Using iPipeline's iGO e-Application with Foresters Financial – How to Sign the e-App



Foresters **
Financial

Helping is who we are."

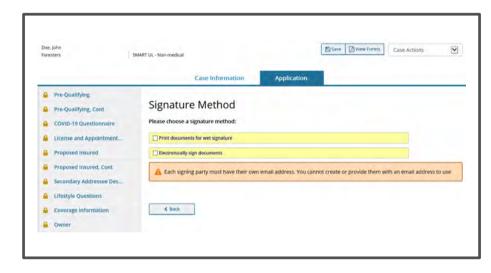
Visit foresters.com to see how we can help you.



How to Sign the e-App



- Signature Methods
 - Two choices:
 - 1.Print documents for wet signature: when all signing parties do not want to sign electronically
 - 2.Electronically sign documents: can be selected if using a laptop, desktop or Apple iPad





Print and Wet Sign

- You will need to print the application package in its entirety, you and your client will need to sign in pen and the application package needs to be sent to Foresters Financial the way you would normally send in a paper application
- NOTE: there is a different Print and Wet Sign screen for BrightFuture and Prepared

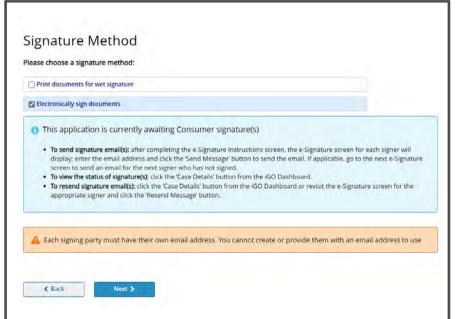






Electronically Sign Documents

- Available if using a laptop or desktop with Microsoft Edge or an Apple iPad with Safari as the browsers
- If Electronically sign documents is selected and if using a laptop or desktop OR one or more signers is not present if using the Apple iPad, instructions on how to send the signature emails, view the status of the signature process and resend the signature emails is available



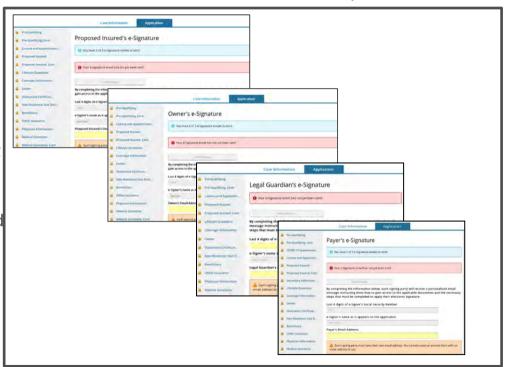


- Electronically Sign Documents (ClickWrap - slides 6-29)
 - e-Signature Instructions Agent
 - First screen for this signature method
 - Discuss e-Delivery of the Welcome Package with the Owner before they sign the application
 - Enter the last 4 digits of your SSN as well as your email address





- Proposed Insured/Owner/*Legal Guardian/Payer e-Signature
 - Required information that has already been data entered is carried over to this screen
 - NOTE: you will need to enter the last 4 digits of the SSN for the Legal Guardian
 - Enter the email address for the Proposed Insured/Owner/Legal Guardian and/or Payer. This is the email address where the e-Signature emails will be sent in order to electronically sign, and receive, the applicable documents. They must have their own email address
 - NOTE: for BrightFuture, only the Owner is required to e-Sign



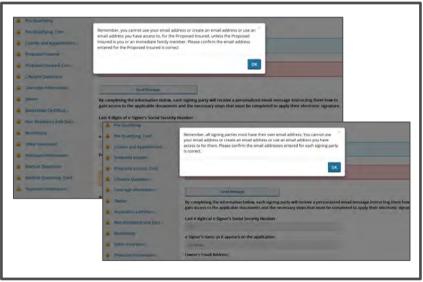
^{*} The word "Legal Guardian" appears throughout this presentation. The parent of the child will be the Legal Guardian in most situations. If there is no parent, then the person signing would have to have the proper documentation reflecting they have legal guardianship of the child.

7



- Proposed Insured/Owner/Legal Guardian /Payer e-Signature
 - If your email address matches the Proposed Insured/Owner/Legal Guardian and/or Payer, you are reminded you cannot use or create an email address for the signer and will be asked to confirm the email address is correct. Click OK
 - If the email addresses for the Proposed Insured/Owner/Legal Guardian and/or Payer match, you are reminded that each signer needs to have their own email address and will be asked to confirm the email address is correct. Click OK
 - If necessary, re-type the Proposed Insured/Owner/Legal Guardian and/or Payer's email address
 - Click Send Message
 - If for some reason the Proposed Insured/Owner/Legal Guardian and/or Payer did not receive the e-Signature email, you can go back to this screen and click Resend Message. You can also resend the e-Signature email from your Dashboard

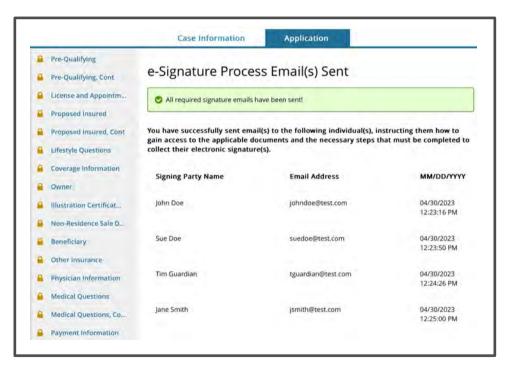








- e-Signature process email(s) sent screen
 - Congratulations! You've completed the data collection process and sent the e-Signature email to each signer
 - Next step is to sign the e-App
 - You will be notified by email if:
 - e-Signer makes 3 failed attempts to login to the secure website
 - e-Signer has successfully e-Signed
 - e-Signer declines to e-Sign





Foresters Financial

- Proposed Insured/Owner/Legal Guardian and/or Payer Email
 - Proposed Insured/Owner/Legal Guardian and/or Payer will receive an email from Foresters
 Financial letting them know their documents are ready for review. To review the documents,
 they need to click Access Documents NOTE: for BrightFuture, only the Owner will receive an
 email



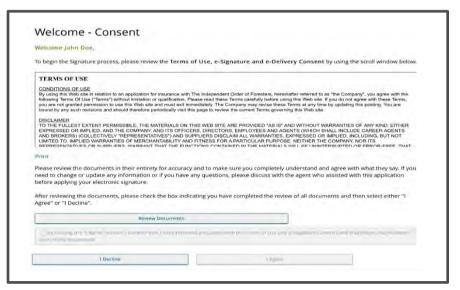


- Secure Website
 - Proposed Insured/Owner/Legal Guardian and/or Payer needs to enter the last 4 digits of their SSN in order to access a secure website
 - This site will remain active for 10 calendar days from the date they receive the email. If 10 calendar days have passed, the Proposed Insured/Owner/Legal Guardian and/or Payer will not be able to access the website. You will receive an email letting you know this has happened. To reactive the website you will need to resend the e-Signature email. Go to My Cases, find the case under the Proposed Insured's name and click Resend e-Signature Invite





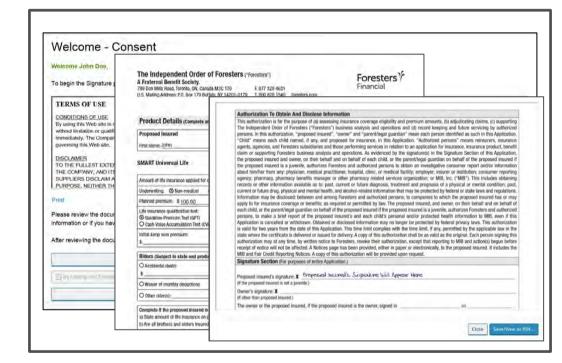
- Welcome Consent
 - Proposed Insured/Owner/Legal Guardian and/or Payer is required to review and agree to the "Terms of Use, e-Signature and e-Delivery Consent" before proceeding with the e-Signature process NOTE: for BrightFuture, only the Owner is required to review and consent to the Terms of Use







- Review Documents
 - Each signer must review the documents by clicking the Review Documents before they can e-Sign
 - NOTE: for BrightFuture, only the Owner is required to review the documents
 - When the document opens, on every line where each signer is required to e-Sign they will see where their signature is required; shown as "Proposed Insured's/Owner's/Legal Guardian's and/or Payer's Signature Will Appear Here". Once they have applied their signature the "Appear Here" message will be replaced with their e-Signature



If a signer declines to e-Sign you will be notified by email



Foresters Financial

- Review Documents
 - Some details for Lifestyle and Medical related questions will be mapped to an Overflow form as there may not be enough space on the applicable application page to capture the details (similar to attaching an additional sheet of paper when writing a paper application)
 - On the application you may see "See
 Overflow Form" letting you and the
 Proposed Insured/Owner know to review
 this form in order to see the response that
 was data entered
 - Some but not all cases will have an Overflow form

Include Question #, diagnosis, date first diagnosed, treatment, See Y	The Independent Order of Foresters ("Foresters") - A Fraternal Benefit Society 789 Don Mills Road, Toronto, Carada MSC 179 Foresters
	U.S. Mailing Address: P.O. Box 179, Buffalo, NY 14201-0179 T. 800 828 1540 forestors.com
	Overflow Form
	Overflow for the most recent. • application for individual life insurance. O application for reinstatement. O application for ch
	Proposed Insured: John Doe
	Date of birth: Sep 09, 1985 (First name, marke within and sen name) [markethypp]
	Overflow Information
	——IFESTYLE OUESTIONS SECTION— When the pair's bysien, here you. Use margiums (more than once aweak) heron, occaine, a narrotic, a bashiburate, a halburinogen or another controlled unbiance excepted any prescribed by a learned physician or medical practitioner? Details: See Drug and Substance Usage Questionnaire
	—SIGNATURE SCCTION— "Agricultor" recent the application identified in this Overflow Form ("Form"), relating to the proposed insured identified in the Time, including each additional form that is a part of that application. "I' means includingly each person identified in the "Application as either the proposed insured and/or center and the parentfloating counts peopling the Common pe
	1, by signing this Form 1) Declare that I have provided the statements, unswers and representations shown in this Form and they are full, comprise and true, to the best of my investedge and best 2) Understand and agree that (a) these statements, instrease and representations related to the compressional population and control of the compressional population and control of the compressional population and the control of the compressional population and the control of injuryability that she indepring the assessment and acceptance of the Application by Foresters, and its think from a control of and wiseless for the Application.

Annuity/Life Accidental

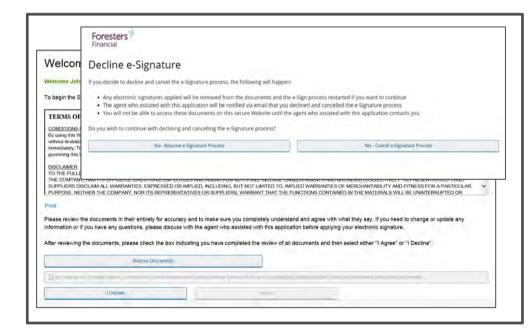
 NOTE: There is no Overflow form for BrightFuture or Prepared





Agree/Decline

- After review, if there is something that needs to be changed, the signer should click *I Decline*. If this happens, you will receive an email letting you know they have declined
- You will need to go back into the e-App, unlock it, make the required changes, lock it and restart the e-Signature process
- If the signer accepts the Terms of Use, e-Signature and e-Delivery Consent and is ready to proceed with what is shown in the documents they can click the checkbox, then click I Agree





Foresters Financial

- e-Delivery Consent
 - The Owner is given the opportunity to consent to the e-Delivery of their Welcome package, which includes any additional document(s) for their review, signature and return to Foresters
 - Discuss the e-Delivery option with the Owner before they sign
 - If an insurance contract is approved and Electronic copy is selected, the email address provided during the e-Signature process will be the email address used to email the Welcome package and applicable documents
 - If Mailed copy is selected, the insurance contract will be mailed directly to the Owner or delivered to the Owner by the agent who assisted with the application

Consent for Electronic Delivery of Insurance Contract and Related Documents

If your application for insurance is approved, Foresters Financial provides you with the opportunity to receive an electronic or mailed copy of your Welcome Package. It includes your insurance contract and may also include additional document(s) for your review, signature and return to Foresters (collectively "Applicable Documents").

For your convenience, we pre-checked "Electronic copy" below which means your Welcome Package will be electronically sent to you. If, however you want to receive your Welcome Package by mail, instead of electronically, please select "Mailed copy" below.

When your Welcome Package is electronically received, you can save or print the Applicable Documents. The number of pages to print can be as much as or more than 50 pages.

A request for a duplicate copy, in paper, may require payment of an administrative fee (currently \$25, subject to change) and it will be mailed to you within a reasonable period of receipt of payment by Foresters. Payment can be made by check payable to Foresters Financial or by online banking.

C Electronic copy

If the box for "Electronic copy" is checked, this means you are providing your consent to receive your Welcome Package by secure email, instead of by mail, at the following email address: . You are also confirming this is your own valid email address,

In addition, you are consenting to your Welcome Package being sent, either electronically and/or in paper, to the agent who assisted with this application and you have reviewed, understand and agree with the information above about the number of pages and that a fee may apply if a mailed copy is requested, in the future, for some or all of the Applicable Documents.

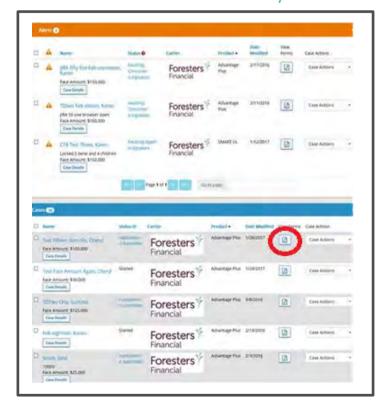
Water Diff.

By checking "Mailed copy," you are providing your consent to receive your Welcome Package in paper, sent to the address listed on the application or delivered to you by the agent who assisted with this application.

In addition, you are consenting to your Welcome Package being sent, either electronically and/or in paper, to the agent who assisted with this application and you have reviewed, understand and agree with the information above about the number of pages and that a fee may apply if a duplicate copy in paper is requested, in the future, for some or all of the Applicable Documents.

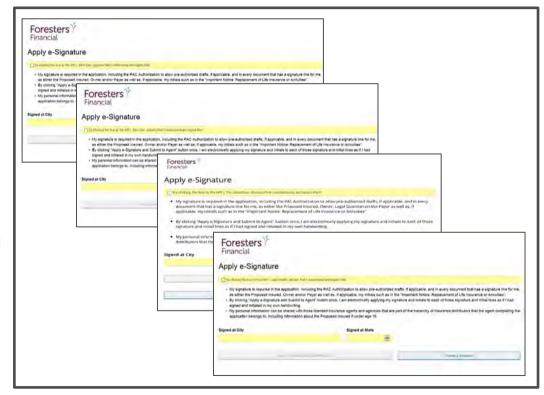


- e-Delivery Consent
 - Once the e-App is at Foresters, to check the contract delivery method selected by the Owner you can also check the PDF of the application package on the My Cases Dashboard (View My Cases)



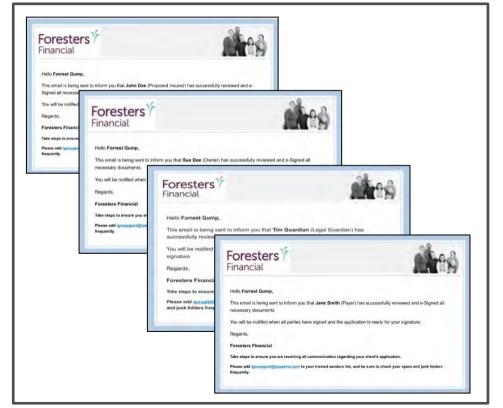


- Apply e-Signature
 - Each signer needs to review and agree to the statements listed
 - If they do, the signer will need to enter the "Signed at City" and "Signed State" they are signing the application and click Apply e-Signature and Submit to Agent
 - The "Signed at State" defaulted for the Owner is the state selected on the Case Information screen and cannot be changed





- Apply e-Signature
 - After each signer has e-Signed, you will be sent an email letting you know they have completed the signature process. When the last signer has e-Signed, it will be your turn to e-Sign
 - If the signer declines to e-Sign, you will receive an email letting you know they have declined







Thank You

- The signer can view the documents by clicking *View e-Signed Documents*
- The documents which contain the application, supplemental forms and applicable POS disclosure forms will open
- The signer can see that their signature has been applied on all signature lines (as well as any other signer who may have signed before them) where they are required to sign. Their e-Signature will show as "e-Signed by: First Name Last Name" in scripted font
- Guardian and/or Payer are encouraged to retain these documents for their records by printing or saving them to their own device
- The Proposed Insured, Owner, Legal

NOTE: You have not e-Signed the documents so the signers will not see your e-Signature







Agent Email

- After all signers have signed, it's your turn
- Click Access Documents to start the e-Signature process
- It's very important to e-Sign and submit the application shortly after you receive this email





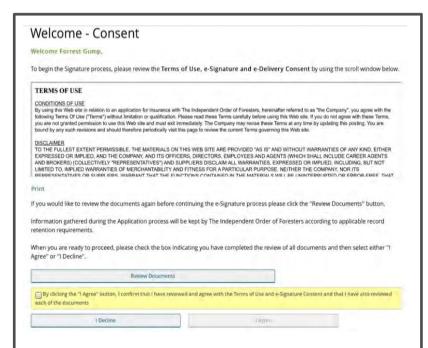
- Secure Website
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 - This site will remain active for 10 calendar days from the date they receive the email. If 10 calendar days have passed you will not be able to access the website. To reactive the website you will need to resend the e-Signature email. Go to My Cases, find the case under the Proposed Insured's name and click Resend e-Signature Invite







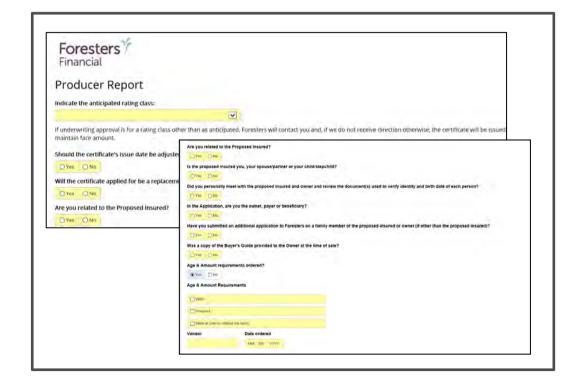
- Welcome Consent
 - You are required to review and agree to the "Terms of Use, e-Signature and e-Delivery Consent" before proceeding with the e-Signature process
 - However, you are not required to review the documents a second time
 - Click Review Documents if you want to see the contract delivery method selected by the Owner
 - If the wrong delivery option is selected, click I Decline, go back into the e-App. Unlock and relock it e-App, restart the signature process and ask the Owner to select a different contract delivery method
 - Click the checkbox that you agree to the Terms of Use, e-Signature Consent and e-Delivery, then click *I Agree*





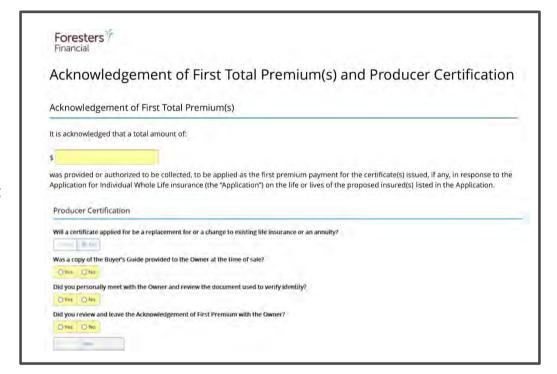


- Producer Report
 - For Term, SMART UL & ADV+II
 - Before you can e-Sign the documents, you must complete the Producer Report
 - For medical products only, enter the "Age & Amount Requirements", "Vendor" and "Date" the requirements were ordered





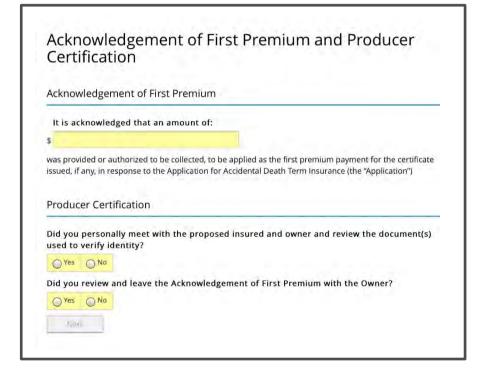
- Acknowledgement of First Total Premium(s) and Producer Certification
 - BrightFuture only
 - Before you can sign the documents, you must complete the "Acknowledgement of First Total Premium(s) and Producer Certification"





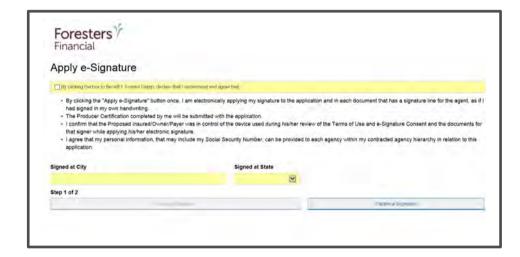


- Acknowledgement of First Premium and Producer Certification
 - Prepared only
 - Before you can sign the documents, you must complete the "Acknowledgement of First Total Premium and Producer Certification"





- Apply e-Signature
 - You need to review and agree to the statements listed
 - Enter the "Signed at City" and "Signed at State" where you are signing the application and click Apply e-Signature



- Apply e-Signature
 - To check the contract delivery method selected by the Owner, click the blue Print e-Signed Application link
 - NOTE: If the wrong delivery option is selected, go back into the e-App. Unlock and relock it e-App, restart the signature process and ask the Owner to select a different contract delivery method
 - Click Submit to Foresters Financial. When you do, the documents will be sent electronically to Foresters. Wait until you see "Thank you for submitting Foresters Electronic Application!" before closing the browser
 - In less than 10 minutes, you will receive a POS decision email for all non-medical products (does not apply to medical products). Decision will either be:
 - Medically Eligible
 - Refer
 - Decline



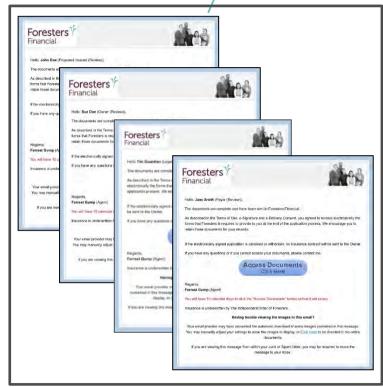


Point-of-Sale (POS) Leave Behind Email

been met

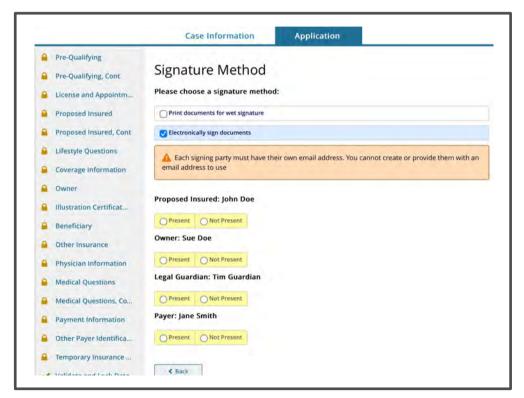
- Once you click Submit to Foresters Financial a second email will be sent to the Proposed Insured/Owner/Legal Guardian/Payer letting them know the documents are complete and have been sent to Foresters
 - NOTE: for BrightFuture, only the Owner will receive this email
- From the email they can click *Access Documents*, to access a secure website in order to see the documents which contain the fully signed application and supplemental forms, along with the applicable POS disclosure forms that you would have been required to leave behind with that signer if writing a paper application
 - This is why you and each signing party **must** have a separate email address. The applicable POS forms are to be left with them and if you use your email address as theirs, those forms will be sent to you and your regulatory obligations will not have,







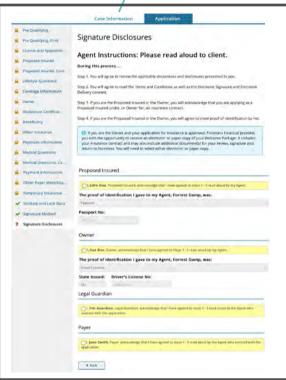
- Electronically Sign
 Documents
 (Touch to Sign- slides 30-47)
 - Only available if using an iPad with Safari as the browser. If using a laptop or desktop this option is not available
 - You will need to select which of the signing parties is present or not present. If present, all signing parties will sign using their finger or stylus to e-Sign. If not present, those signing parties, including you will sign using ClickWrap signature method (refer to slides 6 29)



- Signature Disclosures
 - Read aloud the instructions to the Proposed Insured/Owner/Legal Guardian/Payer (whomever is present)
 - NOTE: for BrightFuture, only the Owner is required to e-Sign
 - Discuss contract e-Delivery of the Welcome Package with the Owner before they sign the application
 - Proof of identification is defaulted to what was entered on the Proposed Insured Cont and Owner screens (Legal Guardian and Payer are not required to provide proof of identification)
 - NOTE: for BrightFuture and Prepared, if:
 - Driver's License was provided, "State Issued" and "Driver's License No" will not be shown on the screen
 - Passport is provided, "Passport No" will not be shown on the screen
 - For BrightFuture only, if Government ID was provided,

"Government ID Type" and "Government ID No" will not be shown and for Prepared only, if Other Government ID was provided, "Government ID No" will not be shown





- Terms of Use, e-Signature and e-Delivery Consent
 - The Proposed Insured/Owner/Legal Guardian/Payer, whomever are present, are required to review and agree to the "Terms of Use, e-Signature and e-Delivery Consent" before proceeding with the e-Signature process
 - NOTE: for BrightFuture, only the Owner is required review and consent to the Terms of Use
 - If they do not agree and wish to decline, click I Decline and you will be taken back to the "Validate and Lock Data" screen where you can unlock the screen by clicking Unlock Documents and Cancel Signature Process. The locks will turn back to green check marks. If the decline was because they want to make a change, go to the screen where the change needs to be made, make the change then proceed to "Validate and Lock Data" screen, lock the e-App and start the signature process again

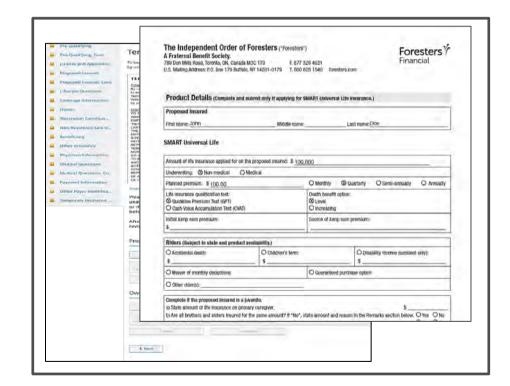


Pre-Qualifying Pre-Qualifying cont	Welcome Consent	
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Other Insurance	Please review the documents in their entirety for accuracy and to make sure you completely understand and agree with what they say, if you need to change or update any information	
Physician information	or if you have any questions, please discuss with the agent who assisted with this application before applying your electronic signature.	
Medical Questions	After reviewing the documents, please check the box indicating you have completed the	
Medical Questiers, Co	review of all documents and then select either "I Agree" or "I Decline".	
✔ Validate and Lock Data	Proposed Insured	
✓ Signature Method	Review Documents	
✓ Signature Disclosures		
? Terms of Use, e-Signat	Signification (Fe 7) to an "bursery" (within that the end of and an expectation formula the enforcement of the contract of the	
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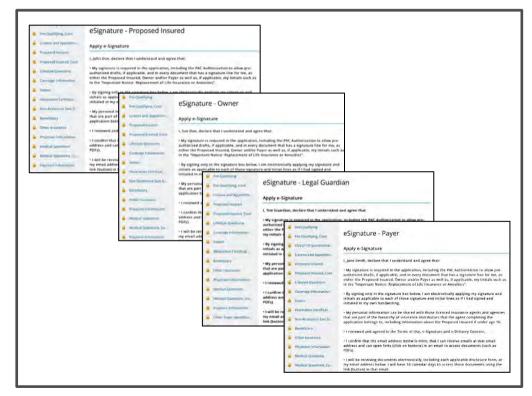
- Review Documents
 - The Proposed Insured/Owner/Legal Guardian/Payer - whomever is present, must review the documents by clicking *Review Documents*
 - NOTE: for BrightFuture, only the Owner is required to review the documents
 - TIP: once the documents load, wait for the screen to refresh before scrolling through it





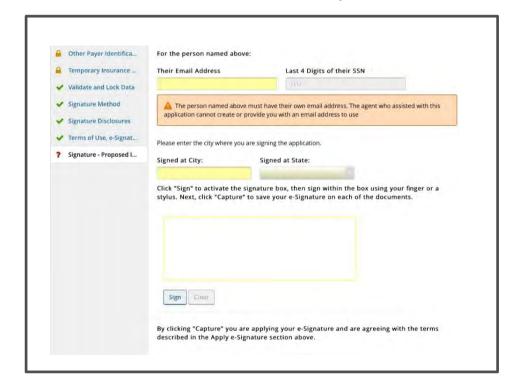


- e-Signature: Proposed Insured/Owner/Payer
 - The Proposed
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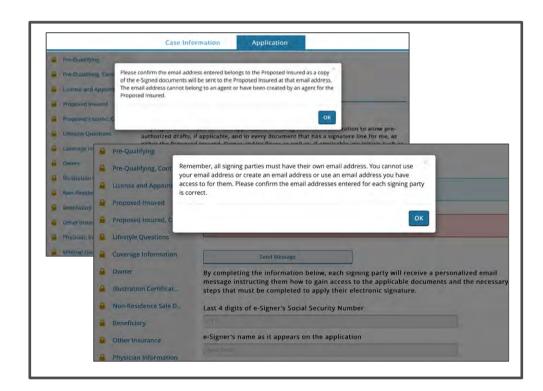


- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
 - Next, the Proposed Insured/ Owner/Legal Guardian/Payer enters their email address (must be their own separate email address)
 - NOTE: for BrightFuture, only the Owner is required to have their own email address
 - The Legal Guardian will also have to enter the last 4 digits of their SSN





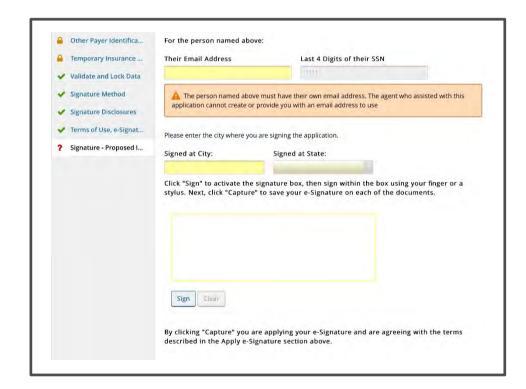
- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
 - Once an email address is entered for the Proposed Insured/Owner/Legal Guardian/Payer whomever is present, you are reminded that each signer needs to have their own email address and will be asked to confirm the email address is correct. Click OK
 - If necessary, re-type the email address







- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
 - Next, the Proposed Insured/
 Owner/Legal Guardian/Payer whomever is present, enters the
 "Signed at City" and "Signed at
 State" where the application is being signed
 - NOTE: for BrightFuture, only the Owner is required to enter the "Signed at City" and "Signed at State"
 - Then they click Sign under the yellow box





e-Delivery Consent

- The Owner is given the opportunity to consent to the e-Delivery of their Welcome package, which includes any additional document(s) for their review, signature and return to Foresters
- Discuss the e-Delivery option with the Owner before they sign
 - If an insurance contract is approved and Electronic copy is selected, the email address provided during the e-Signature process will be the email address used to email the Welcome package and applicable documents
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For your convenience, we pre-checked "Electronic copy" below which means your Welcome Package will be electronically sent to you. If, however you want to receive your Welcome Package by mail, instead of electronically, please select "Mailed copy" below.

When your Welcome Package is electronically received, you can save or print the Applicable Documents. The number of pages to print can be as much as or more than 50 pages.

A request for a duplicate copy, in paper, may require payment of an administrative fee (currently \$25, subject to change) and it will be mailed to you within a reasonable period of receipt of payment by Foresters. Payment can be made by check payable to Foresters Financial or by online banking.

C Electronic copy

If the box for "Electronic copy" is checked, this means you are providing your consent to receive your Welcome Package by secure email, instead of by mail, at the following email address: . You are also confirming this is your own valid email address.

In addition, you are consenting to your Welcome Package being sent, either electronically and/or in paper, to the agent who assisted with this application and you have reviewed, understand and agree with the information above about the number of pages and that a fee may apply if a mailed copy is requested, in the future, for some or all of the Applicable Documents.

Warten Ditty

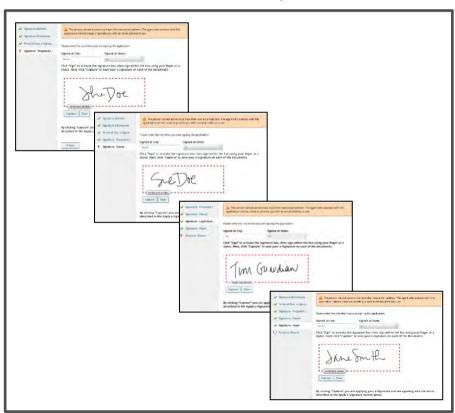
By checking "Mailed copy," you are providing your consent to receive your Welcome Package in paper, sent to the address listed on the application or delivered to you by the agent who assisted with this application.

In addition, you are consenting to your Welcome Package being sent, either electronically and/or in paper, to the agent who assisted with this application and you have reviewed, understand and agree with the information above about the number of pages and that a fee may apply if a duplicate copy in paper is requested, in the future, for some or all of the Applicable Documents.

Foresters Y

iPipeline's iGO e-App Process

- e-Signature: ProposedInsured/Owner/Legal Guardian/Payer
 - Once the Proposed Insured/Owner/Legal Guardian/Payer clicks Sign, the yellow box will turn to a dotted red box
 - NOTE: for BrightFuture, only the Owner is required to e-Sign
 - Using their finger or a stylus, the Proposed Insured/Owner/Legal Guardian/Payer whomever is present, can sign their signature within the dotted red box (anything outside of the red box will not appear on the signature pages). Then they click *Capture*. Tip: Wait for screen to refresh before proceeding
 - If the signature shown is unsatisfactory, the e-Signer can click *Clear* and re-sign
 - Repeat until everyone who is present has e-Signed

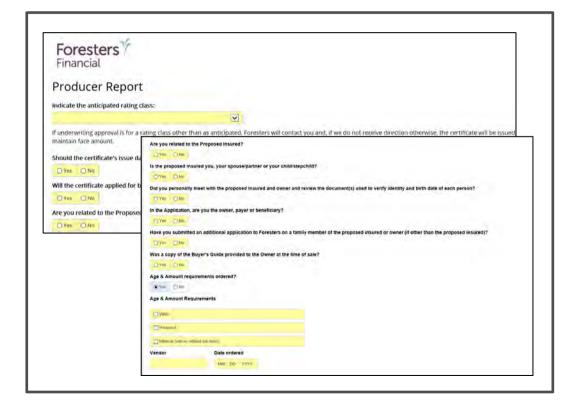






iPipeline's iGO e-App Process

- Producer Report (for Term, SMART UL & ADV+II)
 - Before you can sign the documents, you must complete the Producer Report
 - For medical products only, enter the "Age & Amount Requirements", "Vendor" and "Date" the requirements were ordered







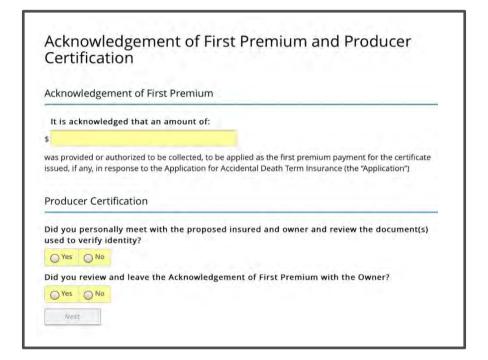
- Acknowledgement of First Total Premium(s) and Producer Certification
 - BrightFuture only
 - Before you can sign the documents, you must complete the "Acknowledgement of First Total Premium(s)" and "Producer Certification"







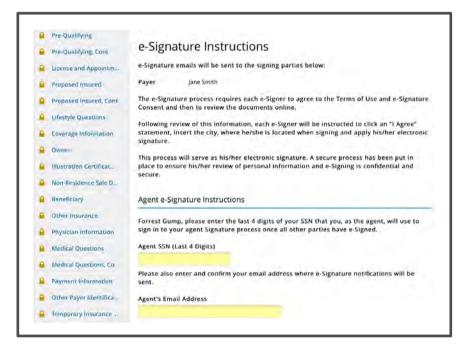
- Acknowledgement of First Premium and Producer Certification
 - Prepared only
 - Before you can sign the documents, you must complete the "Acknowledgement of First Total Premium(s)" and "Producer Certification"







- e-Signature Instructions
 - Once everyone who is present has signed, those who are not present will complete the Signature process using ClickWrap
 - You will also sign using ClickWrap (refer to slides 6 – 29)





- e-Signature Agent
 - You need to review and agree to the statements listed
 - Enter the "Signed at City" and "Signed at State" where you are signing the application
 - Click Sign





- e-Signature Agent
 - When you click Sign, the yellow box will turn to a dotted red box
 - Using your finger or a stylus sign your signature within the dotted red box (anything outside of the red box will not appear on the signature pages).
 Click Capture
 - If the signature shown is unsatisfactory, click Clear and re-sign
 - TIP: Wait for screen to refresh before proceeding





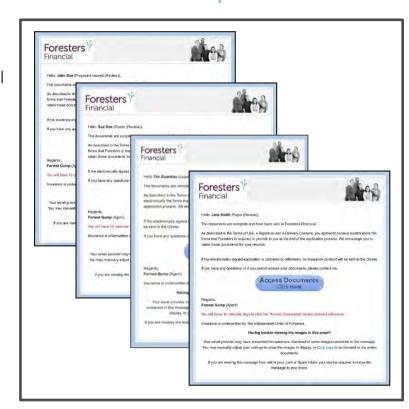
- e-Signature Agent
 - Last step is to click Submit to Foresters Financial
 - Once you do, all documents will be electronically sent
 - Within less than 10 minutes, you should receive a POS decision email for all non-medical products (does not apply to medical products). Decision will either be:
 - Medically Eligible
 - Refer
 - Decline





- Point-of-Sale (POS) Leave Behind Email
 - Once you click Submit to Foresters Financial a second email will be sent to the Proposed Insured/Owner/Legal Guardian/Payer letting them know the documents are complete and sent to Foresters
 - NOTE: for BrightFuture, only the Owner will receive this email
 - From the email they can click Access Documents, to access a secure website in order to see the documents which contain the fully signed application and supplemental forms, along with the applicable POS disclosure forms that you would have been required to leave behind with that signer if writing a paper application
 - This is why you and each signing party <u>must</u> have a separate email address. The applicable POS forms are to be left with them and if you use your email address as theirs, those forms will be sent to you and your regulatory obligations will not have been met





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Thank you

Any questions?

- Our Foresters Financial Sales Support team is only a call away, 866-466-7166, option 1
- If you're looking for a deeper dive on a particular module please let us know at <u>USLearning@foresters.com</u>



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