When your client's Accelewriting® application is issued and policy pages are created, your client must log in separately to review and accept them. At this time, you have the opportunity to review those policy pages and print or save a copy for your file.

If your client's application is approved with changes and an illustration is required on delivery, those changes can be approved through a revised illustration, which you will sign and date. Once you've completed this step, you can send the policy pages to your client.

Below is a sample of the email you will receive, which will have a link for you to easily access DocFast. If you have not created a username before, go ahead and register now.

From: **New Business** <policydelivery@ipipeline.com>
Date: Wed, Mar 4, 2020 at 5:54 AM
Subject: ACTION REQUIRED - Policy XXXXXXXXX for IUL PRODEDEL is available for your review and signature
To: <Email@Email.com>

Dear Name,

The above referenced policy has been issued with a revised illustration and requires your electronic signature. The consumer will not receive the link to their policy until you complete your electronic signature first, and then forward the policy link to the consumer.

Step One: Producer Signature
1. To sign the revised illustration, click on the link below and log into the Agent DocFast Center.
2. Click the blue 'Document Actions' button located in the top right corner.
3. Click on the 'e-Sign and e-Deliver to Consumer' button, this will take you to the DocuSign Page.
4. Select the green 'Continue' button to guide you through the signing process.
5. Select the green 'Start' button.
6. Select the yellow tag with the red arrow to create and add your signature.
7. Click the green 'Finish' button to complete the signing process.

Please note instructions are located in the blue bar at the top of the page throughout the process.

Step Two: Send the policy link to the Consumer for their acceptance and electronic signature.
1. The 'Finish' button from step 7 above will take you to pop-up window titled Send Document.
2. Click the blue 'Continue' button.
3. Click the blue 'Send-email' button to send the policy link to the Consumer.
4. The next screen will advise 'Success!' and 'The documents have been sent to the customer(s) for review'. Click the blue 'Close' button. You have completed the process.

If you need assistance with this process, please contact the Producer Resource Center at 888-724- 4267, extension 4680. Thank you for using Sagicor's Electronic Application and Policy Delivery process.

Click here to access the document package. ⬅

Regards,
Sagicor Life Insurance Company

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1 Review the policy and the illustration

Once you've logged into DocFast, you will see all the policies you currently have pending for eDelivery.
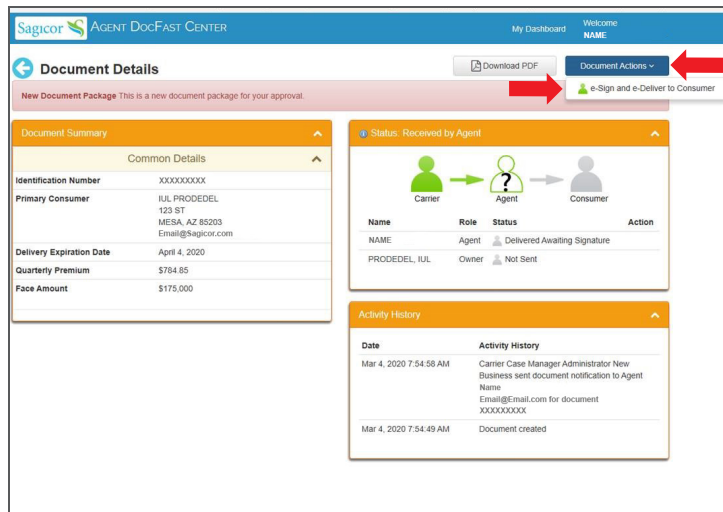
Select the appropriate one to be reviewed by clicking on the **blue "Document Actions" button**.

Select "**e-Sign and e-Deliver to Consumer**" in the dropdown.

No additional action is needed if a revised illustration is not required.
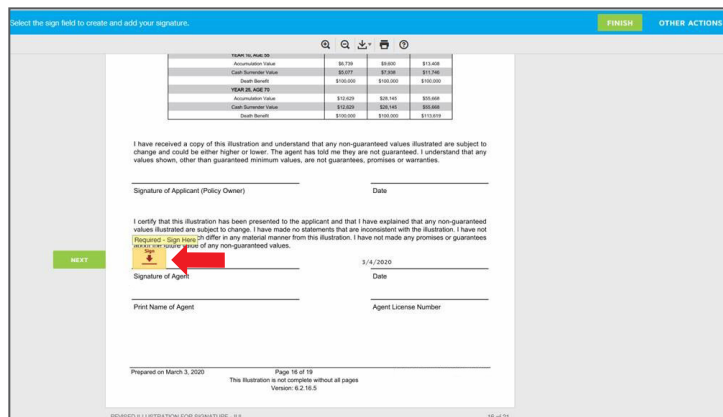

Click the **green** "**CONTINUE**" **button** to begin your review.

Click the **green** "**START**" **button** when you've finished reviewing the policy pages.

2 eSign the document

Click the **yellow tag** to create and add your signature once you've finished reviewing the illustration.

The signature is now complete.

Click the **green** "**FINISH**" **button**.

③ Forward the documents to policyowner

Check to make sure your client's email address shown is correct.

Click the **blue** "**Continue**" **button** to forward the policy and the illustration to your client.

Click the **blue** "**Send e-mail**" **button**.

Your client will receive an email with a link to access their policy.

Thank you for choosing our eDelivery process for your Accelewriting application.
For more information, please call the Producer Resource Center at
888-724-4267, ext. **4680**, or email **PRC@SagicorLifeUSA.com**.

Visit us online at SagicorProducer.com.