How to do Business Guide Manhattan Life Medicare Supplement

Website: www.Manhattanlife.com

- **Important-** *When logging into the agent portal via www.manhattanlife.com you will have separate logins for each product line you are contracted with. Please call our team for assistance with log-in issues.*

Email: csmedsupp@manhattanlife.com

Customer Service 1-800-877-7703

Expedited Underwriting Number: 1-800-982-0415

New Business/Data Entry E-Fax: 713-583-2738 ***All*** *faxed applications must be accompanied by a "ManhattanLife Assurance Fax Application Transmittal Cover Sheet."*

Customer Service/Underwriting Fax: 713-583-2738 *For additional information that has been requested, please include the application number*

New Business, claims, administration, and overnight Mailing Addresses:

10777 Northwest Freeway
Houston, TX 77092
Or
P.O. Box 925568
Houston, TX 77292-5

Easy Upload: The Easy Upload function can be found in the Agent Resource Center located on the company website. This function may be used to upload applications rather than mailing or faxing them. It will only accept PDF files; therefore, the application must be scanned and converted to a PDF to be attached.

First Time Logging in:

1. Go to www.manhattanlife.com
2. Click on the teal button top right **Login.**
3. Click on the teal **Producer Login** button on the far right under **Life & Health Agents/Annuity Producers.**
4. The first-time logging in, click on **I want to register** at the bottom of where you would enter your credentials.

To Submit Business through E-app:

1. Go to the website.

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2. Once you have logged into the Life & Health Agent Center, click on **LAUNCH MANHATTANDIRECT 2.0** on the dashboard.
3. It will then redirect you to the E-app webpage.
4. To create a new quote, click on the green **Get Started** button on the right.

To Check Commissions:

1. Go to the website.
2. Once you have logged into the Life & Health Agent Center, click on **Commissions** on the left side menu.
3. In the drop-down click on **Commissions.**
4. On the far right click on one of the blue buttons **Transactions** or **Statement**.

To Check Business:

1. Go to the website.
2. Once you have logged into the Life & Health Agent Center, click on **Inforce Business** on the left side menu.
3. In the drop-down click on **Agent Policy List.**
4. Fill out the required information and Click on the blue **Apply Filter** button.

To set up a Personal URL:

1. Go to the website.
2. Once you have logged into the Life & Health Agent Center, click on **Agent Tools.**
3. In the drop-down click on **Enrollment Links**.
4. Choose **ManhattanLife Assurance Medicare Supplement** Link/URL.
5. Click on the link/URL.
6. Either right click on the link and select **COPY** option from the context menu or just press **Ctrl + C**. You can paste to your website, social media page, or email to your client.

See Agent Tools to order supplies, for the training Library, and so much more!

For questions, please call Senior Marketing Specialists at 800-689-2800.

Senior Marketing Specialists
801 Gray Oak Drive, Columbia, MO 65201 | (800) 689-2800 | www.smsteam.net