful information to have on hand:	
Occupations			Proof of citizenship (nasenort/visa)	
Occupation duties			Driver's license or state ID	
Hazardous activities			Vour annual & household income	
Aviation-pilot license			Health incurance information	
Foreign travel			- react instrance information	
Foreign residency				
Annual income			Next >	
Household income				
Premium financing	O Need	Help?		
Rankmintev	(p inte			

14. Next section of the application is the **About You** section (i.e. driver's license, citizenship, occupation, foreign residency...)







Legal & General				Save and Exit
Your Policy	Your Policy	2 About You	Health History	
About You 🗸				
AlDS/HIV	Nex	t up, let's talk about your he	ealth.	
COVID-19	We'll cover topics I	ike doctor visits, family history, and any co	onditions that you've	
Weight		personally been diagnosed with.		
Height				
Weight change	Here	's some helpful information to have on	hand:	
Primary physician		Your doctors' contact information		
Last physician consulted		Health insurance information		
Last physical with blood test		 Family medical history 		
Health Insurance				
Prior app declined/modified		Next X		
Parent hereditary disorders				
Parent heart or cancer				
Sbings	red Help?			
Stroke TIA CAD diabetes				

15. In order to move on to the **Health History** section, the client must have agreed to the **Terms and Conditions** and the authorize the **HIPPA disclosure**

Note: If the client has not agreed to the Terms and Conditions and HIPPA disclosure or if the client wans to complete the health history on their own

- Click on the Save and Exit button
- An email will be sent to the client with a secured link
- Client will log in and can complete the remaining portion of the application themselves online









- 16. Upon completion, you will be notified as to what the next steps are for underwriting; possible examples:
 - a. A notification for instant decision
 - b. A notification that their application requires further underwriting





This is the email the client will receive to review and sign the application

Almost there! Ready to review and sign your application? You'll have an opportunity to review the full application documents before you sign them.



QIf you'd like to revisit any part of your application or make changes, use the links below. Application Information About You Do you have a driver's license or state issued ID? What is your driver's license or state issued ID number? Yes Maryland - 123456789 Are you a U.S. citizen? Where were you born? Yes I was born inside the U.S. in the state of Maryland What is your current employment status? Do you work in any of the following occupations Paid employee or self-employed None of the above Do the duties of your occupation require you to be: Which of the following activities do you engage in or plan to engage in the next 6 months? None of the should None of the above Do you have a valid pilot's license? Do you intend to travel outside the U.S. or Canada in the next 12 months? No Yes How many weeks do you expect to be outside of the U.S. and What countries do you intend to travel to? Canada in the next 12 months? I'm travelling to Aruba for 5 days 2 Do you intend to change your country of residence in the next 12 What is your annual earned income (include salary, bonus, commissions, etc.)? No \$75,000 What is your total household earned income? Do you have a spouse or life partner? \$75,000 No Will any portion of the initial or future premiums for this policy be In the last 5 years, have you filed for bankruptcy? borrowed, loaned, or otherwise financed by any individual(s) or No entity(ies) other than yourself or your immediate family members? No No Do you drink alcoholic beverages? How many alcoholic drinks do you consume per week? Yes 3 When you consume alcohol, what is the average number of drinks Have you ever been addicted to alcohol or been advised by a medical professional to reduce the amount of alcohol you drink due to how much you use? No Have you ever been advised by a physician or member of the Have you ever used narcotics, barbiturates, anabolic steroids. amphetamines, hallucinopens, heroin, crack, cocaine, or habit medical profession to attend or attended an alcohol support forming drugs except as prescribed by a licensed health care group? professional? No No Have you ever been addicted to or misused prescription In the last 8 years, how many times have you been convicted of, or medication? pled guilty or no contest to Driving While Intoxicated (DWI) or Driving Under the Influence (DUI)? No 0 In the past 5 years, have you had your driver's license suspended Have you been convicted of, or currently charged with, a felony, or or revoked, or been convicted of, or pled quilty or no contest to a are you currently on parole or probation? moving violation? No No



17. Your client will review the application and is able to make adjustments prior to signing

Legal & General		Save and Exit
<	Review and sign your application	
	I agree that I have read and reviewed my application packet. I authorize my electronic signature to be added to my application.	
		Need Help?



- 18. Your client will check an agreement indicating they have reviewed their application and authorize their electronic signature
 - a. Select Sign Application to submit

Thank you for your business