Principal eDelivery Process

All term policies will default to eDelivery for Principal (except in NY) for those applicants with a valid email address. Case manager, insured or advisor may opt out at any time.

BGA Process

- Home office will issue ePolicy
- Case manager will receive to review and approve
 - O Click to review/approve policy





- Enter in 5-digit office code
 - O Ash 00230
 - O Mass 01911





- Review policy, you may download a copy for advisor review before approving.
 - NOTE: Policy will release to insured, please make sure it is discussed with agent before releasing.
- Click Start to scroll through policy





Click to approve



Enter in name of person approving policy to be released and click approve





• Policy has been released to insured and copy of policy without signatures is now available to download/print/save.

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Insured Process

- Insured will receive email to review and approve policy once released from Ash
 - O Click to review/approve policy





Insured to request code by voice call or text message







(800) 589-3000 A S H B R O K E R A G E . C O M

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 After successful code is entered, insured will click "Start" to scroll and review the policy and forms to eSign.





• Insured will be taken to any questions that need answered and allow details when needed











• Click "Next" to advance





• Click name to apply signature





- Bank draft information to be collected if wanting an initial draw for cases on monthly mode.
 - Mode changes can be made on delivery. Client will have option to select any mode during this time and complete the EFT form.
- Click "Next" and enter in bank info as instructed
 - o NOTE: It will only be enabled if insured is the bank account holder





•	Click check	box to	agree and	click to sign
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Advisor Process

If there are forms that require advisor signature.

- Advisor will receive email to review and approve policy once insured has eSigned
 - O Click to review/approve policy





Advisor to confirm identification

• If advisor phone number not on file, they will need to enter in address and last 4 of SSN





 Advisor will be presented with Lexis Nexis based knowledge-based questions to past identification





 After successful identification verification, advisor will click "Start" to scroll and review the policy and forms to eSign.





Click to apply eSignatures

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• Advisor to type name and click "Apply"





• Once all forms are signed, click agree and "Click to Sign" to complete

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• Policy has been released to insured and copy of policy with signatures to this point if wanted is now available to download/print/save.



• Once all eSignatures are completed, all signing parties will receive an email with the fully signed policy and delivery requirements for their records. Copy will also be returned to home office.

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Opting out of eDelivery

You will have the ability to opt out of eDelivery to request hard copy policy, reissue policy to make policy not taken.

- When you receive the email that policy has been eDelivered, click the link to review policy.
- Click "Alternative Action" in the top left-hand corner
 - Click "I will not e-sign"





Enter in reason you will not e-sign the document and click "Decline"
 Policy will be returned to home office to act as needed based on request



