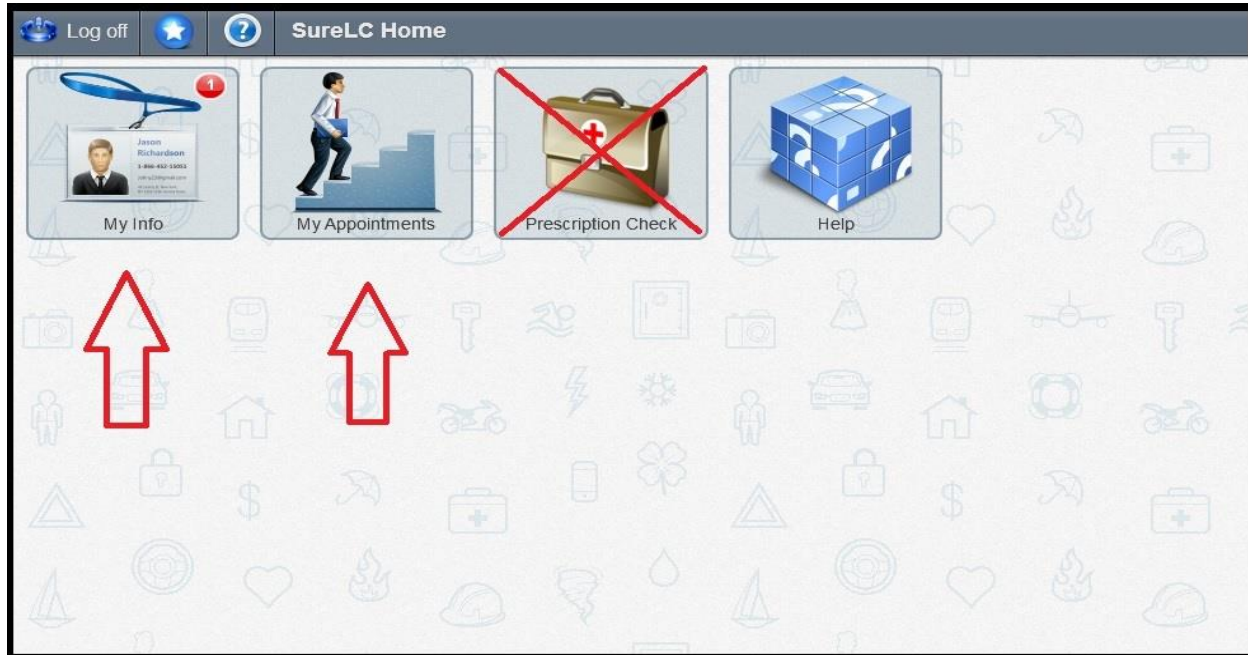


E-Contracting Instructions

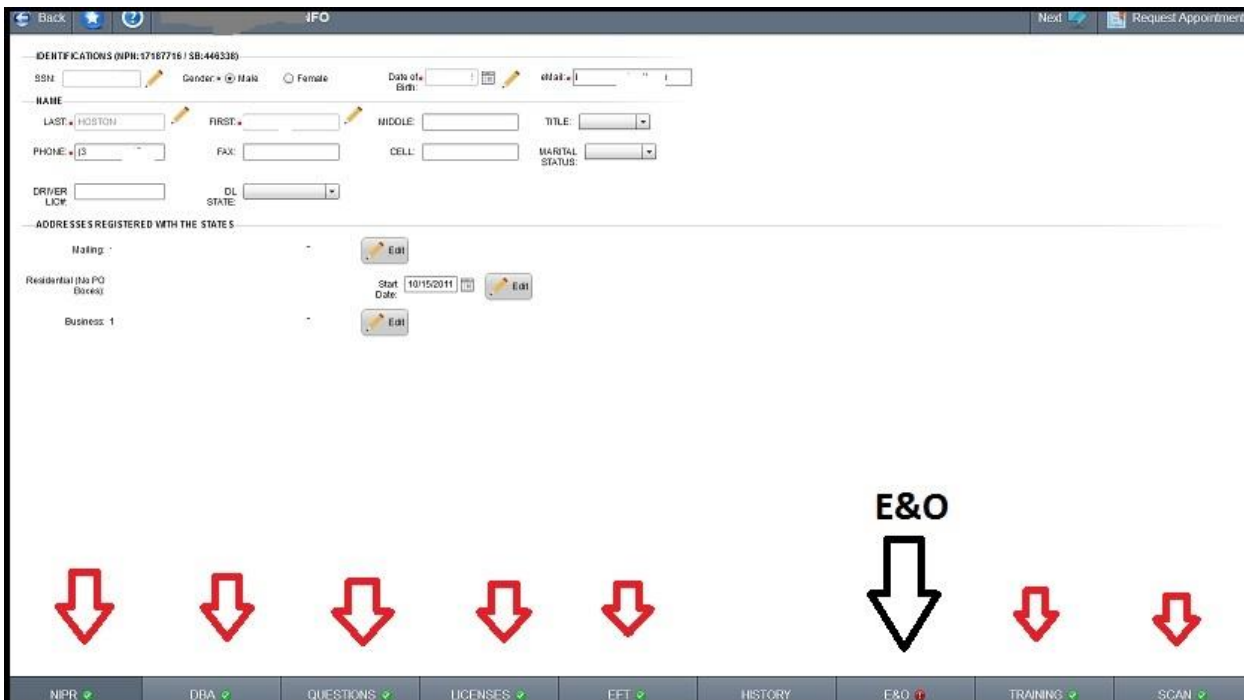
Link - [Click Here to Begin E-Contracting Process](#)

Step 1 – Log Into E-Contracting by registering as a NEW USER for the first time or your email and password you created if returning.

Step 2 – Once you log in – Click on the My Info Box in the upper left



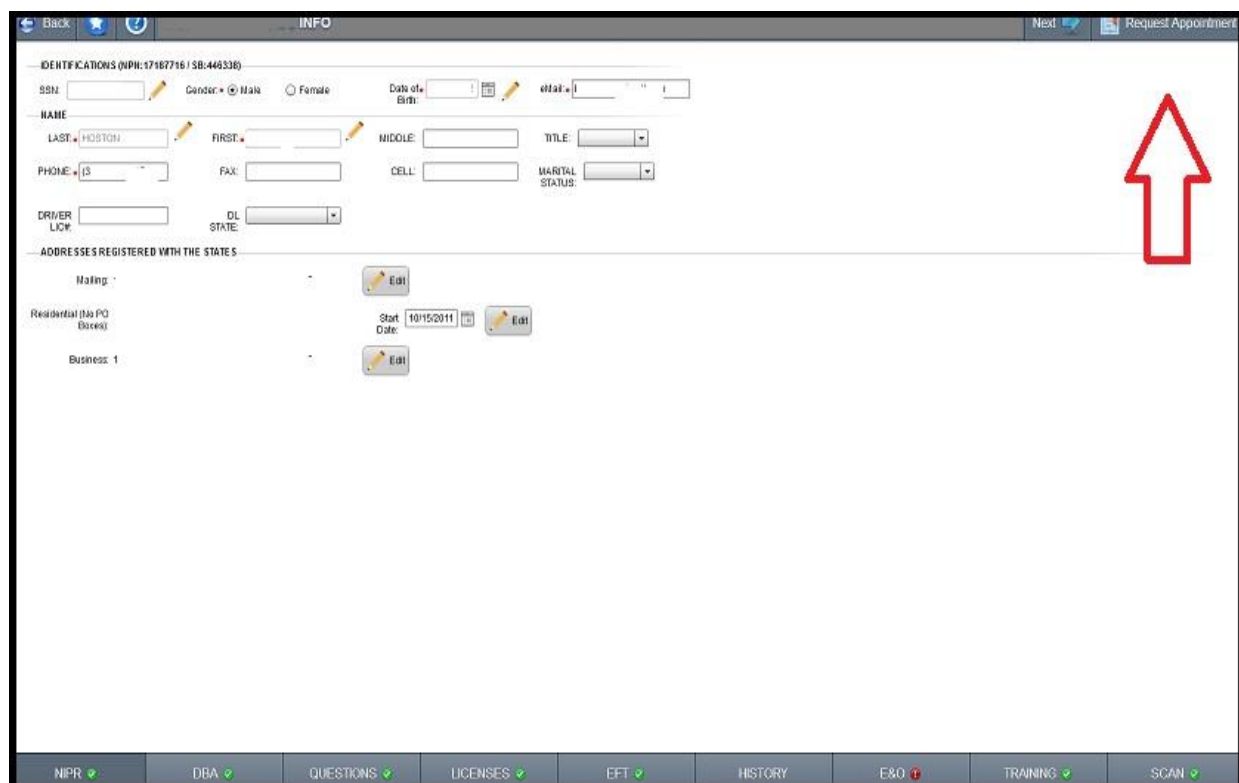
Step 3 – Complete ALL the necessary information so that you have all GREEN Checks as seen below.



Step 4 – If you have E&O...input info where indicated. If you DO NOT have E&O coverage, you can still move forward with the contracting process. Gerber, Foresters, Americo, American General Life & Standard Life will require E&O coverage.

Step 5 – Request Carrier Appointment

After all sections have Green Check, click the upper right corner where indicated below.



The screenshot shows a web application interface with a navigation bar at the top containing 'Back', 'INFO', and 'Request Appointment'. The main content area is titled 'IDENTIFICATIONS (NPH: 1718716 / SB: 448336)'. It contains several sections: 'PERSONAL INFORMATION' with fields for SSN, Gender (Male/Female), Date of Birth, and Email; 'NAME' with fields for LAST (HOSTON), FIRST, MIDDLE, and TITLE; 'CONTACT INFORMATION' with fields for PHONE, FAX, CELL, and MARITAL STATUS; 'DRIVER LIC.' with fields for LIC# and DL STATE; and 'ADDRESSES REGISTERED WITH THE STATES' with a table listing 'Residential (No PO Boxes)' and 'Business: 1', each with an 'Edit' button and a 'Start Date' field. A red arrow points to the 'Request Appointment' button in the top right corner. At the bottom, a status bar shows various sections with green checkmarks: NIPR, DBA, QUESTIONS, LICENSES, EFT, HISTORY, E&O (with a red exclamation mark), TRAINING, and SCAN.

At this point you will be prompted to select the carrier you are to be appointed with (Complete all of them) and go through a quick carrier specific questionnaire.

Please note ANY information that requires uploading; voided check, AML certificate, E&O certificate - can be emailed to Amber in contracting at csr@seniorselectins.com and uploaded by her if you are having issues uploading them to your portal.

