

HOW TO DO BUSINESS GUIDE SHENANDOAH LIFE



SENIOR MARKETING
SPECIALISTS

Website: aiatpa.com

Email: help@aiatpa.com

Customer Service phone number: 855-406-9085

New Business Fax: 855-414-1098

New Business Mailing Address:

Administrative Office

P.O. Box 14558

Clearwater, FL. 33766-4558

First Time Logging in:

1. You should have received a Welcome Letter with directions.
2. If you do not have it. Log into aiatpa.com.
3. The username is your writing number and click on forget password to set up password.

To Submit Business through E-app:

1. Log into aiatpa.com
2. In the gray area on the left click on "Shenandoah Life eApp".
3. Click on "Start New".
4. Click on "Select Jurisdiction" from pull down select the state.
5. Click on "Shenandoah Medicare Supplement".
6. See all the forms you will need, scroll to bottom of page click on "Create".
7. Begin application.

To Check Commissions:

1. Log into aiatpa.com
2. In the middle of the page on the blue line click on "Commission List".
3. See list of commissions statements.

Senior Marketing Specialists

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

HOW TO DO BUSINESS GUIDE SHENANDOAH LIFE



SENIOR MARKETING
SPECIALISTS

To Check Business:

1. Log into aiatpa.com.
2. In the middle of the page on the blue line click on “Pending Policies” to see pending policies.
3. Or click on “Active Policies” to see active policies.

Additional Information:

Marketing material and supplies can be ordered from website.

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