

# HOW TO DO BUSINESS GUIDE UNITED AMERICAN



**Customer Service Number:** 800-331-2512

**New Business Fax:** 972-7674462

**New Business Mailing Address:** United American Insurance Company

Attn: New Business

PO Box 8080

McKinney, TX 75070

## **For First Time Users:**

1. Go to: <https://www.unitedamerican.com/logon/>
2. Click "Register Now!"
3. You will need your agent number and SSN to register. Follow the steps to complete your registration.
4. For assistance logging on, call Agency Services at 800-925-7355.

## **To Check Business:**

1. Once you are logged in, click "Agency Submitted/Inforce Business" on the left side bar.
2. You will be able to search by name, policy number, or your writing number.

## **To Check Commissions:**

1. Once you are logged into your agent portal, click "Agent Statements On-Line" on the left side bar.
2. You can search by agent number, name, and date.

## **For Agent Resources:**

1. Once you are logged into your agent portal, click "Products, Rates, Training" in the top right corner.
2. This will lead you to a new website.
3. On this website, you will have access to products/rate information by state, approved ads, trainings, webinars, as well as the option to order leads.

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## **To Access the E-App:**

1. Once you are logged into your agent portal, click “iGo e-app” in the top left corner.
2. Select your agent number and state.
3. Click “Start New Case.”
4. Run your quote and select the product.
5. Fill out all the required fields to submit the e-app.
6. For a guide on the eSignature, look under “Submit Business” on the agent resource page.

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