HOW TO DO BUSINESS GUIDE AFLAC FINAL EXPENSE

SENIOR MARKETING SPECIALISTS

Website: www.SellAflacFinalExpense.com

Agent Services: (833) 504-0336

Email: information@aflac.aetna.com

New Business Fax: (833) 380-2777 (Only for applications using EFT)

Mail New Applications paying by check to:

Tier One Insurance Company
P.O. Box 14399
Lexington, KY 40512-9700
*Make all checks payable to Tier One Insurance Company

Mailing Address for RENEWAL PREMIUMS ONLY- Medicare Supplement/Final Expense
Tier One Insurance Company
P.O. Box 14863
Lexington, KY 40512-4863

*Make Checks payable to the appropriate underwriting company. Reference the policyholder's name and policy number on all checks and correspondence.

Accessing Agent Portal: www.SellAflacFinalExpense.com/agentportal

- Under the Secure Login section, sign in with the username and password you created during onboarding.
- If this is the first time you have using the website, click on the **Register Now** button to register your account.

To Submit Business-

1. **Electronic Applications:** Log in to **Agent Portal**.
2. Click on **Quote and Enroll** tool from the home page **Quick Links**. **(**Want to Practice? Click **Play in the "Sandbox"** under Quote and Enroll.)
3. To run a quote simply input the applicant's information and click **View Products**. Note: *Security question and email signature options available.*

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Paper Application:

- **Do not** fax the application and mail the check.
- Paper application may be faxed or mailed to: Aflac, P. O. Box 14399, Lexington, KY 40512, Fax: 877-380-2777

Ordering Supplies:

1. Log in to **Agent Portal**.
2. Click **Products & Tools**.
3. Select **Order Supplies / Download Forms**.
4. Order materials based on your applicant's residence state since items may vary by state.
5. Choose a Kit instead of individual items to assure you have all required documents to provide to your applicant and submit an application.

To Check Commissions:

1. Log in to **Agent Portal**.
2. Click **My Business.**
3. Click on **My Commissions Landmark**.
4. Set a date range, click **Generate report**.

To Check Pending Business:

1. Log in to **Agent Portal**.
2. Click **My Business.**
3. Click on **Pending Business Dashboard**.
4. Set filters, click **Go**.