

# ROYAL ARCANUM AGENT PORTAL GUIDE

## STEP 1.

Go to [www.royalarcanum.com](http://www.royalarcanum.com)

On the home page go to products

Scroll down to Agent Login.

The screenshot shows the Royal Arcanum website homepage. The navigation menu is open, highlighting the 'Products' dropdown menu. The 'Products' menu includes options for 'Insurance & Annuities', 'Brochures', 'Download Forms', and 'Agent Login'. A red arrow points to the 'Agent Login' option with the text 'OVER HERE'. Below the navigation menu, there is a blue box with the text 'Insurance and Annuities' and a 'GO TO PRODUCTS' button. The main content area features a large banner with the text 'We are increasing our first year... rate!' and details about guaranteed renewal rates for existing and new members. The address bar shows the URL 'http://www.royalarcanum.com/agents/index.html'.

**OVER HERE**

**ROYAL ARCANUM** Home About Us Benefits Products Like

### Agent Portal

Agent Home | Life & Annuity Illustration System

#### Announcement!!

We are rolling out a simpler and streamlined document library for our agents.

Click here to [register](#). Once registered, notify our home office and they will activate your access. [Click to Email Office](#) or email Nicole at [nlescadre@royalarcanum.com](mailto:nlescadre@royalarcanum.com) for activation.

Once activated, go to the [login page](#) and follow the links to the library page (pictured below)

[Agent Portal - Application Library](#)

#### Additional Screen Shots

Everything on one page. Scroll, click and get the form you need.

**Life Application Required Forms - All States**

- [Check-O-Matic US](#)
- [Credit Card Authorization Form](#)
- [Authorization to Disclose Health Information Addendum to Applications in Ohio](#)
- [Addendum to Applications](#)
- [Qualified Transfer Form](#)
- [Replacement Form 2010](#)
- [Statement of Understanding](#)

<http://www.royalarcanum.com/agents/registration.php>

11:43 AM 2/27/2015

Under Announcement – go to “Click here to [register](#).”

ROYAL ARCANUM  
Agent Portal - Application Library

Registration  
Required \*

Email: \*

Password: \*

Confirm: \*

First Name: \*

Last Name: \*

Address: \*

Address 2:

City: \*

State: \*

Zip: \*

Country: \*

United States

Phone: \*

Fax:

Register

OVER HERE

User Login | Registration | Logout | Forgot Password | User Update | File Library | Admin Login

12:51 PM  
2/27/2015

This screen will come up. Now enter in your email address, create and confirm your own password, add you name address, phone and fax.

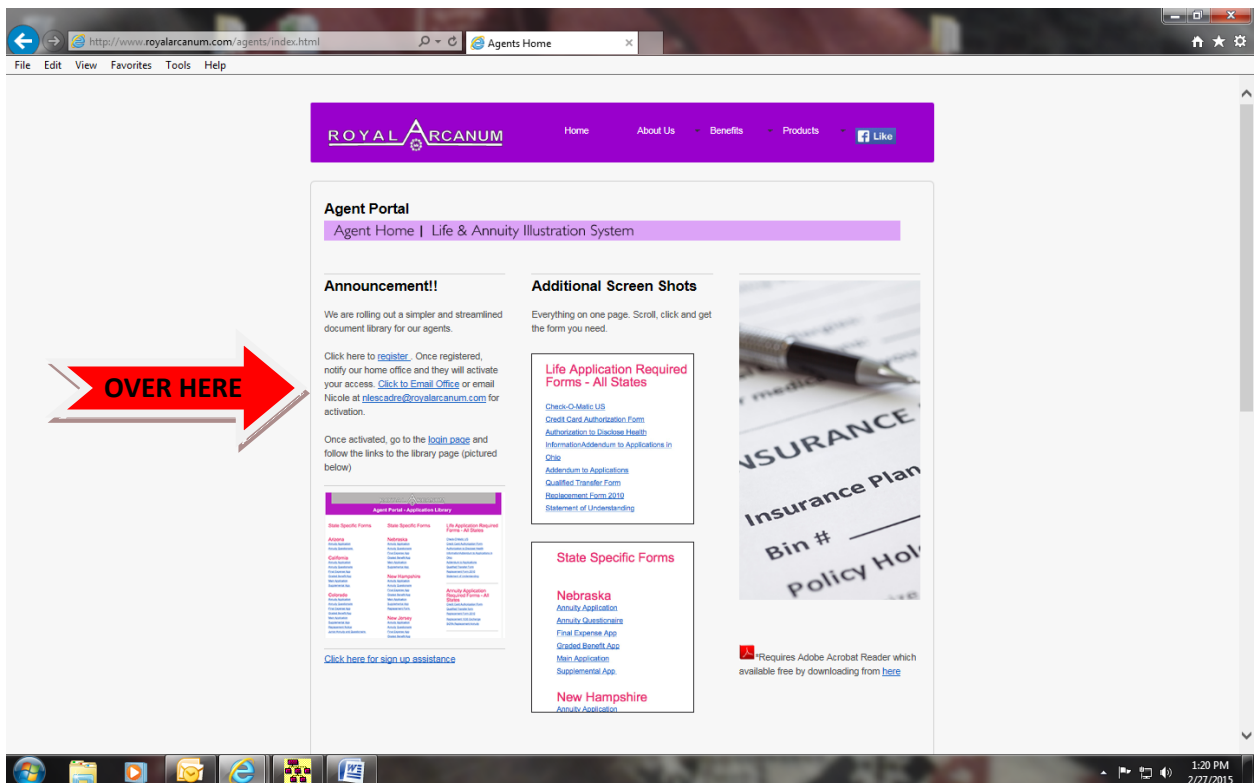
Now click on the “Register” button under the fax number field.

**PLEASE MAKE A NOTE OF YOUR PASSWORD FOR FUTURE REFERENCE!**

Once you've registered go back to the agent portal home page and click on either "[click to email office](#)"

Or

email Nicole at [nlescadre@royalarcanum.com](mailto:nlescadre@royalarcanum.com) for activation.



Once you receive confirmation from the home office that your account has been activated. Now you have access to applications and forms.

**STEP 2. Go back to the agent portal home page. Click on the last link under Announcement!! Click on login page link.**

**OVER HERE**

**ROYAL ARCANUM** Home About Us Benefits Products Like

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##### Life Application Required Forms - All States

- [Check-O-Matic US](#)
- [Credit Card Authorization Form](#)
- [Information Addendum to Applications in Chap](#)
- [Addendum to Applications](#)
- [QualiReg Transfer Form](#)
- [Replacement Form 2010](#)
- [Statement of Understanding](#)

##### State Specific Forms

###### Nebraska

- [Annuity Application](#)
- [Final Expense App](#)
- [Graded Benefit App](#)
- [Min. Application](#)
- [Supplemental App.](#)

###### New Hampshire

- [Annuity Application](#)

#### Agent Portal - Application Library

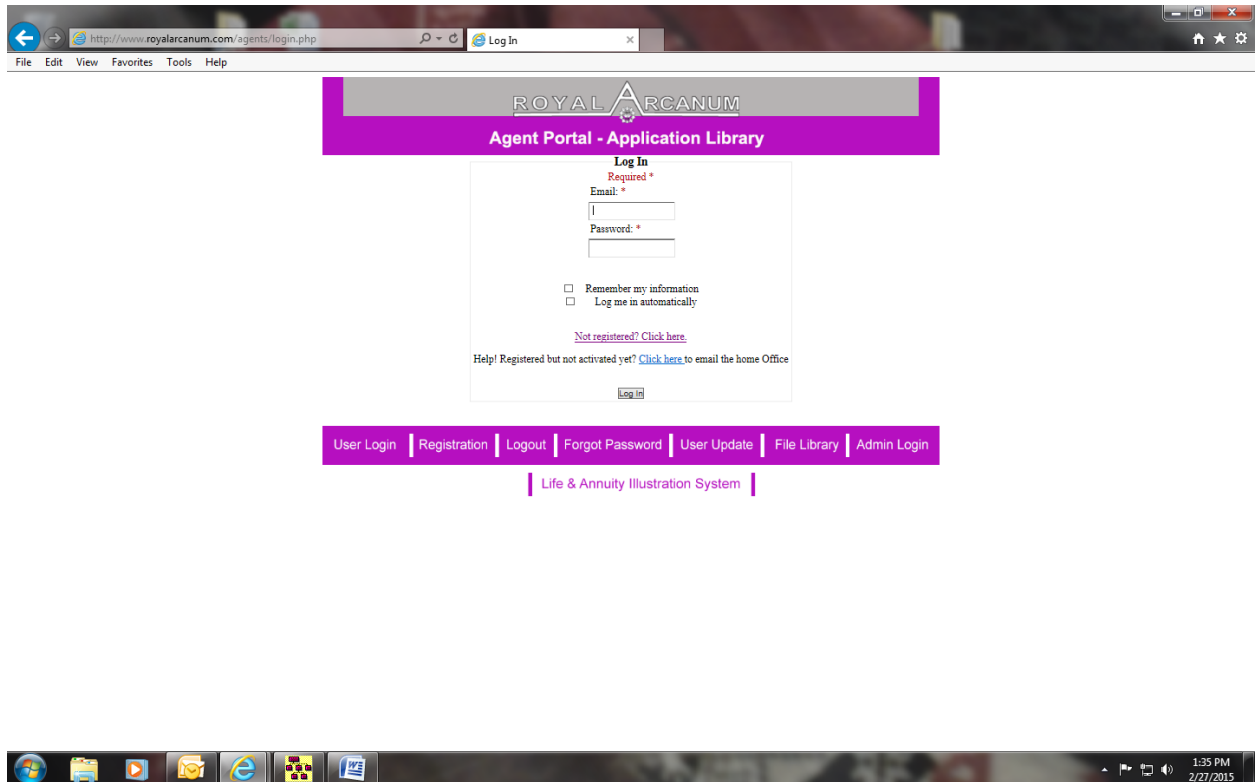
State Specific Forms	State Specific Forms	Life Application Required Forms - All States
<a href="#">Alaska</a>	<a href="#">Alabama</a>	<a href="#">Check-O-Matic US</a>
<a href="#">Arizona</a>	<a href="#">Arkansas</a>	<a href="#">Credit Card Authorization Form</a>
<a href="#">California</a>	<a href="#">Colorado</a>	<a href="#">Information Addendum to Applications in Chap</a>
<a href="#">Connecticut</a>	<a href="#">Delaware</a>	<a href="#">Addendum to Applications</a>
<a href="#">Florida</a>	<a href="#">District of Columbia</a>	<a href="#">QualiReg Transfer Form</a>
<a href="#">Georgia</a>	<a href="#">Hawaii</a>	<a href="#">Replacement Form 2010</a>
<a href="#">Idaho</a>	<a href="#">Illinois</a>	<a href="#">Statement of Understanding</a>
<a href="#">Indiana</a>	<a href="#">Iowa</a>	
<a href="#">Kansas</a>	<a href="#">Kentucky</a>	
<a href="#">Louisiana</a>	<a href="#">Maine</a>	
<a href="#">Maryland</a>	<a href="#">Massachusetts</a>	
<a href="#">Michigan</a>	<a href="#">Minnesota</a>	
<a href="#">Mississippi</a>	<a href="#">Missouri</a>	
<a href="#">Montana</a>	<a href="#">Nebraska</a>	
<a href="#">Nebraska</a>	<a href="#">Nevada</a>	
<a href="#">Nevada</a>	<a href="#">New Hampshire</a>	
<a href="#">New Hampshire</a>	<a href="#">New Jersey</a>	
<a href="#">New Jersey</a>	<a href="#">New Mexico</a>	
<a href="#">New Mexico</a>	<a href="#">New York</a>	
<a href="#">New York</a>	<a href="#">North Carolina</a>	
<a href="#">North Carolina</a>	<a href="#">North Dakota</a>	
<a href="#">North Dakota</a>	<a href="#">Ohio</a>	
<a href="#">Ohio</a>	<a href="#">Oklahoma</a>	
<a href="#">Oklahoma</a>	<a href="#">Oregon</a>	
<a href="#">Oregon</a>	<a href="#">Pennsylvania</a>	
<a href="#">Pennsylvania</a>	<a href="#">Rhode Island</a>	
<a href="#">Rhode Island</a>	<a href="#">South Carolina</a>	
<a href="#">South Carolina</a>	<a href="#">South Dakota</a>	
<a href="#">South Dakota</a>	<a href="#">Tennessee</a>	
<a href="#">Tennessee</a>	<a href="#">Texas</a>	
<a href="#">Texas</a>	<a href="#">Utah</a>	
<a href="#">Utah</a>	<a href="#">Vermont</a>	
<a href="#">Vermont</a>	<a href="#">Virginia</a>	
<a href="#">Virginia</a>	<a href="#">Washington</a>	
<a href="#">Washington</a>	<a href="#">West Virginia</a>	
<a href="#">West Virginia</a>	<a href="#">Wisconsin</a>	
<a href="#">Wisconsin</a>	<a href="#">Wyoming</a>	
<a href="#">Wyoming</a>		

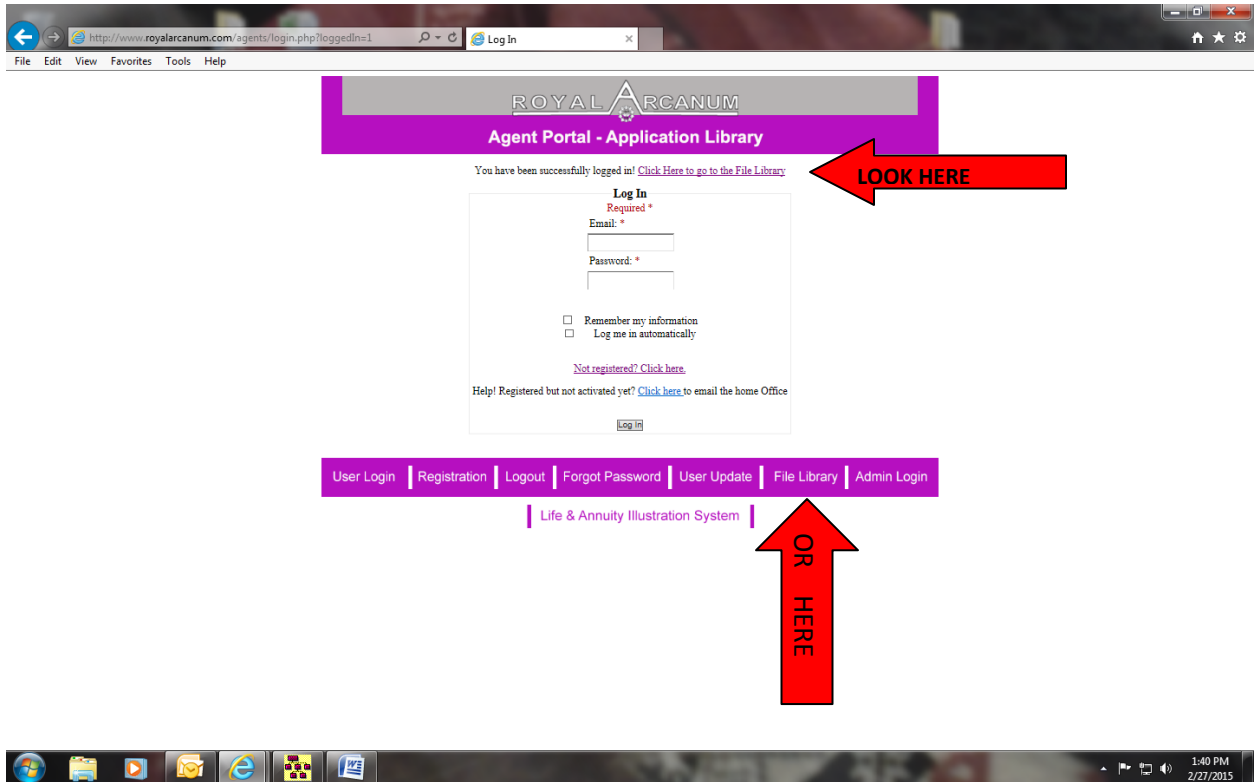
[Click here for sign up assistance](#)

Requires Adobe Acrobat Reader which available free by downloading from [here](#)

1:31 PM 2/27/2015

Enter in your email address and the password you created. Now click on the “**Log in**” button underneath above the purple bar at the bottom.

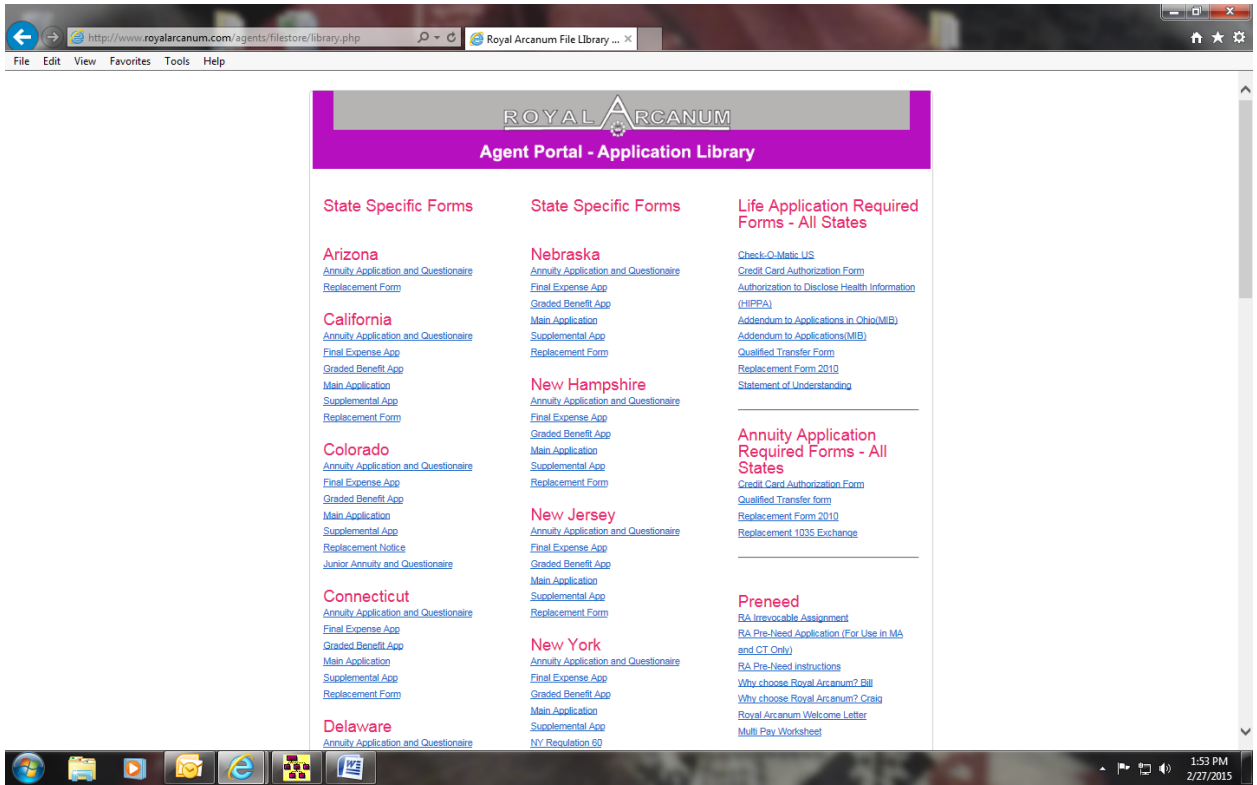




Once you click on the log in it looks like nothing happened however you will see a message under Agent Portal – Application Library. It reads:

**[CLICK HERE TO GO TO THE FILE LIBRARY.](#)**

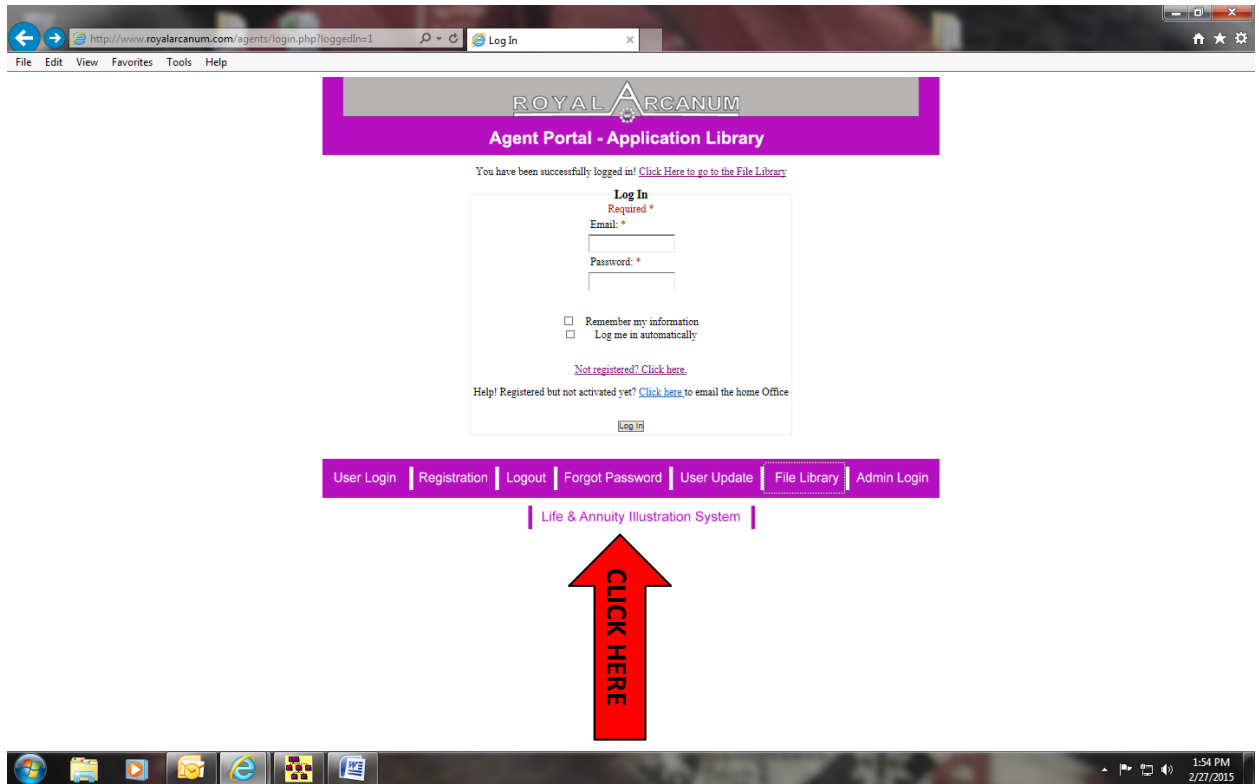
You can either click on this link or click on the purple bar at the bottom **File Library** section.



**This screen comes up. Go to the state you want and click on the application or form you would like to print and the application or form will come up.**

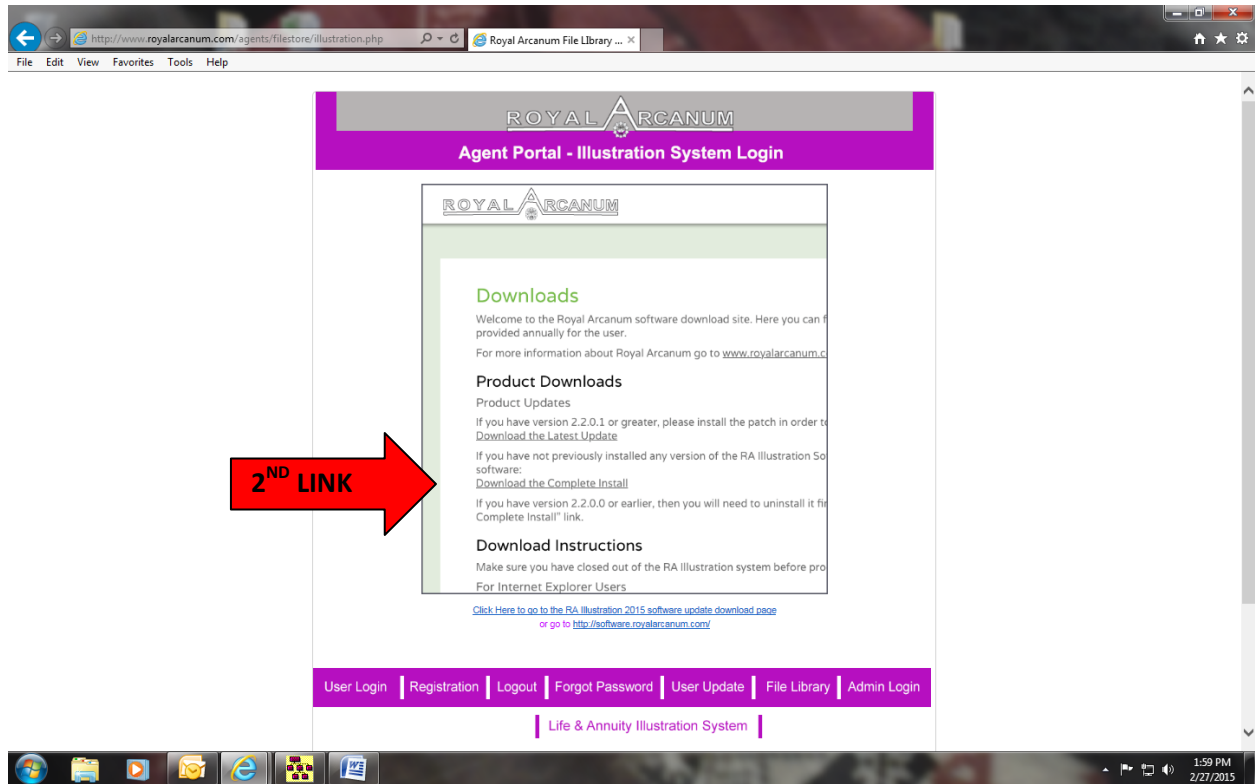


### STEP 3. Down load Royal Arcanum Life & Annuity Illustration System



Go back to Log In. Once you are logged in click on “**Life & Annuity Illustration System**” at the bottom of the page under the purple bar.

This Screen comes up.



For first time install click on the complete download link and follow the directions from there. Once install is complete you will see an icon on your desk top. The icon looks like a sheet of paper with a red check mark RA illustration.