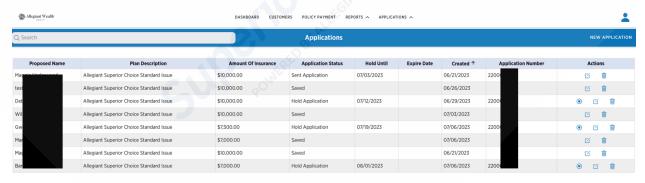


**LIST** will show policies uploaded and being held for payment, as well as any saved applications.

Applications that are uploaded with NO hold date (delayed payment), will expire after 2 days and be deleted from the portal if no payment information is provided.



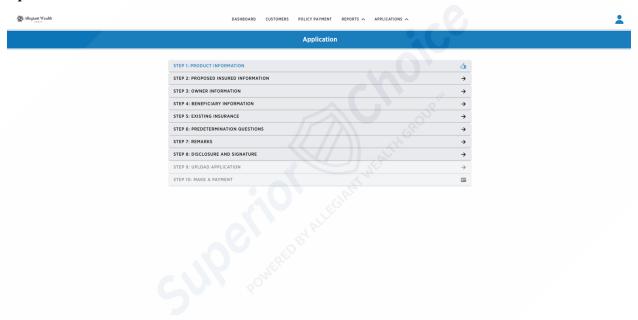
## **NEW APPLICATION**

The table of contents may be reached any time by selecting 'table of contents' in the bottom right corner.

A to the right of the step, indicates the page is completed and there are no errors.

An application number will appear along 'step 9' once the application has been uploaded.

NO CHANGES may be made from the agents portal once an application is uploaded.



You must be appointed in the state the client is currently in at the time of the application, in order to move forward with the application.

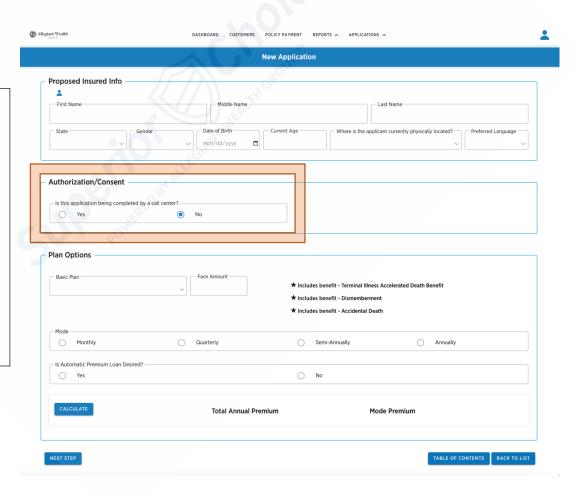
If you need to verify your appointment or have a question about the status of an appointment, please reach review the 'licenses & appointments' report in your agent profile or reach out to <a href="mailto:contractsandcommissions@citizensinc.com">contractsandcommissions@citizensinc.com</a>

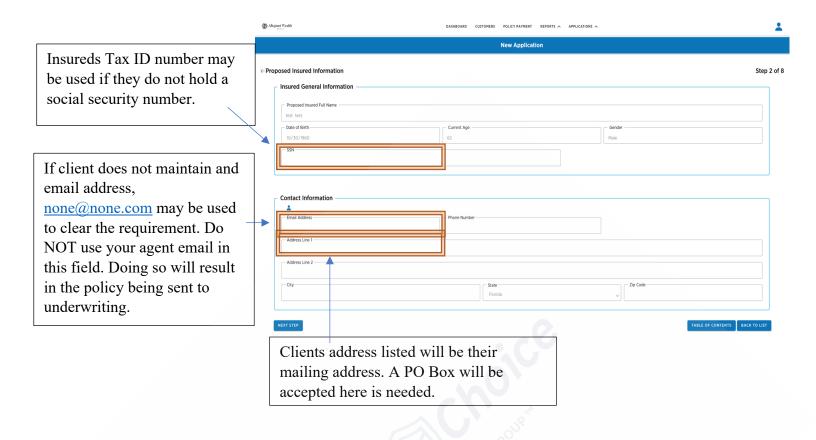
Upon completion of client information, select 'calculate' to complete the page, and 'next step' to move forward.

Premiums are calculated based on the insured's last birthday. At the time the application is uploaded, when the agent clicks on 'Step 9: Upload Application', the premium rate is locked in.

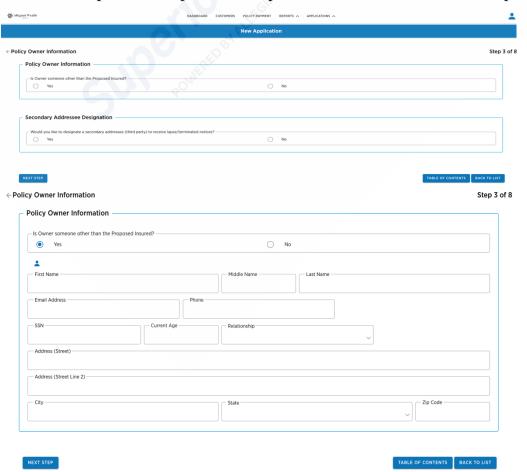
If a hold date is set, and the insured has a birthday between the date of the application and the date of the first premium, the issue date is still the day the application was uploaded and there is no change in the premium.

If taking application via tele-sales or a call center, be sure to mark 'yes' on the Authorization/Consent question. This will replace the signature box with a Recording ID box. The Recording ID is the insureds phone number. Please see tele-sales instructions for additional information.





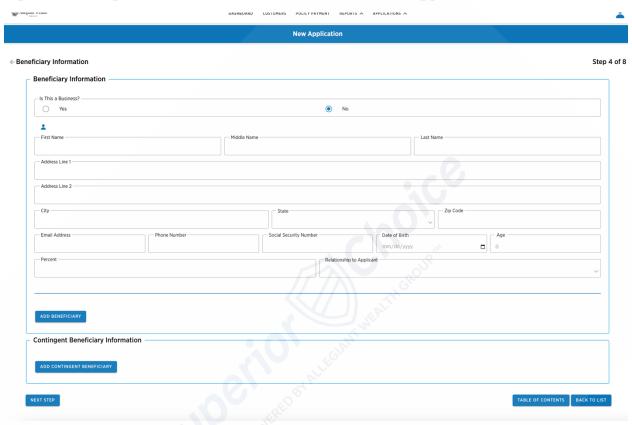
Step 3 will designate the owner of the policy. If the owner is someone other than the proposed insured, please complete the required fields and select 'next step'



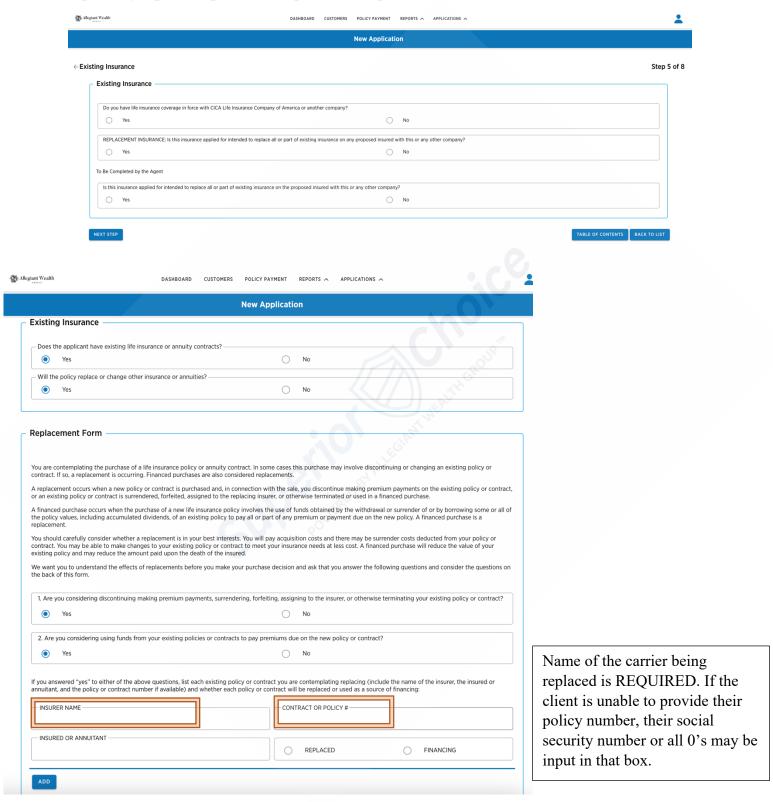
Up to four beneficiaries may be entered. Percentage total must equal 100%.

If you can not obtain the beneficiary's email address, <u>none@none.com</u> may be input in the required section to move forward with the application.

If you can not obtain the beneficiary's social security number, 000000000 may be input in the required section to move forward with the application.



The replacement form is included in step 5 of the application. If the client is replacing a policy, please complete all required information.



## Reason for replacement and client/agent signatures will populate at the bottom of the form.

	g company or its agent for information about the old policy or ie sent to you by the existing insurer. Ask for and retain all sale	contract. If you request one, an in force illustration, policy s material used by the agent in the sales presentation. Be sure
The existing policy or contract is being replaced by	ecause ————————————————————————————————————	
I certify that the responses herein are, to the best c	f my knowledge, accurate:	
☑PROPOSED CLICK HERE TO SIGN.	test test	Proposed Date Signed
☑AGENT CLICK HERE TO SIGN.	ALLEGIANT WEALTH GROUP LLC FIRM	Agent Date Signed
I do not want this notice read aloud to me.	(Applicants must initial only if they do not want the no	otice read aloud.)
contract and the proposed policy or contract. One concerning your existing policy or contract. This ma	way to do this is to ask the company or agent that sold you yo ay include an illustration of how your existing policy or contrac' wever, be used as a sole basis to compare policies or contracts	comparison of the costs and benefits of your existing policy or ur existing policy or contract to provide you with information t is working now and how it would perform in the future based . You should discuss the following with your agent to determine





## New Application

ou ha	ve any physic		t for which you nee		g in an assisted living facility, receiving hospice istance or supervision in performing normal ac	
$\bigcirc$	Yes			$\bigcirc$	No	
		een diagnosed by a mer eficiency Syndrome (Al			ested positive for Human Immunodeficiency V )?	irus (HIV),
0	Yes			0	No	
					re than one occurrence of any cancer, a recurrence of any cancer, a recurrence of basal cell or squamous cell skin cancer)?	ence of any
$\bigcirc$	Yes			$\circ$	No	
aralys	is, Congestive e)/emphysem	e Heart Failure, heart di	sease, cardiomyopa	thy, lung disea:	es, uncontrolled high blood pressure, stroke/T e (including COPD (Chronic Obstructive Pulmo ncy, or chronic/end-stage kidney disease (inclu	onary
$\cup$	res			0	No	
isorde	er of the brain	or nervous system, Sys	stemic Lupus (SLE),	Alzheimer's di	cal profession, or taken medication for menta ease, dementia, brain disease, organic brain sy ibrosis, Pulmonary Fibrosis, or Multiple Myelor	yndrome,
$\bigcirc$	Yes			0	No	
					<u> </u>	
		rs, have you been hospi or hospitalization which			ubeen advised or recommended to have any t d?	ests,
$\bigcirc$	Yes			CIERO O	No	
					dical professional to have treatment for alcoho ny or misdemeanor for any reason, or attempt	
$\bigcirc$	Yes			$\bigcirc$	No	
I.) Wit	hin the last 5	years have you been a	dvised to by a meml	ber of the med	cal profession to have an organ transplant?	
$\bigcirc$	Yes			$\bigcirc$	No	
	No Dhysisian					
	No Physician	ı				

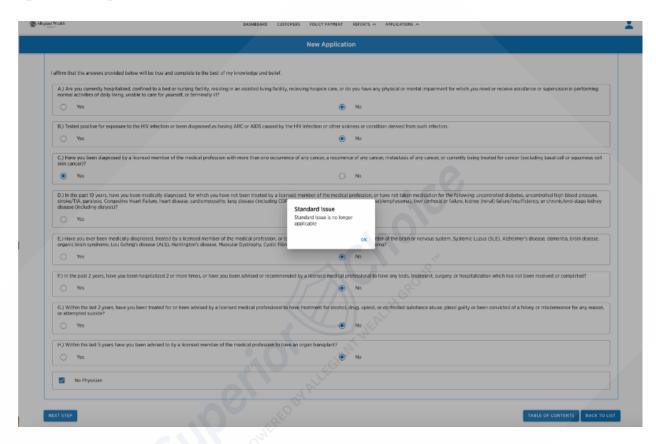
Please read the health questions carefully.

D) Standard approval if the client <u>IS</u> taking medication or being treated by a licensed member of the medical profession.

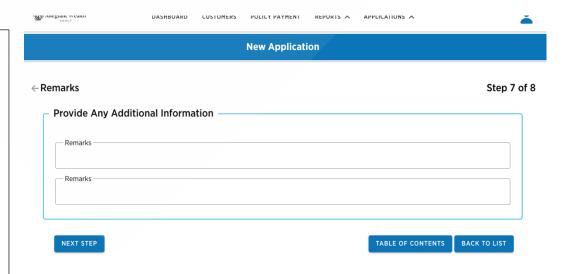


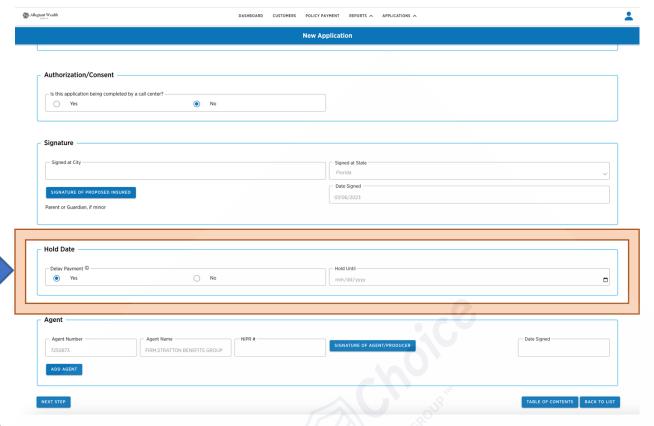
If any health question is answered yes, you will be prompted to return to Step 1 and change the product type to the guaranteed option.

All client information will remain saved in the application. Return to Step 1 to recalculate the premium and click through each step to verify the information. Steps are complete when the is shown next to each in the table of contents.



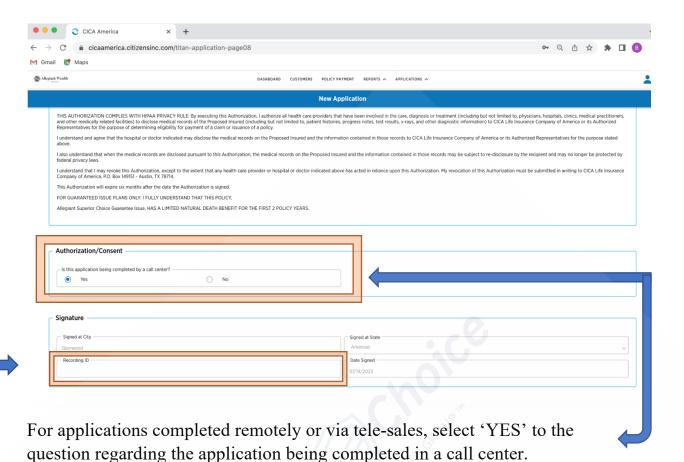
Step 7 of the applications allows for additional remarks be sent to the underwriter. If any information is input in this section, the application WILL go to an underwriter for review. This may prompt a MIB check, withdrawal of application, or delay in processing.





To schedule a future draft date, select 'yes' to the 'Delayed Payment' under the 'Hold Date' section and input the desired draft date for the policy in the 'hold until' box. Any date between the 1<sup>st</sup> and 28<sup>th</sup> of the month, maybe selected within 28 days from the application. Please see agent guide for additional information on coinciding with social security billing.





The signature box will then change to a 'RECORDING ID' box. Your call with the client must be recorded and the insureds phone number input in that section as the recording ID.

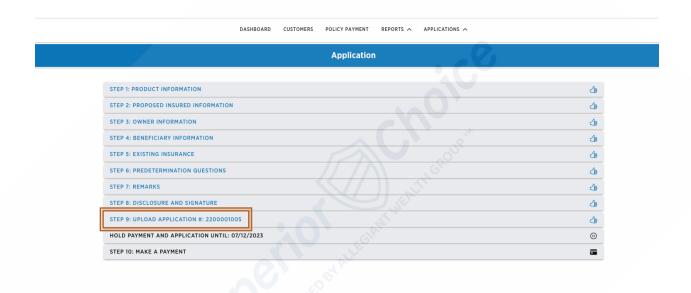
At any time, CICA retains the right to request a copy of the recording matching the record number listed.

Please see Voice Signature section of the agent guide for additional information.

When all sections of the application are complete, all steps will show a to the right, within the table of contents.

Select 'STEP 9: UPLOAD APPLICATION' to submit the application.

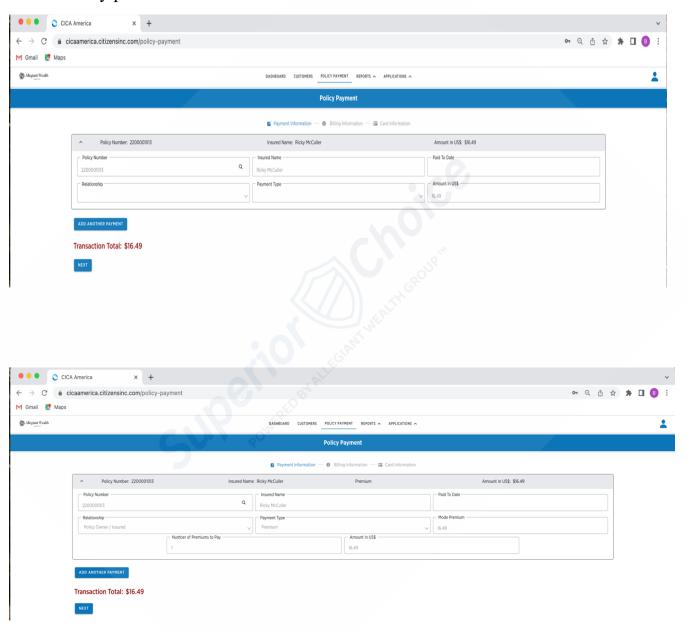
Once the application is uploaded, the application is locked and the agent may not make any changes to steps 1 through 9 of the application. If an error is found or change needed, please contact New Business within 30 days of the issue date (date the application is uploaded). For any changes after 30 days, a signed change form and copy of the insureds drivers license will be required.



## **MAKE A PAYMENT (SUBMIT PAYMENT INFORMATION)**

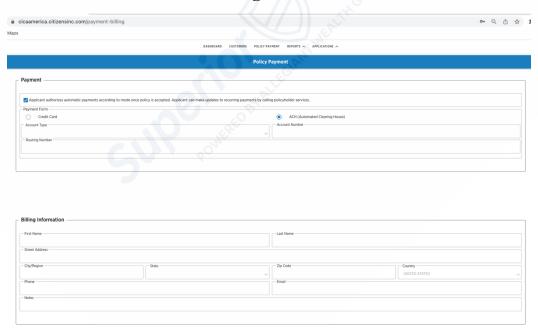
When a delayed payment (Hold Date) is selected, this information will be held until the hold date and a payment made at that time.

If there is not a delayed payment, this step will immediately charge the client for the necessary premium.

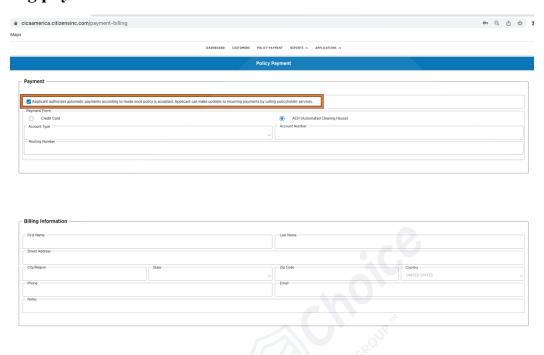




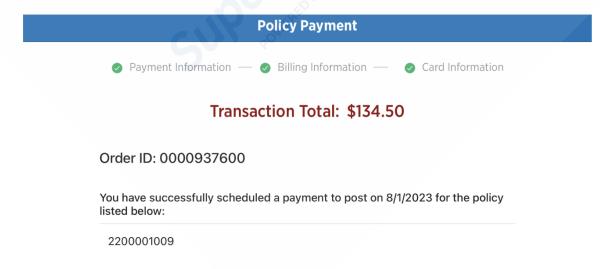
Once the payment information is uploaded, the information will not be viewable again. Please double check the account and routing numbers before moving forward.



If the client would like the premium to be processed on the same date each month, please be sure the box at the top of the screen is selected to allow recurring payments.



Take note of the Order ID, should a change be needed before the premium is processed, this additional information will help in resolving the matter.



After a policy's premium payment information has been entered successfully for a delayed payment, the application's status will change from 'Saved' to 'Hold Application'.

After a premium is applied, the status will change to 'Sent Application'.

The application will be removed from the 'Applications LIST' during the next nightly system update after the premium is applied and moved to the renewal premium report.

