



eDelivery

Get Started

In order to activate eDelivery, we need to complete a few steps.

STEP 1

Please complete the **eDelivery Registration Form** (page two of this document) and submit by email to your Internal Wholesaler. Please allow up to one week for your DocuSign® account to be created.

STEP 2

When your DocuSign account has been created, you will receive a notification email from DocuSign. This email will be sent to the “User Name” indicated on the eDelivery Registration Form, and it will contain a link allowing you to assign the password for your account. You are the owner of your DocuSign account and Legal & General America will have no access to it or knowledge of your password.

STEP 3

Once you have completed the set-up of your DocuSign account, you are free to begin submitting your business with the eDelivery Authorization Form ([LU1321](#) or [LU1321WP](#)).

Training and Tutorial Videos

Please visit our eDelivery microsite listed below for marketing information, tutorials, and training videos.

eDelivery Microsite: <http://www.lgamerica.com/edelivery>

Please share the links below with brokers as you train them on what they and the consumer can expect from the eDelivery process.

Customer Experience: <http://www.lgamerica.com/edelivery/training/customer.html>

Nonstop Process: <http://www.lgamerica.com/edelivery/training/agency.html>

Layover Process: <http://www.lgamerica.com/edelivery/training/agency.layover.html>

eDelivery Registration Information (to be completed by the General Agency)

Please complete the information below to establish your DocuSign account.

Account Information

| | |
|---|--------------|
| Corporate Account Name | |
| Contact Name | |
| Business Address | |
| Contact Phone Number | |
| Contact Fax Number | |
| Contact Email | |
| User Name* *This should be the email address you want to use to log into DocuSign and the email address of eDelivery email. Usually something like eDelivery@youragencyname.com. | |
| Website | |
| GA Codes to be included** **All eDelivered policies under these GA codes will be visible in this account . | Banner |
| | William Penn |

AppAssist Preferences

| | | |
|--|-----|----|
| Will we be setting up your AppAssist business for eDelivery? | yes | no |
| If yes above, will all of your brokers be turned on for AppAssist eDelivery? | yes | no |
| If not, which ones should be turned on? | | |

Delivery Option Preferences

| | | |
|---|---------|---------|
| Please indicate your preference: Nonstop (Direct to client at time of issue) or Layover (GA must approve before the client receives the policy) | nonstop | layover |
| If you choose the nonstop option, will your issued other than applied for business go nonstop or layover? | nonstop | layover |

Please submit this completed form to your Internal Wholesaler.

If you have any questions, please contact your Internal Wholesaler at 800.638.8428. Don't know your Internal Wholesaler? Find out on our [regional map](#).