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 **Application Prep Form**

- 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
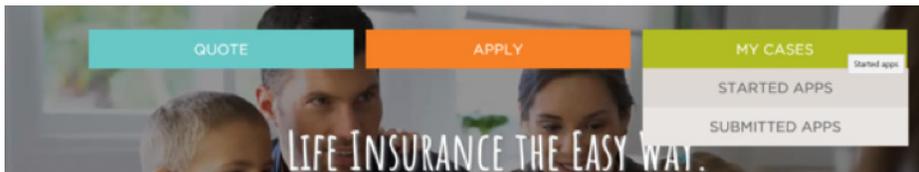
    ○ You will see the following if a case has been shared:
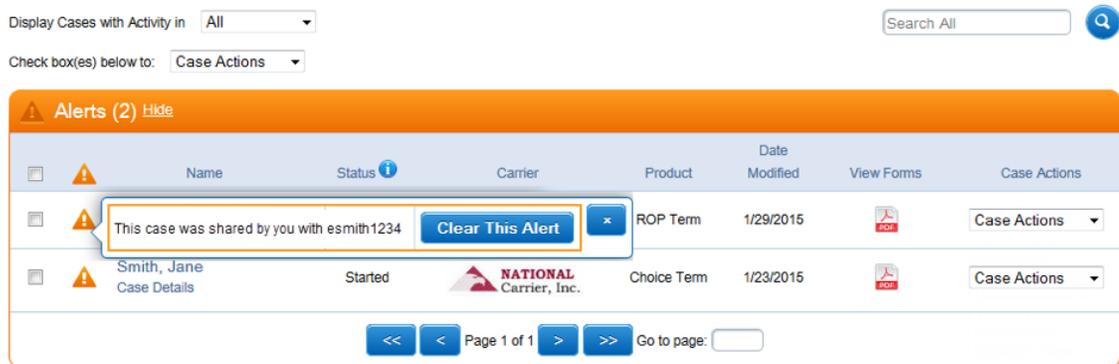
    ○ Choose "Open Case" in the Cases Actions dropdown. Click the Application tab and complete any sections in the left-hand column with a red "?" by clicking on the link next to it. This will open the page for you to complete that section of the application.

    ○ 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.

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