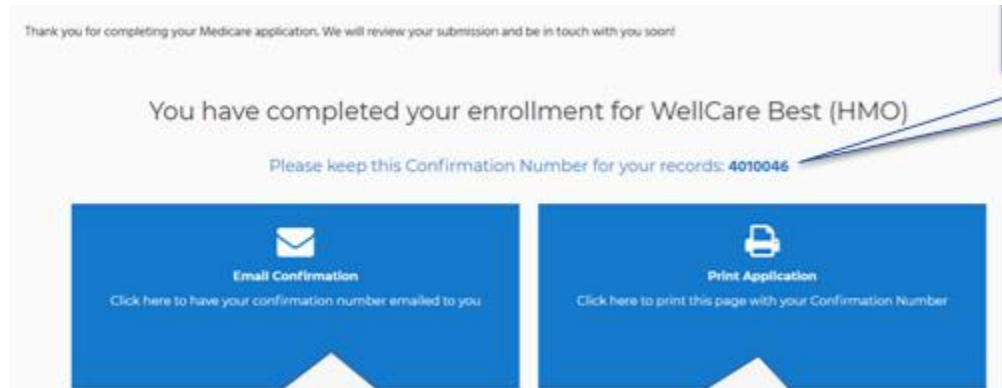


After Sale Procedure-

- Application (save as PDF and email to Dan@thediv.com/Jeannette@thediv.com).

Saving Application

- After you submit application you will have the option to email confirmation or Print application which looks like this



- Click on Print application
 - Choose to save the application as a pdf
 - After you save the application please email to Dan@thediv.com/jeannette@thediv.com
 - Please make sure to provide confirmation number if it is not on application you send
 - If this screen does not appear after you submit the application – click on your Agent Portal tab at the top – it will give you a list of enrollments that you submitted – choose the one you need and click print to save as pdf (if you do it this way, the confirmation number is not there, so please provide me with confirmation number).
- Lead/Notes – please send over any notes that you take on the member.
 - If there is a different telephone number then the one on the application, please provide me with it so I can pull the correct recordings.
 - Also if you talk to member multiple days prior to Enrollment date please let me know which dates so that I can pull recordings from that day as well.