EASYLIFE

Application Completion and Sharing Capabilities

Highland's EasyLife platform will now allow you to receive prefilled applications in your EasyLife system.

Here's how it works:

- Complete the <u>Application Prep Form</u>
- Send completed form to your Highland Representative
- Your Highland Representative will transfer the information from your Application Prep Form into an eApplication or eTicket in your EasyLife account
- Log into your EasyLife Account to find your case and complete the acts of the agent with these steps below:
 - Click "Started Apps" In the My Cases section



• You will see the following if a case has been shared:

Display Cases with Activity in All							Search A	
Check box(es) below to: Case Actions								
<u> </u>	Alerts	(2) <u>Hide</u>				Date		
	▲	Name	Status 🛈	Carrier	Product	Modified	View Forms	Case Actions
	4	This case was shared by yo	ou with esmith1234	Clear This Alert	ROP Term	1/29/2015	POF.	Case Actions 🗸
	A	Smith, Jane Case Details	Started	NATIONAL Carrier, Inc.	Choice Term	1/23/2015	SCO	Case Actions 👻
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- Choose "Open Case" in the Cases Actions dropdown. Click the Application tab and complete any sections in the left-hand column with a red "?" by clicking on the link next to it. This will open the page for you to complete that section of the application.
- Follow the prompts to lock the case and to either send an email for your client's eSignature and/or for your agent attestation
 - If the eApplication or eTicket requires an eSignature, remember, you will also be required to eSign as the agent. Once you have eSigned, you can then submit the case to Highland.
 - For agent attestations, follow the prompts all the way through to be sure the ticket has been submitted.

