

## **The Life of the Life Application**

1. Agent will interview the client to assess the rating for the illustration. Call Imeriti or visit [www.imeriti.com](http://www.imeriti.com) for assistance on field underwriting.
2. For elderly applicants or those with known health issues, significant medical history or prescription medications, please take advantage of Imeriti's "Quick Quote" process to ascertain the most probable underwriting rating and determine the best carrier to submit the formal application with.
3. Obtain an illustration by calling Imeriti. You can also run all your own term quotes @ [www.imeriti.com](http://www.imeriti.com) – click on "Term Quote Engine" under Quick Links. If you prefer, Imeriti can also provide carrier-specific illustration software, which allows you to run your own permanent life insurance quotes as well.
4. Obtain the application from [www.imeriti.com](http://www.imeriti.com)
  - Under Quick Links – click Get forms; indicate state the application will be **signed in**; insurance carrier; product; and product name. The forms highlighted in yellow will be the mandatory forms. Read through the additional supplement forms to add relevant forms for you clients (Replacement, foreign travel, alcohol, drug, etc...)
  - **Please call Imeriti if the applicant is NOT a resident of the state in which the agent holds his/her resident license, as this will affect application materials needed**
  - ARE YOU APPOINTED WITH THE CARRIER? If not, do you live in a sensitive state that requires you to become appointed prior to the solicitation of new business? Please call Imeriti to find out.
5. Complete the application.
  - READ AND COMPLETE ALL QUESTIONS – carriers will reject applications that are not fully completed.
  - Agents Report – Please identify yourself on the application by indicating your agent ID assigned by that particular carrier, as well as your SSN.
  - Make sure the client and agent both sign the signature page.
  - If you submit a premium payment for temporary insurance coverage, you MUST fill out a "Temporary Insurance Agreement."
  - Please call Imeriti to find out which carriers take which form of payments (personal check is always recommended, some carriers do not accept cashier's/bank checks or money orders).
  - Make sure the sign date of the application, temporary insurance agreement, and check are ALL THE SAME.
  - Pay attention to replacement questions regarding existing coverage – client and agent answers regarding existing insurance and replacements must match!
  - If a replacement is involved be sure to include necessary replacement and transfer paperwork. If completing a 1035 Exchange, the original of this form is ALWAYS required.
6. **Submit the completed application to Imeriti, NOT to the insurance carrier directly – this is mandatory. Use the Imeriti Life New Business Transmittal for each application, and reference this sheet to determine whether to fax or mail the app to Imeriti.**
7. Once the application arrives at Imeriti:

- The new business case manager will review the application for missing items and also complete specific agency/company requirements.
  - Imeriti will order the paramed exam and lab tests (paramed, labs, EKG, etc.)
    - The paramed requirements vary depending on the product, amount of coverage applied for, and the age of the client.
8. After review of the application, Imeriti sends the application to the appropriate department at the insurance company via secure, electronic submission.
  9. Then the application is entered into our system for follow up and a thank you email is sent to the agent, confirming we have received the app. The first follow up call to the carrier is set for three to four business days from submission.
  10. The insurance company reviews the application and determines any outstanding requirements, such as:
    - Further clarification of information provided on the application (i.e. family history, other insurance applications, any medical questions, etc.)
    - Additional information requested by the underwriter upon review of the paramed results and medical records.
    - Medical Records may be ordered after review of exam and lab results.
      - **PLEASE NOTE:** an additional medical authorization form may be required in addition to the HIPAA form signed by the client. The client's medical facility will mail this directly to the client. Please work with the client to make sure this is completed in a timely manner.
    - Have the client call his/her doctor in order to expedite the release of his/her records
    - Some facilities may take up to two months to release the records, and anything Imeriti, the agent, or client can do to expedite the process will help.
  11. The Imeriti case manager completes weekly follow-ups with insurance and exam companies to determine any outstanding requirements, and then notifies the agent via email of any pending requirements or changes in case status. Friday case status summaries are sent out in addition to agent follow-up. Agents can view case status anytime by logging onto the Imeriti website (contact Imeriti for login info).
  12. Agent gathers outstanding requirements and remits to Imeriti for processing and submission to carrier.
  13. Upon receipt of all outstanding requirements, the insurance company will approve the policy at a specified medical rating. The file will then be sent to issue. If a permanent life policy is approved at a rating other than that which was applied for, we will generally need authorization from the agent to issue the policy.
  14. Upon issue, the contract will be mailed to the agent. The agent and client generally have six weeks from the ISSUE DATE of the policy to remit all delivery requirements (i.e. premium due, policy delivery receipt, amendment, etc.) needed to place the policy in force.
  15. **INFORCE:** the client is provided with full coverage and commissions are released.

**Please contact the Imeriti Life Case Managers with any questions on the new business life insurance applications @ 800.921.3100 or [newbusiness@imeriti.com](mailto:newbusiness@imeriti.com)**

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