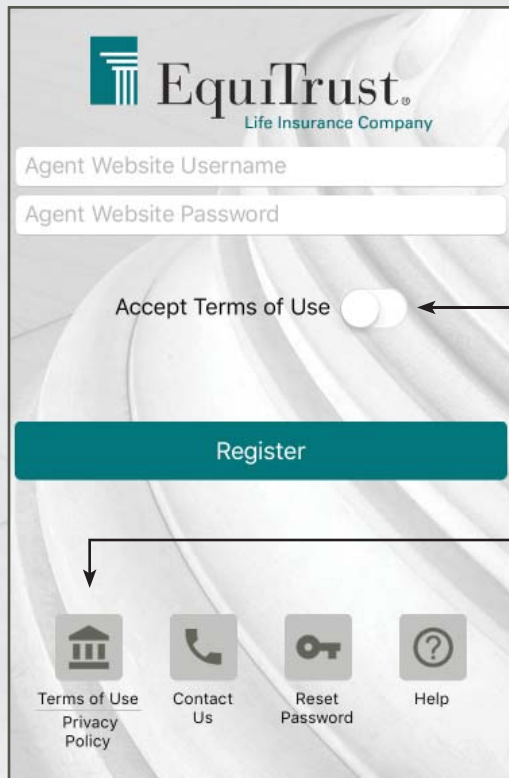


Quick Start Guide



← Enter your pre-established agent website username and password.

← The Terms of Use must be accepted by sliding the button.

← A link to the Terms of Use and our Privacy Policy is located here.

The EquiTrust pillar appears on all pages. Selecting it will take you back to the main screen.

The 3 dots will take you to the “more options” page where you may

- Call us
- Email us
- Visit website
- Manage Settings

The highlighted numbers indicate how many unread alerts you have for each section.



Alerts

Underwriting	7
Suitability	2
NIGO Requirements	2
Contract/Policy Mailed	1

Select Search Criteria

Search

View All

New Business

The highlighted numbers indicate how many unread alerts you have for each section.

"Select Search Criteria" allows you to search your pending business by Name, Product, or Contract/Policy number.

Active Business

View unread alerts, organized by category.

Search and view most recent client statement, by contract number, client name or product.

Alerts

Annual Statements	12
Address Changes	1
Withdrawals Processed	4
Death Reported	

Click Buttons Below To Select Search Criteria

Contract Name Product

Enter Contract Number

Commissions

Last Paid	\$6,500.00
Held/Pending	\$0.00
Prior 30 Days	\$19,550.00
YTD	\$73,450.02
Debit Balance	\$0.00

Commissions

The Last Paid, Held/Pending, Prior 30 Days, or YTD buttons will provide detailed information for the amounts listed.

Agent Administration

Back Agency Administration

- Commissions
- Contracting/Appointments
 - Agents
 - Broker Dealers/IMOs
 - Pending Appointment Status
- Debt Management

Phone

866-598-3692

Fax

515-226-5102

Email

Agent.Administration@EquiTrust.com

Department Hours (Central):

Mon-Thur	8:00AM-5:00PM
Fri	8:00AM-4:00PM

Touch the phone number to call EquiTrust.

Touch the email address to email EquiTrust.

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For assistance, contact EquiTrust Sales Support at **866-598-3694**