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.



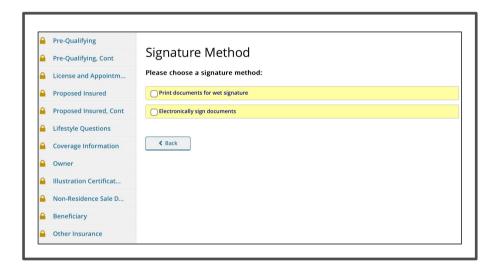
## How to Sign the e-App





#### Signature Methods

- Two choices:
  - **1.Print documents for wet signature**: when all signers do not want to sign electronically
  - **2.Electronically sign documents:** can be selected if using a laptop, desktop or Apple iPad <sup>®</sup>



<sup>®</sup> Apple and iPad are registered trademarks of Apple Inc.

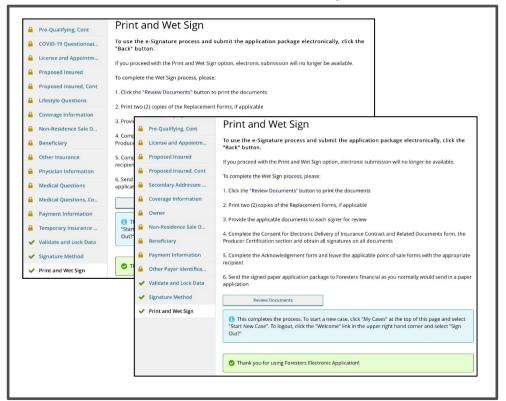




#### Print and Wet Sign

 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

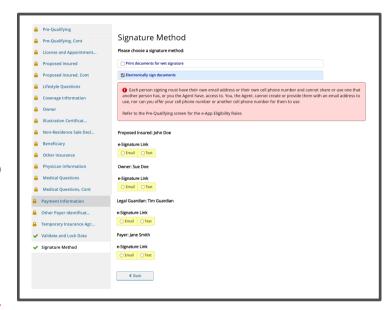




#### Electronically Sign Documents

- If using a laptop/desktop, select which signer wants to receive the e-Signature link via Email or Text
  - If Email, those signers, including you will sign using the ClickWrap signature method (refer to slides 21 – 54)
  - If Text, those signers will sign using the Text to Sign signature method (refer to slides 7 - 20) but you will sign using ClickWrap (refer to slides 40 - 48)

Each person signing must have their own email address or cell phone number and cannot share or use one that another person has, or you the Agent have, access to. You, the Agent cannot create or provide them with an email address to use, nor can you offer your cell phone number or another cell phone number for them to use



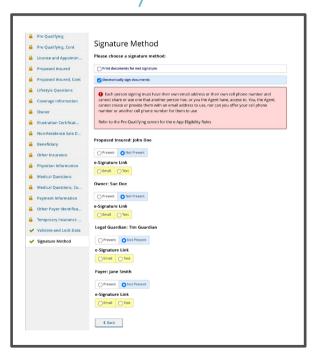


#### Electronically Sign Documents

- If using an Apple iPad, select which signer is Present or Not Present
  - If *Present* is selected, those signers will sign using the Touch to Sign signature method (refer to slides 55 75)
  - If Not Present is selected, ask each signer how they would like to receive the e-Signature link - either by Email or Text
    - If Email, those signers, including you will sign using the ClickWrap signature method (refer to slides 21 – 54)
    - If Text, those signers will sign using the Text to Sign signature method (refer to slides 7 - 20) but you will sign using ClickWrap (refer to slides 40 - 48)

NOTE: if using an Apple iPad and you are with the signer, but they would like to have the e-Signature link sent by *Email* or *Text*, you must select *Not Present* 



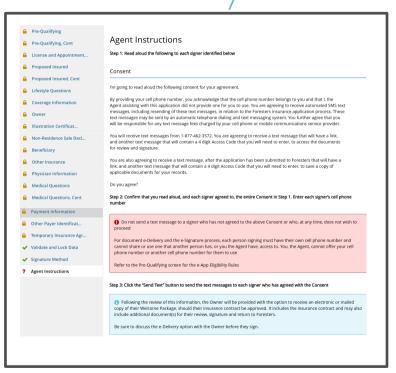




- Electronically Sign Documents
   (Text to Sign slides 7 20)
  - Agent Instructions
    - Completing this screen is as easy as 1, 2, 3!
      - Step 1: Read aloud the Consent in Step 1 to each signer
      - Step 2: Confirm that you read aloud, and each signer agreed to, the entire Consent in Step 1. Enter each signer's cell phone number
      - Step 3: Click Send Text to send the text messages to each signer who has agreed with the Consent

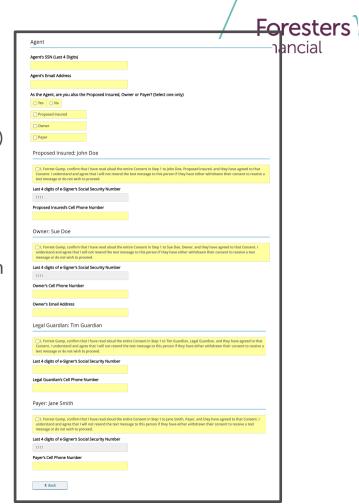
Do not send a text message to a signer who has not agreed to the above Consent or who, at any time, does not wish to proceed





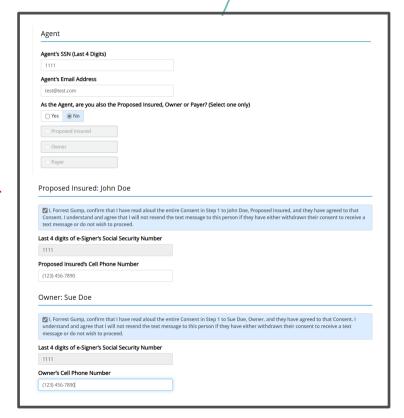
Remember to discuss e-Delivery of the Welcome Package with the Owner before they sign the application

- Agent Instructions
  - Enter the last 4 digits of your SSN as well as your email address (you will receive the e-Signature link in an email)
  - Answer: As the Agent, are you also the Proposed Insured, Owner or Payer?
  - For each signer,
    - Click the checkbox to:
      - Confirm you have read aloud the entire Consent in Step 1 to each signer, and that they have agreed to that Consent
      - Confirm you understand and agree that you will not resend the text message to the signer if they have either withdrawn their consent to receive a text message or do not wish to proceed
    - The Proposed Insured/Owner/Payer SSN is defaulted to what was entered on their respective screens, but you will have to enter the last 4 digits of the SSN for the Legal Guardian



## Foresters \*\* Financial

- Agent Instructions
  - For document e-Delivery and the e-Signature process, each person signing must have their own cell phone number and cannot share or use one that another person has, or you the Agent have, access to. You, the Agent, cannot offer your cell phone number or another cell phone number for them to use (Refer to the Pre-Qualifying screen for the e-App Eligibility Rules)
  - For each signer, enter their cell phone number If you enter a cell phone number that is the cell phone number for any other person signing, you will be asked to enter a different cell phone. As the Agent, you cannot offer your cell phone number or a different cell phone number for them to use





#### Agent Instructions

 Enter the email address the Owner. If they consent to e-Delivery of the Welcome package and applicable document(s), this is the email address that will be used to send the Welcome package should their insurance application be approved

Unless you are the Proposed Insured or Owner, if you enter an email address the Owner that is the same as yours, you will be asked to enter a different email address. As the Agent, you cannot create or provide them with an email address to use

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1111		
Proposed Insure	d's Cell Phone Number	
(123) 456-7890		
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- Agent Instructions
  - Click Send Text to send two text messages to each signer
    - **TIP**: to ensure the text messages are sent, wait for the screen to refresh
  - Beside each signer's cell phone number is Resend Text. After the text messages have been sent but before the signer signs, you can click Resend Text to:
    - Send the text messages again if the signer deleted them
    - Reset the **Login** screen if the signer enters the last 4 digits of their SSN and/or Access Code incorrectly 3 times
    - Reactive the e-Signature link if the signer hasn't signed within 10 calendar days



Agent's SSN (Last 4 D	igits)
1111	
Agent's Email Addres	s
test@test.com	
As the Agent, are you	also the Proposed Insured, Owner or Payer? (Select one only)
○ Yes 🛞 No	
Proposed Insured	
Owner	
Payer	
Proposed Insure	d: John Doe
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Last 4 digits of e-Sign	er's Social Security Number
1111	
Proposed Insured's C	ell Phone Number
(416) 275-0656	
Owner: Sue Doe	
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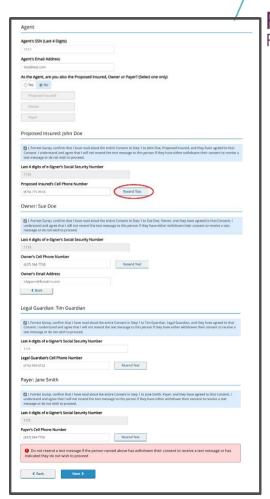
#### Agent Instructions

 If you enter a different cell phone number for that signer and click Resend Text, the text messages will be sent to that new number (not the old number)

**TIP**: to ensure the text messages are sent to the right cell phone number, wait for the screen to refresh

After the signer signs, Resend Text is no longer available on this screen. Instead, go to the My Cases dashboard, find the e-App, click Case Details and look for Resend or click Resend e-Signature Link (refer to slide 19)

Do not resend a text message if the signer has withdrawn their consent to receive a text message or has indicated they do not wish to proceed









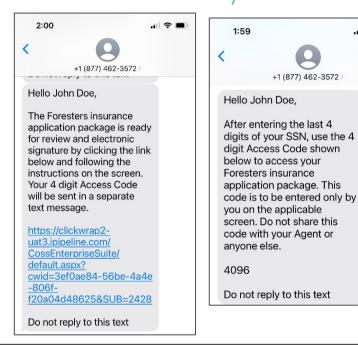
- e-Signature Confirmation
  - Congratulations! You've sent the e-Signature link to each signer
  - The name of the signer, the cell phone number the e-Signature link was sent to as well as the date the link was sent, is shown on this screen
  - You will be notified by email if:
    - e-Signer makes 3 failed attempts to login using their assigned password
    - e-Signer has successfully e-Signed
    - e-Signer declines to e-Sign
  - After each signer has signed, the next step is for you to sign the e-App





- Text Messages
  - Each signer must have their own cell phone number that can receive text messages and a cell phone (Apple iPhone <sup>®</sup> or Android) that can launch a browser
  - Each signer will be sent two text messages from 1-877-462-3572
    - 1. First text message with the *e-Signature* link (valid for **10** calendar days)
    - 2. Second text message with the 4 digit Access Code

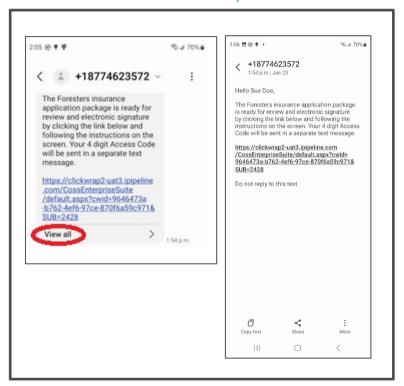






- Text Message Tips
  - On some Android phones only a portion of the text message is visible. Click View All, to see the entire text message
  - If a text message is resent, the e-Signature link in the original text message becomes inactive. In the **Messages** app, the most recent text messages with the active e-Signature link and Access Code will be at the bottom of the screen



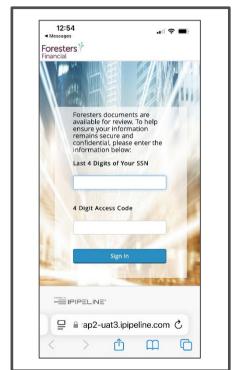


## Foresters Financial

## iPipeline's iGO e-App Process

- Text Messages
  - Once both text messages have been received, each signer can:
    - Click the e-Signature link in the first text message, which will take them to the Login screen
    - On the Login screen, if using Text-to-Sign, each signer will enter the last 4 digits of their SSN as well as the 4 digit Access Code, found in the second text message, to login to the website, which is where they will access the documents for review and electronic signature

**TIP**: it's important to remember the *Access Code*. Once the **Login** screen opens, the signer can no longer see the text message that contains the *Access Code*. To avoid accessing the text message again, if they can't remember the *Access Code*, suggest they write it down before clicking the *e-Signature* link





- Login
  - If the signer enters the last 4 digits of their SSN and/or Access Code incorrectly, they are instructed to try again
  - If the signer enters the last 4 digits of their SSN and/or Access Code incorrectly 3 times, the signer will not be able to login
    - The screen will refresh and they will see a message letting them know they've reached the maximum number of attempts
    - You will receive an email letting you know this has happened and you will need to resend the e-Signature link to them (refer to slide 19)



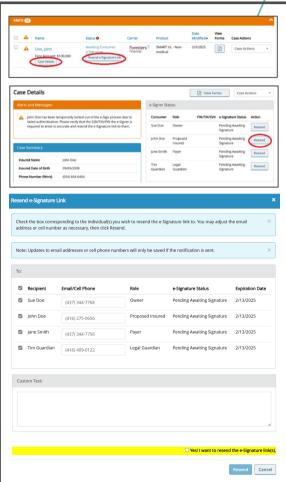


- Login
  - The **Login** screen will remain active for **10** calendar days from the date the signer was sent the text message. If 10 calendar days have passed and the signer clicks the *e-Signature* link, the screen will refresh and they will see a message letting them know the link has been disabled
    - You will receive an email letting you know this has happened and you will need to resend the e-Signature link to them (refer to slide 19)



#### Resend

To activate the **Login** screen, the *e-Signature* or *Leave Behind* links go to the **My Cases** dashboard, find the e-App, click *Case Details* and look for *Resend* or click *Resend e-Signature Link*

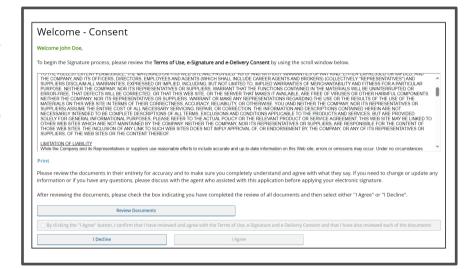








- Welcome Consent
  - To electronically sign the documents, each signer will complete the signature process using ClickWrap (refer to slides 28 – 54)
  - You will also sign using ClickWrap (refer to slides 40 – 48)



- Electronically Sign Documents(ClickWrap slides 21 54)
  - 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
    - Answer: As the Agent, are you also the Proposed Insured, Owner or Payer?

**TIP**: if *Yes*, look at the top of the screen. Look for the signing party next to your name and then select that party in answer to this question



e-Signature	emails will be sent to the signing parties below:
Proposed Insured	John Doe
Owner	Sue Doe
Legal Guardian	Tim Guardian
Payer	Jane Smith
	re process requires each e-Signer to agree to the Terms of Use, e-Signature and e-Deilvery then to review the documents online.
electronic or includes the	g the review of this information, the Owner will be provided with the option to receive an rmailed copy of their Welcome Package, should their insurance contract be approved. It insurance contract and may also include additional document(s) for their review, Indirection to Foresters.
Be sure to d	liscuss the e-Delivery option with the Owner before they sign.
signing and ap This process w his/her review	Il be instructed to click an "I Agree" statement, insert the city, where he/she is located when ply his/her electronic signature.  Ill serve as his/her electronic signature. A secure process has been put in place to ensure of personal information and e-Signing is confidential and secure.  ature Instructions
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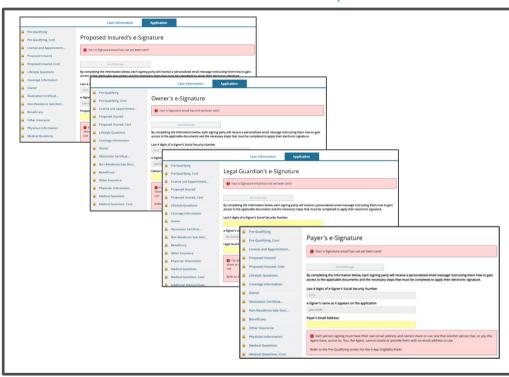




 Proposed Insured/Owner/\*Legal Guardian/Payer e-Signature

For document e-Delivery and the e-Signature process, each person signing must have their own email address and cannot share or use one that another person has, or you the Agent have, access to (Refer to the Pre-Qualifying screen for the e-App Eligibility Rules)

If you enter an email address that is the same email address for any other person signing, you will be asked to enter a different email address. As the Agent, you cannot create or provide them with an email address to use



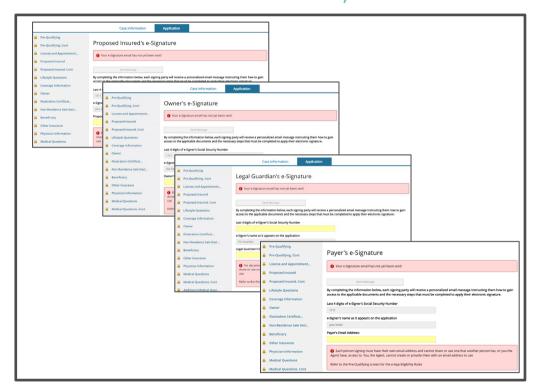
<sup>\*</sup> The word "Legal Guardian" appears throughout this presentation. The parent of the child will be the Legal Guardian in most situations. If there is no parent, then the person signing would have to have the proper documentation reflecting they have legal guardianship of the child 22

# Foresters Financial

## iPipeline's iGO e-App Process

- 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 each signer.
     This is the email address where the e-Signature emails will be sent to electronically sign, and receive, the applicable documents. Each signer must have their own email address

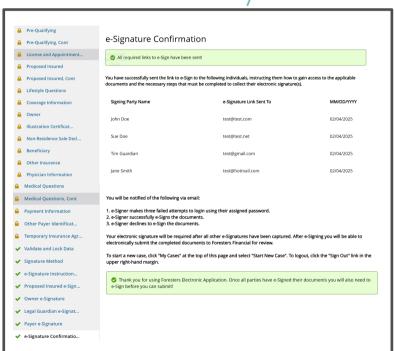
NOTE: for BrightFuture, only the Owner is required to e-Sign





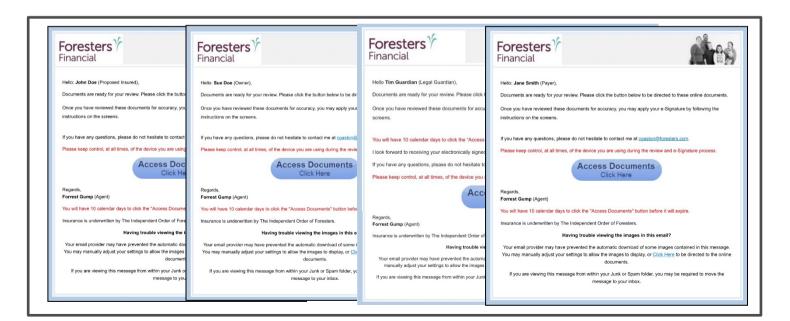
## Foresters Financial

- e-Signature Confirmation
  - Congratulations! You've completed the data collection process and sent the e-Signature link to each signer
  - The name of the signer, the email address the e-Signature link was sent to as well as the date the link was sent, is shown on this screen
  - Next step is for you to sign the e-App
  - You will be notified by email if:
    - e-Signer makes 3 failed attempts to login using their assigned password
    - e-Signer has successfully e-Signed
    - e-Signer declines to e-Sign





- Proposed Insured/Owner/Legal Guardian and/or Payer Email
  - Each signer 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





#### Login

- On the **Login** screen, if using ClickWrap, each signer will enter the last 4 digits of their SSN to login to the website, which is where they will access the documents for review and electronic signature
  - If the signer enters the last 4 digits of their SSN incorrectly, they are instructed to try again
  - If the signer enters the last 4 digits of their SSN incorrectly 3 times, the signer will not be able to login. The screen will refresh and they will see a message letting them know they've reached the maximum number of attempts
    - You will receive an email letting you know this has happened and you will need to resend the e-Signature link to them
    - To activate the Login screen or the e-Signature link go to the My Cases dashboard, find the e-App, click Case Details and look for Resend (refer to slide 19)







#### Login

- The **Login** screen will remain active for **10** calendar days from the date the signer was sent the text message. If 10 calendar days have passed, and the signer clicks the *e-Signature* link, the screen will refresh and they will see a message letting them know the link has been disabled
  - You will receive an email letting you know this has happened and you will need to resend the e-Signature link to them
  - To activate the Login screen or the e-Signature link go to the My Cases dashboard, find the e-App and click Resend e-Signature Link (refer to slide 19)

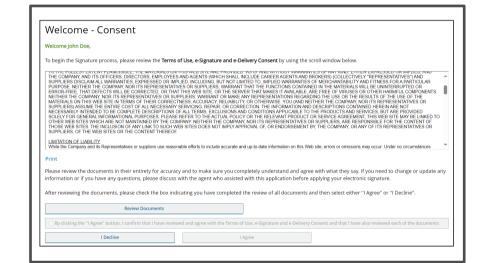
Oops!
The link you are currently attempting to access has been disabled. Our records indicate that a new link has been sent in its place. If you originally received the link in an email, please check your email inbox for a new link. Remember to check Junk and Spam folders as well. Or, if you originally received the link in a text, please check your text messages for a new link. Thanks!





- Welcome Consent
  - Each signer must 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





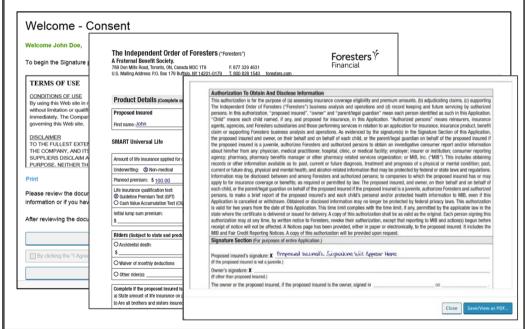


- Review Documents
  - Each signer must review the documents by clicking Review Documents before they can sign

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 them

When the document opens, on every line where each signer is required to 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 electronic signature



Review Documents

**TIP**: if signing on the Apple iPhone ® to close the documents, click the icon that has the 2 squares on top of each other. In the **All Tabs** window, click the screen you were on before clicking *Review Documents* 

 If a signer declines to sign you will be notified by email









#### 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 (to attaching an additional sheet of paper when writing a paper application)
- On the application if See Overflow Form is shown, it tells you and the Proposed Insured/Owner to review this form to see the response that was data entered
- Some but not all cases will have an Overflow form

NOTE: There is no Overflow form for BrightFuture or Prepared

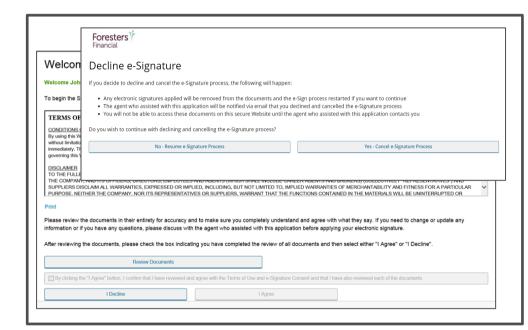
being, lapsed or surrendered, and those lapsed or su	Annuity/Life	Accidental	Critical	Disability income	Issue year or	1
Name of Insurer	insurance \$	death \$	illness \$		indicate if pending	
29. Have you ever had an application for life, health if "Yes", provide date and reason:	, disability or critical illne	ss insurance de	clined, rated or	or modified?	○ Yes ⊗ No	
30. Will coverage be discontinued or reduced, or pr					2 Q.II.	
an annuity, if the insurance applied for in this Ap		des military gro	up life insuranc	ce)?	O Yes ⊗ No	
Additional Information (Explain all "Yes" answer Include Question #, diagnosis, date first diagnosed, tre		fical facilities an	d ohysicians' n	name addresses pho	ne #s	
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#### 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 the e-App and restart the 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
    - If an insurance contract is approved and Electronic copy is selected, the email address provided during the 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.

#### 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.

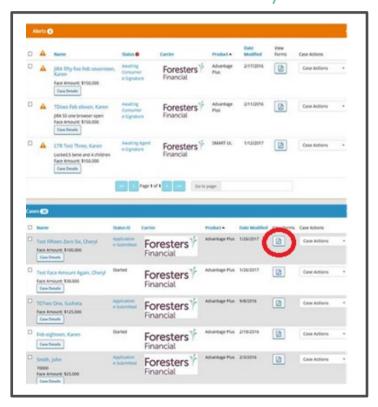
#### Mailed cop

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
  - **TIP**: if signing using Text to Sign, on some Apple iPhones and Android phones the *Consent for Electronic Delivery* screen loads in the middle of the page. If this happens, suggest to the signer they scroll to the top of the page
  - Once the e-App has been submitted, to check the e-Delivery method selected by the Owner, click the PDF of the application package on the My Cases dashboard

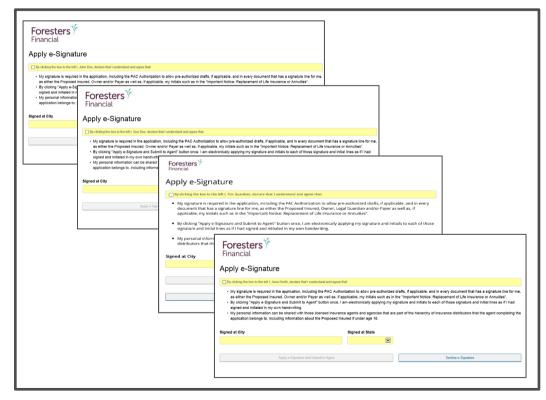






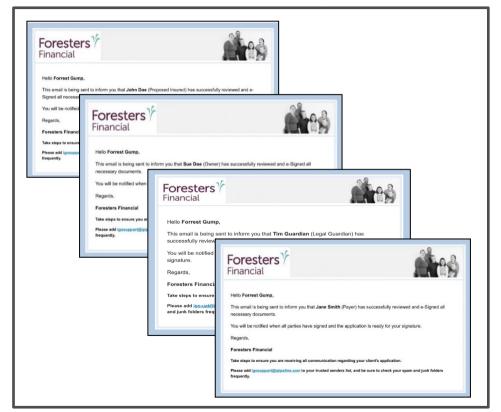
- Apply e-Signature
  - Each signer needs to review and agree to the statements listed
  - If they agree, the signer will need to enter the **Signed at City** and **Signed State** they are signing the application and click *Apply e-Signature and Submit to Agent*
  - The **Signed at State** defaulted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

**TIP**: if signing using Text to Sign, on some Apple iPhones and Android phones the *Apply e-Signature* screen loads in the middle of the page. If this happens, suggest to the signer they scroll to the top of the page





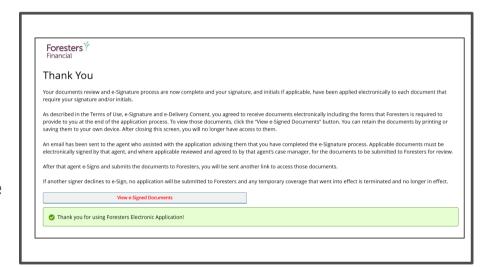
- Apply e-Signature
  - After each signer has signed, you will be sent an email letting you know they have completed the e-Signature process
  - If the signer declines to signs, you will receive an email letting you know they have declined





#### 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 electronic 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 electronic signature will show as "e-Signed by: First Name Last Name" in scripted font
- Each signer is encouraged to retain these documents for their records by printing or saving them to their own device



NOTE: you have not signed the documents so the signers will not see your signature

Thank You

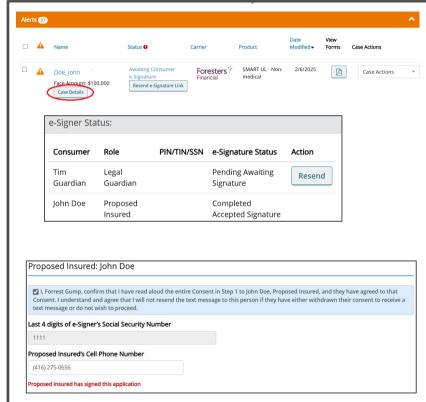
**TIP**: if signing on the Apple iPhone ® to close the documents, click the icon that has the 2 squares on top of each other. In the **All Tabs** window, click the screen you were on before clicking *Review Documents* 





Foresters Financial

- Signer Status
  - To see which signers have signed the application, go to the **My Cases** dashboard, find the e-App, click Case Details and look for e-Signer Status
  - If signing using Text to Sign you can also open the e-App and go to the Agent Instructions screen







- Agent Email
  - After all signers have signed, it's your turn
  - You will receive an email with the e-Signature link. Click Access Documents to start the signature process
  - It's very important to sign and submit the application shortly after you receive this email





# Foresters Financial

#### Login

- On the **Login** screen, you will enter the last 4 digits of your SSN to login to the website, which is where you will access the documents for electronic signature
  - If you enter the last 4 digits of your SSN incorrectly, you are instructed to try again
  - If you enter the last 4 digits of your SSN incorrectly 3 times, you will not be able to login. The screen will refresh, you will see a message letting you know you've reached the maximum number of attempts and you will need to resend the e-Signature link to yourself
    - To activate the Login screen or the e-Signature link go to the My Cases dashboard, find the e-App, click Case Details and look for Resend (refer to slide 19)





#### Login

- The **Login** screen will remain active for **10** calendar days from the date you were sent the
   email
  - If 10 calendar days have passed and you click the e-Signature link, the screen will refresh, you will see a message letting you know the link has been disabled and you will need to resend the e-Signature link to yourself
  - To activate the Login screen or the e-Signature link go to the My Cases dashboard, find the e-App and click the Resend e-Signature Link (refer to slide 19)

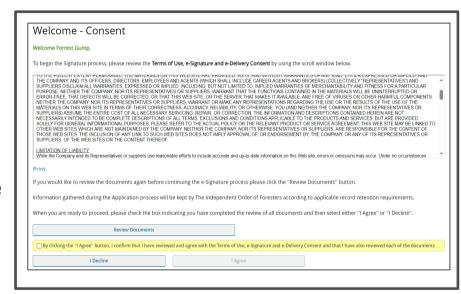
Oops!

The link you are currently attempting to access has been disabled. Our records indicate that a new link has been sent in its place. If you originally received the link in an email, please checkyour email inbox for a new link. Remember to check Junk and Spam folders as well. Or, if you originally received the link in a text, please check your text messages for a new link. Thanks!





- 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 Owner selected the wrong delivery option is selected, click *I Decline*. Go back into the e-App, unlock it, then relock it to restart the signature process and ask the Owner to select a different contract delivery method

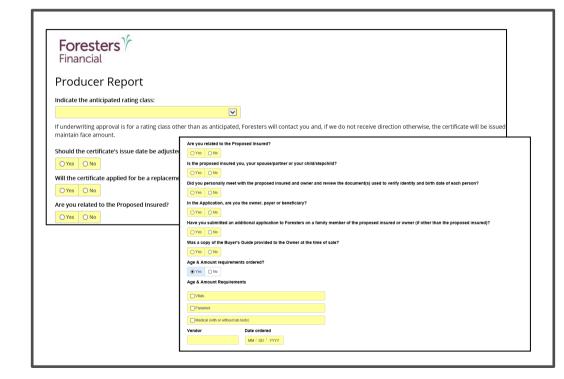


 Click the checkbox that you agree to the Terms of Use, e-Signature and e-Delivery Consent, then click I Agree





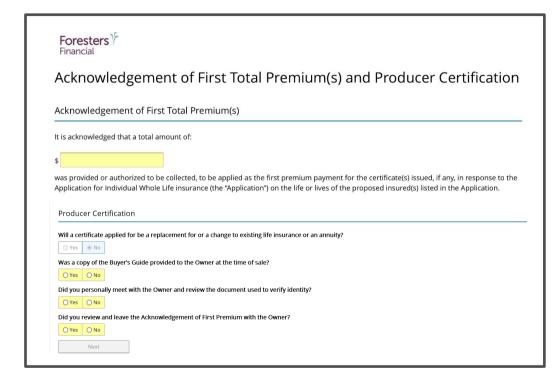
- Producer Report
  - For Term, SMART UL & ADV+II
  - Before you can sign the documents, you must complete the Producer Report
  - For medical products only, enter the Age & Amount Requirements, Vendor and Date the requirements were ordered







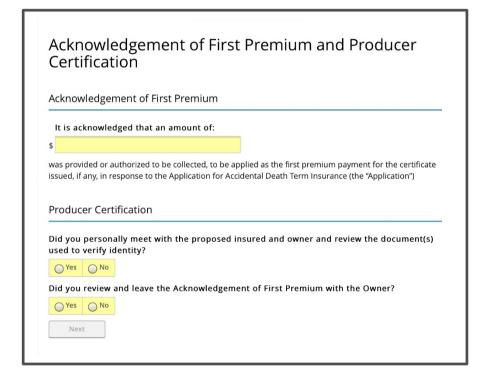
- Acknowledgement of First Total Premium(s) and Producer Certification
  - BrightFuture only
  - Before you can sign the documents, you must complete the Acknowledgement of First Total Premium(s) and Producer Certification







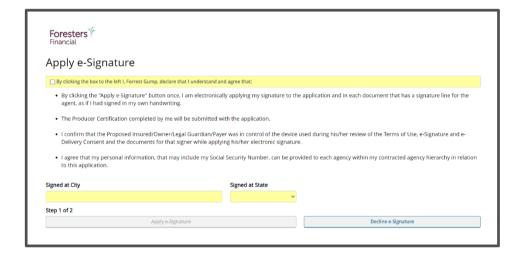
- Acknowledgement of First Premium and Producer Certification
  - Prepared only
  - Before you can sign the documents, you must complete the Acknowledgement of First Total Premium and Producer Certification







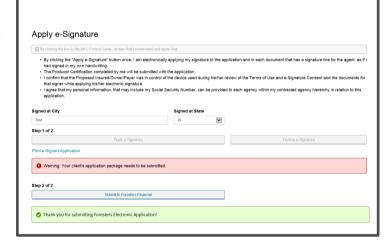
- Apply e-Signature
  - You need to review and agree to the statements listed
  - Enter the **Signed at City** and **Signed at State** where you are signing the application and click *Apply e-Signature*







- Apply e-Signature
  - To check the contract delivery method selected by the Owner, click the Print e-Signed Application link
    - NOTE: if the wrong delivery option is selected, go back into the e-App, unlock it, then relock it to restart the signature process and ask the Owner to select a different delivery method
  - Click Submit to Foresters Financial to send the documents to Foresters
    - **TIP**: wait until you see "Thank you for submitting Foresters Electronic Application!" before closing the browser



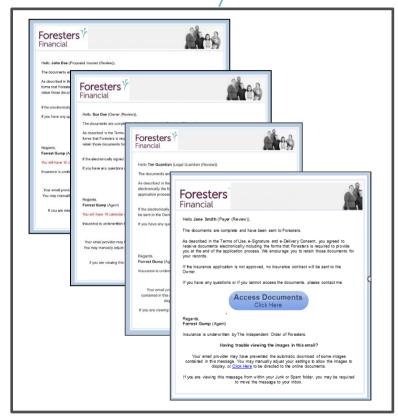
- In less than 10 minutes, you will receive a POS decision email for all non-medical products (does not apply to medical products). Decision will either be:
  - Medically Eligible
  - Refer
  - Decline



- Leave Behind Link Email
  - If signing using ClickWrap, once you click Submit to Foresters Financial each signer will receive the Leave Behind link in an email to let 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 login to the website to see the documents electronically signed by each signer, along with the applicable Point-of-Sale (POS) disclosure forms that you would have been required to leave behind with that signer if writing a paper application

NOTE: this is why you and each signer **must** have a separate email address. The applicable POS forms must 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



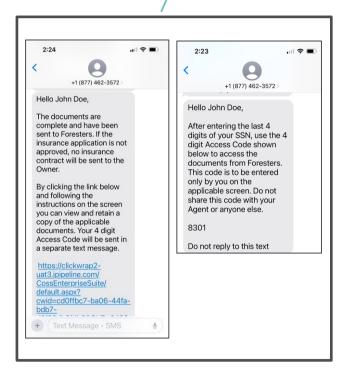


- Leave Behind Link Text Messages
  - If signing using Text-to-Sign, once you click Submit to Foresters Financial each signer will receive the Leave Behind link from 1-877-462-3572 in a text message to let them know the documents are complete and have been sent to Foresters

NOTE: for BrightFuture, only the Owner will receive this text

- Once the text messages have been received, to see the documents electronically signed by each signer, along with the applicable Point-of-Sale (POS) disclosure forms that you would have been required to leave behind with that signer if writing a paper application, each signer can:
  - Click the Leave Behind link in the text message
  - On the **Login** screen, enter the last 4 digits of their SSN as well as the 4 digit Access Code, found in the second text message

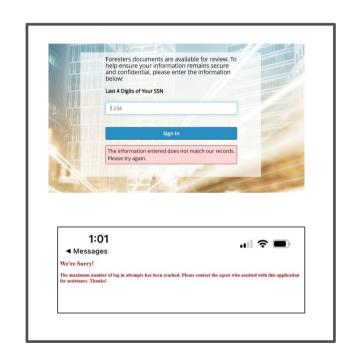




NOTE: this is why you and each signer **must** have their own cell phone number. The applicable POS forms must be left with them and if you use your cell phone, those forms will be sent to you and your regulatory obligations will not have been met\_



- Login Email
  - On the **Login** screen, if signing using ClickWrap, each signer will enter the last 4 digits of their SSN to login to the website, which is where they will access the documents for review
  - If the signer enters the last 4 digits of their SSN incorrectly, they are instructed to try again
    - If the signer enters the last 4 digits of their SSN incorrectly **3** times, the signer will not be able to login. The screen will refresh and they will see a message letting them know they've reached the maximum number of attempts
      - You will receive an email letting you know this has happened and you will need to resend the *Leave* Behind link to them
      - To activate the **Login** screen or the *Leave Behind* link go to the **My Cases** dashboard, find the e-App, click *Case Details* and look for *Resend* (refer to slide 19)



- Login Text Messages
  - On the **Login** screen, if signing using Text-to-Sign, each signer will enter the last 4 digits of their SSN as well as the 4 digit *Access Code*, found in the second text message to login to the website, which is where they will access the documents for review
  - If the signer enters the last 4 digits of their SSN and/or 4 digit Access Code incorrectly, they are instructed to try again
    - If the signer enters the last 4 digits of their SSN and/or 4 digit Access Code incorrectly 3 times, the signer will not be able to login. The screen will refresh and they will see a message letting them know they've reached the maximum number of attempts
      - You will receive an email letting you know this has happened and you will need to resend the *Leave* Behind link to them
      - To activate the Login screen or the Leave Behind link go to the My Cases dashboard, find the e-App, click Case Details and look for Resend (refer to slide 19)









- Login Email or Text Messages
  - The **Login** screen will remain active for **10** calendar days from the date the signer, if using
     ClickWrap was sent the email or if using Text-to Sign was sent the text message
  - If 10 calendar days have passed, and the signer clicks the Leave Behind link, the screen will refresh and they will see a message letting them know the link has been disabled
    - You will receive an email letting you know this has happened and you will need to resend the Leave Behind link to them
    - To activate the Login screen or the Leave Behind link go to the My Cases dashboard, find the e-App and click Resend e-Signature Link (refer to slide 19)

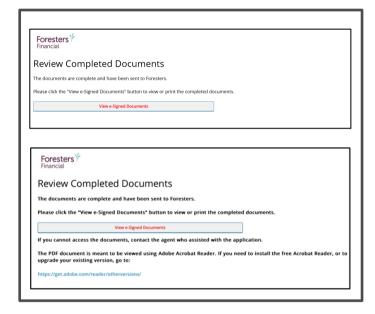






- Review Completed Documents
  - To view the documents electronically signed by all the signers, along with the applicable POS disclosure forms, each signer can click View e-Signed Documents

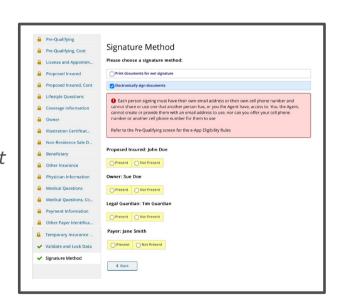
NOTE: there are two different screens depending on the device used to complete the e-App. The top screen the e-App was done on a laptop/desktop and the bottom screen the e-App was done on an Apple iPad





- Electronically Sign Documents(Touch to Sign slides 55 75)
  - Signature Method
    - Only available if using an Apple iPad with Safari as the browser. If using a laptop or desktop this option is not available
    - You will need to select which signer is *Present* or *Not Present* 
      - If Present is selected, all signers will sign using the Touch to Sign signature method
      - If Not Present is selected, ask each signer how they would like to receive the e-Signature link - either by Email or Text
        - If Email, those signers, including you will sign using ClickWrap signature method (refer to slides 21 – 54)
        - If Text, those signers will sign using the Text to Sign signature method (refer to slides 7 - 20) but you will sign using ClickWrap (refer to slides 40 - 48)

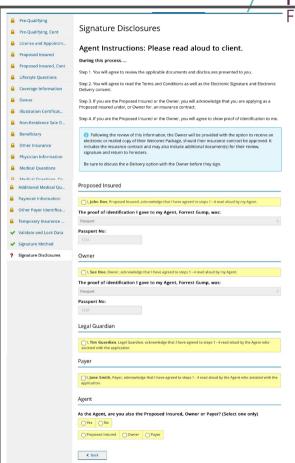




NOTE: if using an Apple iPad and you are with the signer, but they would like to have the e-Signature link sent by *Email* or *Text*, you must select *Not Present* 

# Foresters &

- 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 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)





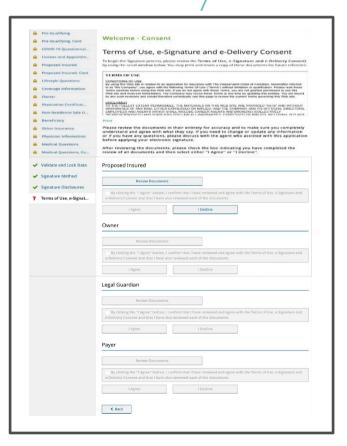
- Signature Disclosures
  - For BrightFuture and Prepared, if:
    - Driver's License was provided, State Issued and Driver's License No will not be shown on the screen
    - Passport is provided, Passport No will not be shown on the screen
    - For BrightFuture only, if Government ID was provided, 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
  - Answer: As the Agent, are you also the Proposed Insured, Owner or Payer?





- Terms of Use, e-Signature and e-Delivery Consent
  - Each signer must 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 the signer does not agree and wants 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

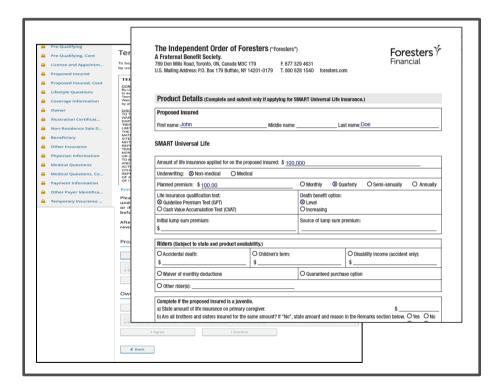








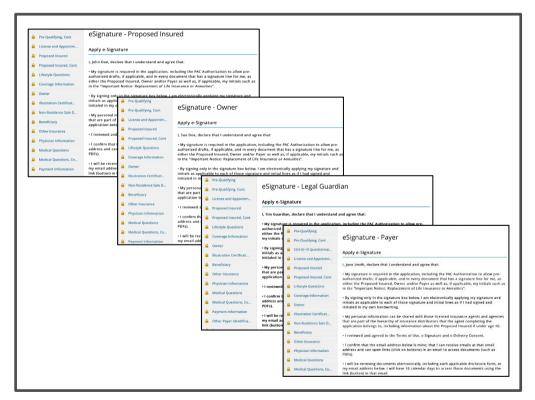
- Review Documents
  - Each signer must review the documents by clicking Review Documents
    - NOTE: for BrightFuture, only the Owner is required to review the documents
    - **TIP**: once the documents load, wait for the screen to refresh before scrolling through them
  - When the document opens, on every line where each signer is required to 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 signature







- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
  - Each signer must review and agree to the statements listed
    - NOTE: for BrightFuture, only the Owner is required to e-Sign



- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
  - Next, each signer enters their email address (must be their own email address)

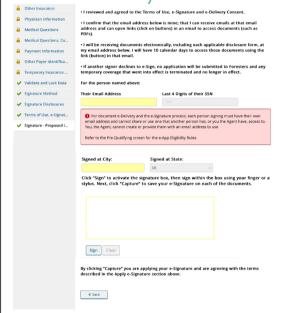
NOTE: for BrightFuture, only the Owner is required to have their own email address

For document e-Delivery and the e-Signature process, each person signing must have their own email address and cannot share or use one that another person has, or you the Agent have, access to. You, the Agent, cannot create or provide them with an email address to use

If you enter an email address that is the same email address for any other person signing, you will be asked to enter a different email address. As the Agent, you cannot create or provide them with an email address to use

 The Proposed Insured/Owner/Payer SSN is defaulted to what was entered on their respective screens, but the Legal Guardian will also have to enter the last 4 digits of their SSN







- e-Signature: ProposedInsured/Owner/Legal Guardian/Payer
  - Next, each signer 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







# 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.

#### 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.

#### Mailed cop

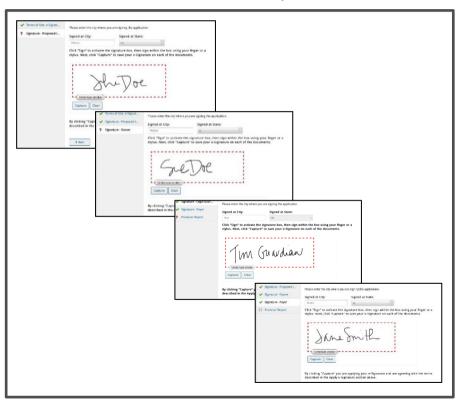
By checking "Mailed copy," you are providing your consent to receive your Welcome Package in paper, sent to the address listed on the application or delivered to you by the agent who assisted with this application.

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 Financial

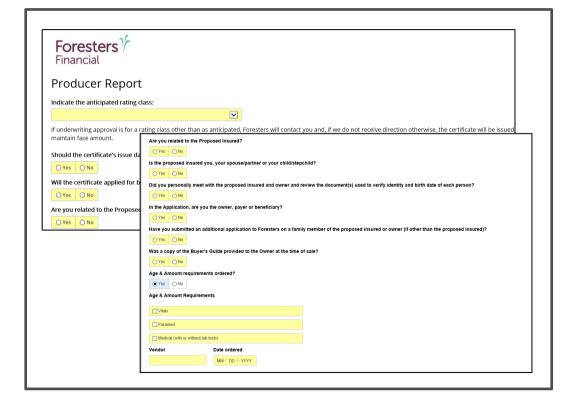
- e-Signature: Proposed Insured/Owner/Legal Guardian/Payer
  - Once the Proposed Insured/Owner/Legal Guardian/Payer clicks Sign, the yellow box will turn to a dotted red box
    - NOTE: for BrightFuture, only the Owner is required to e-Sign
  - Using their finger or a stylus, each signer that selected *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 signer can click *Clear* and re-sign
  - Repeat until everyone who selected *Present* has signed







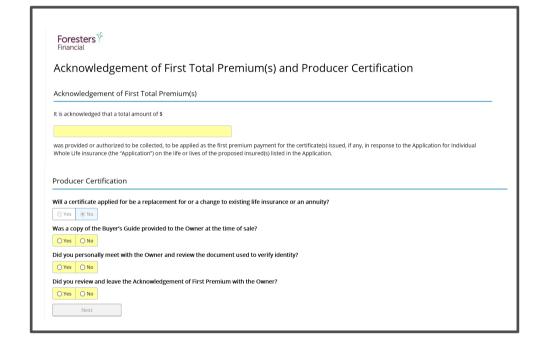
- Producer Report (for Term, SMART UL & ADV+II)
  - Before you can sign the documents, you must complete the Producer Report
  - For medical products only, enter the Age & Amount Requirements, Vendor and Date the requirements were ordered







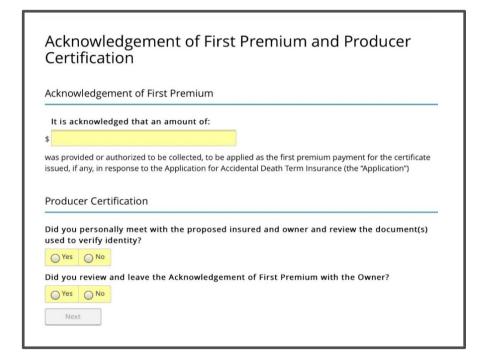
- Acknowledgement of First Total Premium(s) and Producer Certification
  - BrightFuture only
  - Before you can sign the documents, you must complete the Acknowledgement of First Total Premium(s) and Producer Certification







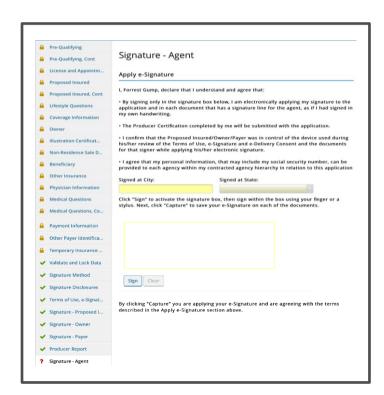
- Acknowledgement of First Premium and Producer Certification
  - Prepared only
  - Before you can sign the documents, you must complete the Acknowledgement of First Total Premium(s) and Producer Certification





- e-Signature Agent
  - You need to review and agree to the statements listed
  - Then enter the Signed at City and Signed at State where you are signing the application
  - Then 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 clicking *Submit to Foresters Financial* 







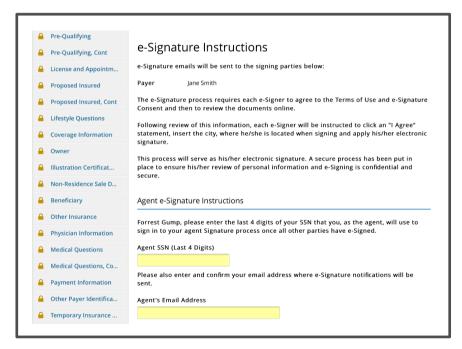
- e-Signature Agent
  - To check all signatures have mapped correctly and everything is in Good Order, you can click the *Print* e-Signed Application link
  - Last step is to click Submit to Foresters Financial to send the documents to Foresters
    - **TIP**: wait until you see "Thank you for submitting Foresters Electronic Application!" before closing the browser
  - 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







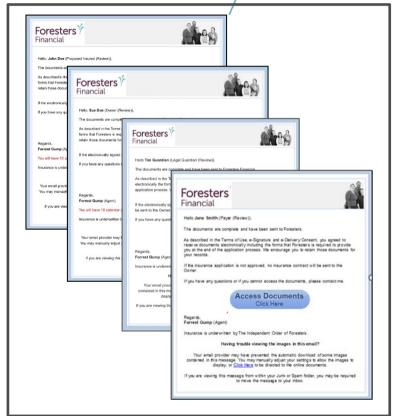
- e-Signature Instructions
  - Once each signer who selected *Present* has signed, those who selected *Not Present* will complete the signature process using ClickWrap (refer to slides (21 54) or Text-to-Sign (refer to slides (7 20)
  - You will sign using ClickWrap (refer to slides 40 – 48)



- Leave Behind Link Email
  - If using Touch-to-Sign, each signer once you click Submit to Foresters Financial will receive the Leave Behind link in an email to let 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 login to the website to see the documents electronically signed by all signer, along with the applicable Point-of-Sale (POS) disclosure forms that you would have been required to leave behind with that signer if writing a paper application

NOTE: this is why you and each signer party **must** have a separate email address. The applicable POS forms must 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







- Login Email
  - On the **Login** screen, if signing using Touch-to-Sign, each signer will enter the last 4 digits of their SSN to login to the website, which is where they will access the documents for review
  - If the signer enters the last 4 digits of their SSN incorrectly, they are instructed to try again
    - If the signer enters the last 4 digits of their SSN incorrectly 3 times, the signer will not be able to login. The screen will refresh and they will see a message letting them know they've reached the maximum number of attempts
      - You will receive an email letting you know this has happened and you will need to resend the *Leave* Behind link to them
      - To activate the Login screen or the Leave Behind link go to the My Cases dashboard, find the e-App, click Case Details and look for Resend (refer to slide 19)





#### Login

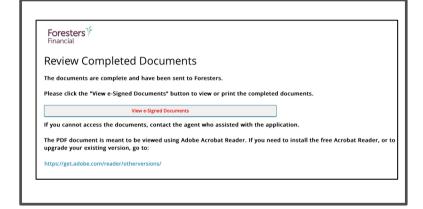
- The **Login** screen will remain active for **10** calendar days from the date the signer, if using Touch-to-Sign was sent the email
- If 10 calendar days have passed, and the signer clicks the Leave Behind link, the screen will refresh and they will see a message letting them know the link has been disabled
  - You will receive an email letting you know this has happened and you will need to resend the Leave Behind link to them
  - To activate the Login screen or the Leave Behind link go to the My Cases dashboard, find the e-App and click Resend e-Signature Link (refer to slide 19)

Opps!  The link you are currently attempting to access has been disabled. Our records indicate that a new link has been sent in its place. If you originally received the link in an email, please heck your email inbox for a new link. Remember to check Junk and Spam folders as well. Or, if you originally received the link in a text, please check your text messages for a new link. Thanks!





- Review Completed Documents
  - To view the documents electronically signed by all signers, along with the applicable POS disclosure forms each signer can click View e-Signed Documents



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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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