

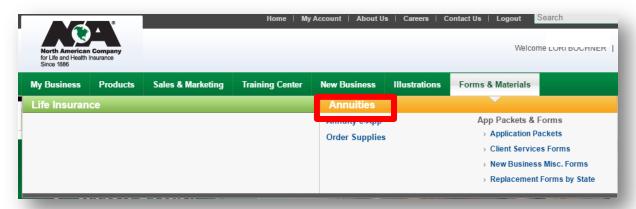
Annuity (3) App Guide

Logging In To e-App

Step 1: Log into www.northamericancompany.com

Step 2: At the top of the page, under the Forms & Materials tab, click on Annuity e-

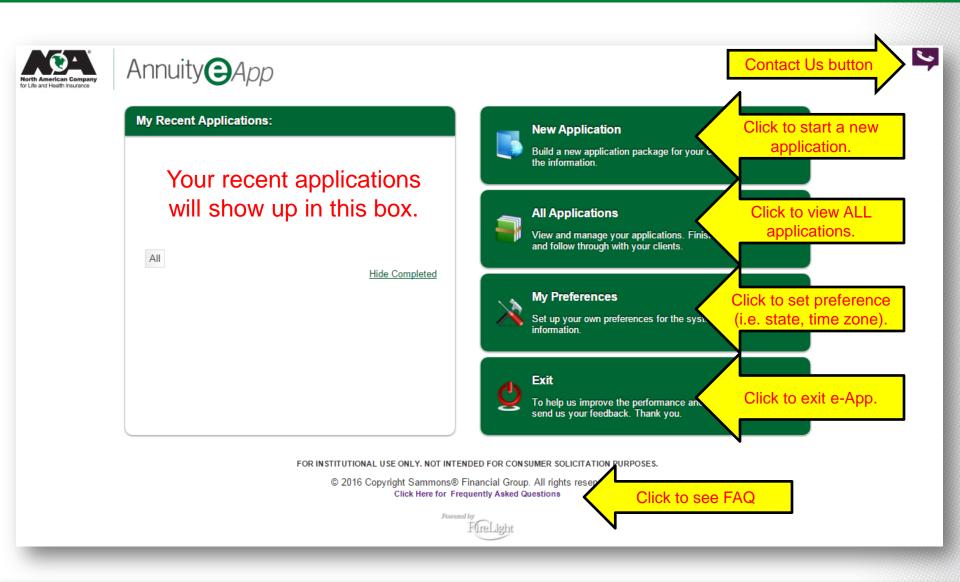
App



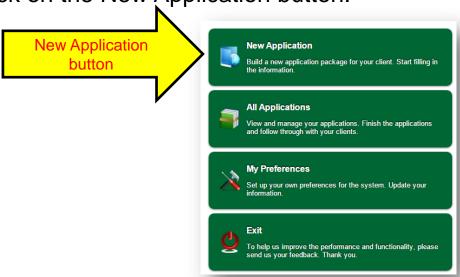
Step 3: Click on the Annuity e-App Link:



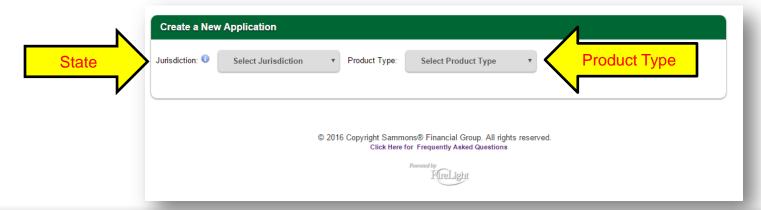
e-App Navigation



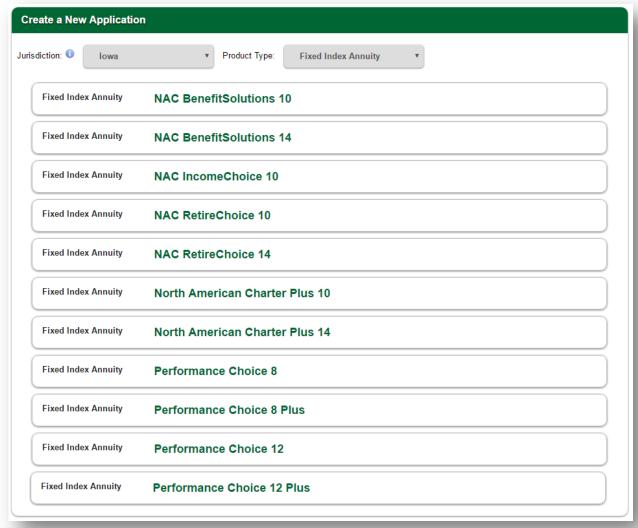
Step 1: Click on the New Application button.



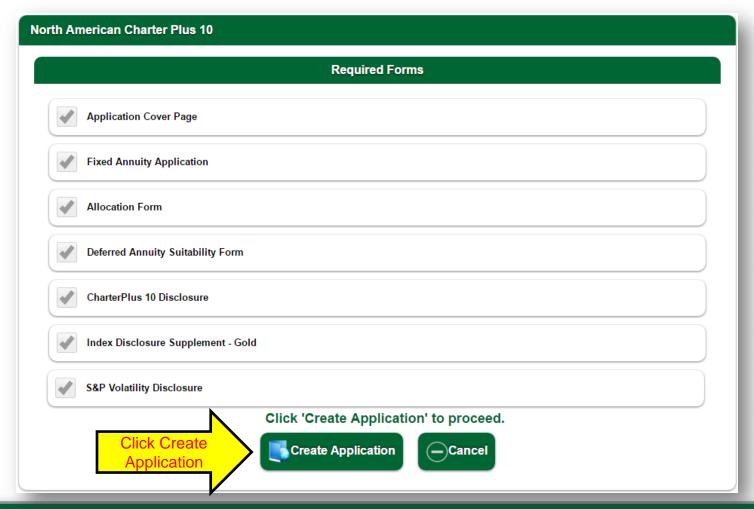
Step 2: Select your Jurisdiction (state the application will be signed in) and Product Type.



Step 3: Select the annuity product you want to sell.

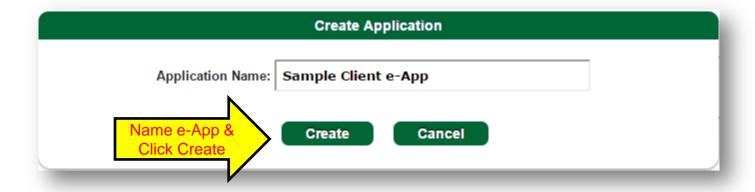


Step 4: You will see the required forms to write a base application. Click on Create Application when you are ready to start the application.

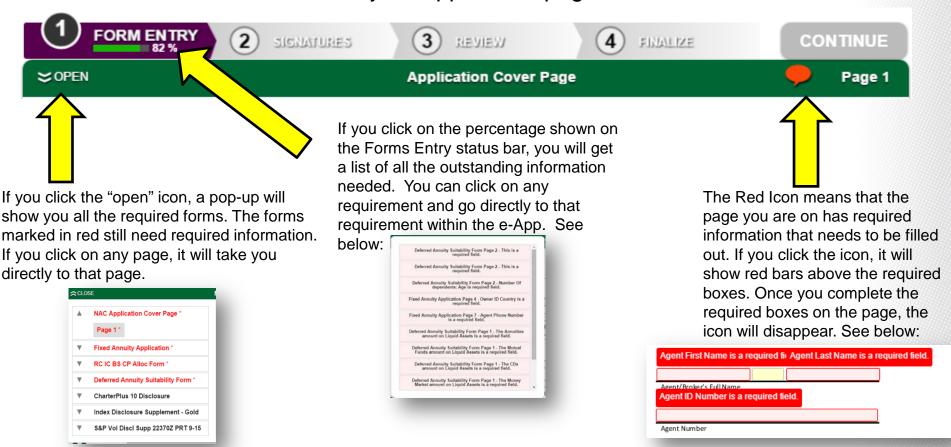


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Step 5: Once you click Create Application, a new box will come up and you will be able to name your application. Name your new application and click "Create".



Please Note: When filling out the application, you will see the below status bar at the top of each page. This will show you where you are within the application process and what still needs to be filled out on your application page.



Please Note: Throughout the e-App you will see signature and date boxes highlighted in dark yellow. The signatures/dates will be completed at the end of the application after it has reached 100% complete.

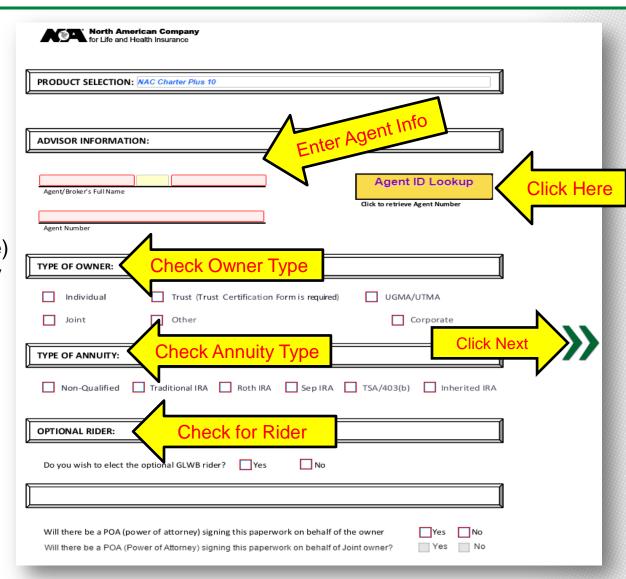
x	x		x	
Owner's Signature	Joint Owner's S	ignature	Spouse's Signature ⁵	
Signed at City:	State /A	Date Signed	Is there a Spouse? Yes No)
Owner's Email Address		Joint Owner	's Email Address	

Step 1: Fill out the agent information.

Step 2: After entering agent info, click on "Agent ID Lookup".

Step 3: Check the box for type of owner, type of annuity, optional rider information (when applicable) and if there is a Power of Attorney (POA). Filling out this information will add additional forms as necessary.

Step 4: Click on the Next arrow.



Please Note: Fields highlighted Red are required fields (the application cannot be printed or submitted until all of the red fields have been completed). Fields highlighted Yellow are optional fields. You will not be able to enter information into fields that are white or gray because they are not relevant to your application, or something needs to be selected prior to entering information in

these fields. ✓ Primary Contingent Per Stirpes ✓ Per Capita Last Name Social Security Number/TIN First Name Red = Required Primary Beneficiary First Name is a required fi Primary Beneficiary Last Name is a required field. ber Relationship to Owner is a required field Beneficiary's Mailing Address (must be completed) Percentage³ City Primary Beneficiary Percentage is a required field Yellow = Optional Primary Contingent Per Stirpes Per Capita First Name Last Name Social Security Number/TIN Birth Date (mm/dd/yyyy) Relationship to Owner Phone Number Beneficiary's Mailing Address (must be completed) Percentage³ White = Not fillable City State Zip Code Primary Contingent Per Stirpes Per Capita First Name Last Name Social Security Number/TIN Birth Date (mm/dd/yyyy) Relationship to Owner Phone Number Beneficiary's Mailing Address (must be completed) Percentage³ State Zip Code

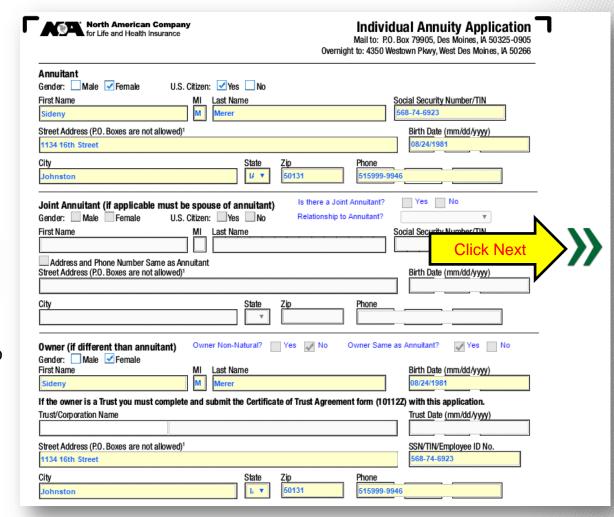
Step 4: Fill out the red highlighted information on this page and then click the Next arrow.

Please Note: After entering the client's address – you will see a box asking if the client's mailing address is different than street address. Click Yes or No.



Once you enter the client's name, address and gender, these will be populated throughout the application, so that you only have to enter it one time.

Since we selected Individual application – the Joint information is not required.



Step 5: Select a Primary Beneficiary. Once you check on the Primary Beneficiary box, the required fields will turn red. Fill out these fields.

If you have more beneficiaries than will fit on the application then please check the additional beneficiaries box in the bottom left hand corner of the beneficiary application page. Our Beneficiary Designation form will be added to your packet for completion.

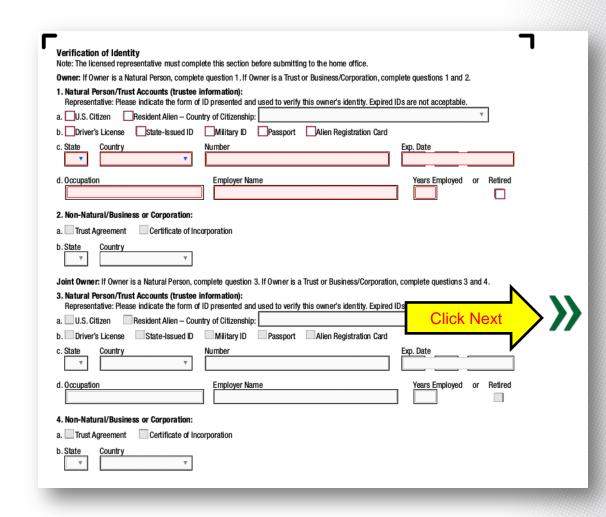
Please Note: Beneficiary's Address and/or Social Security Number (SSN) are not required to submit the application. New Business will ask for this information at a later time.

The percentage allocated to each beneficiary must add up to 100% & must be whole numbers.



✓ Primary □ Contingent │ □ Per Stirpes ✓ Per Capita
First Name MI Last Name Social Security Number/TIN
Birth Date (mm/dd/yyyy) Relationship to Owner Phone Number
Beneficiary's Mailing Address (must be completed) Percentage ³
%
City State Zip Code
Primary Contingent Per Stirpes Per Capita
First Name MI Last Name Social Security Number/TIN
Distribution for the Country Change Number
Birth Date (mm/dd/yyyy) Relationship to Owner Phone Number
Beneficiary's Mailing Address (must be completed) Percentage ³ %
City State Zip Code
V V
Primary Contingent Per Stirpes Per Capita
Primary Contingent Per Stirpes Per Capita First Name MI Last Name Social Sec
Click Next
Birth Date (mm/dd/yyyy) Relationship to Owner Phone Number
Beneficiary's Mailing Address (must be completed) Percentage ³
%
City State Zip Code
▼
□ Trust ⁴ □ Corporation □ Estate □ Other
Full Name
Primary Contingent
Tax ID Number (TIN) Trust Date (mm/dd/yyyy) Percentage ³
%
In order to verify beneficiary identification, a request to obtain information will be sent to the Owner following issue of the contract. Must equal 100%. 4. Certification of Trust Agreement form (10112Z) must be attached.
Check if there are more Owner beneficiaries and complete the Additional Beneficiary Form
and return with the application.
\$102099 \$102099

Step 6: Verify the client's identity, by filling out the red highlighted boxes.



Step 7: Complete the red highlighted fields. Make sure you select a number for the Number of Transfers/1035Exchanges field. This field will determine how many Transfer forms are generated.

Please Note: Since you selected a Type of Annuity on page 1 - you will see that the tax status for the application is already selected and premium options are limited.

Tax Status	
Non-Qualified Roth IRA SEP IRA IRA TSA/403(Complete if applicable - Contribution intended for the Tax Year:	(b) Inherited IRA (MGDO form 8103Y required)
Premium Contract funded by:	
Check - Amount \$	Direct Transfer - Amount \$ (Example: Qualified funds - IRA to IRA, Non-Qualified funds-CD or Mutual Fund to a North American Annuity.)
1035 Exchange - Amount \$	✓ Qualified Rollover - Amount \$
Must be payable to North American Company for Life and Health Insurance	(Example: Qualified funds - 401 (k) or qualified pension plan to a North American IRA Annuity.)
Salary Reduction - Amount \$	Number # of transfers Initiated per pay period (example: 154)
Transfers Involving Multiple Checks:	S0.00
I have recently applied for a North American annuity with the plan type either through a personal check, Section 1035 Exchange, Qualified or N	reflected above. This annuity is being funded with more than one premium
I have recently applied for a North American annuity with the plan type either through a personal check, Section 1035 Exchange, Qualified or N Please check one Issue with first funds (must still meet minimum premium require the annuity is index linked, the initial index will be set on the effecti will be applied to the fixed account until the contract anniversary. (I Issue with last funds: I would like my contract issued with the last	reflected above. This annuity is being funded with more than one premium Non-Qualified transfer. irements): I would like my contract issued with the first funds received. If ive date of the annuity. I understand that any additional deposits after issue This option is not available for single premium of the transfer of the annuity. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received. I understand that my interest with the first funds received.
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I have recently applied for a North American annuity with the plan type either through a personal check, Section 1035 Exchange, Qualified or N Please check one Issue with first funds (must still meet minimum premium require the annuity is index linked, the initial index will be set on the effectivill be applied to the fixed account until the contract anniversary. (I Issue with last funds: I would like my contract issued with the last the annuity becomes effective. If the annuity is index linked, the initial replacement (Must be completed) If you have existing life insurance of your agent is required to leave with you the original copy of all written or copies for future reference. 1. Do you have any existing or pending life insurance or annuity contract.	reflected above. This annuity is being funded with more than one premium Non-Qualified transfer. irements): I would like my contract issued with the first funds received. If ive date of the annuity. I understand that any additional deposits after issue This option is not available for single premium of trunds received. I understand that my interest which is not available for single premium of trunds received. I understand that my interest which is not available for single premium of the service of the annuity. The product is the service of the annuity.

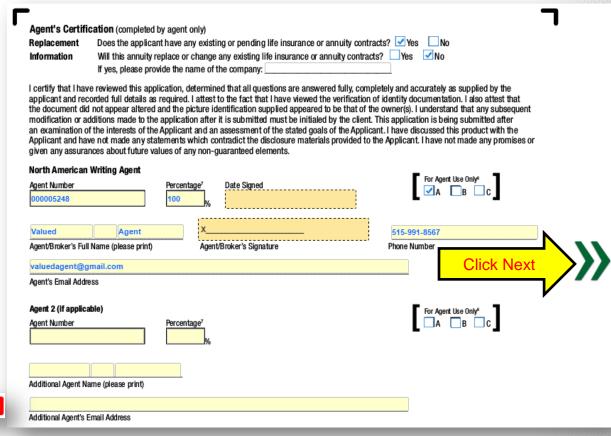
Step 8: Complete the Agent Certification – replacement questions, your email and phone number.

Please Note: Since you filled in your name and agent number on the first page, it automatically populates for you.

If you have multiple agents on the application, type their information on this page.

If your answers to the replacement questions do not match the clients, you will get a red pop up – see below:

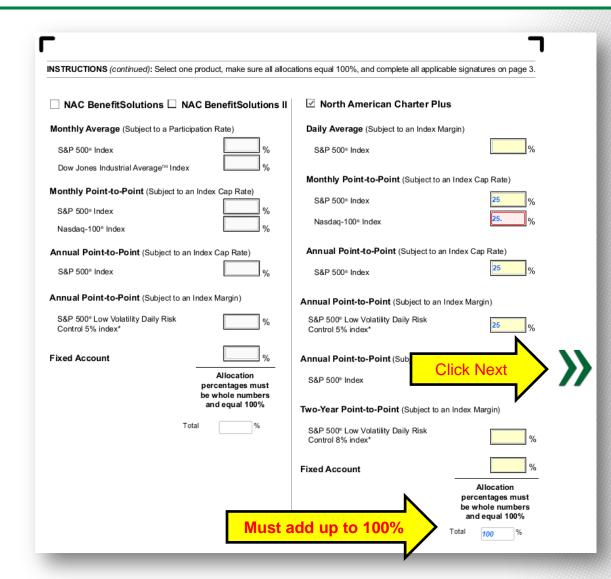
Owner's Replacement answer and Agent's Replacement Answer's do not match.



Step 9: Find the page that shows the product the client wants to purchase and complete the client's allocation choices.

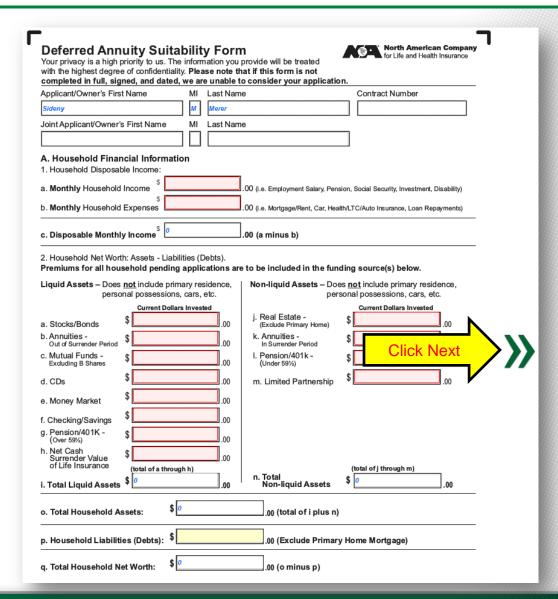
Please Note: The boxes will be yellow on the correct allocation page.

Remember allocations must be whole numbers and add up to 100%.



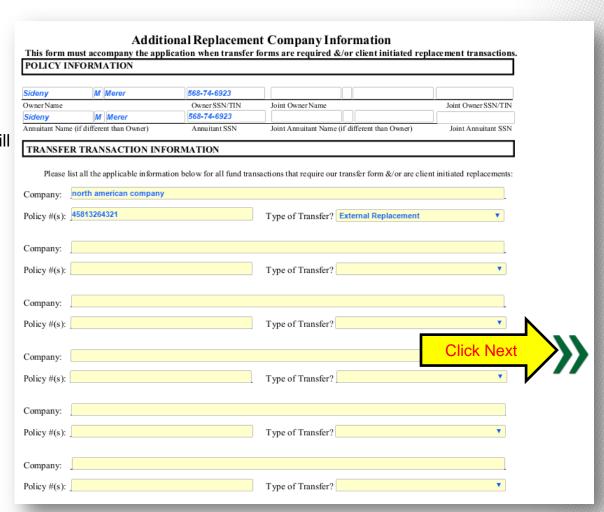
Step 10: Fill out the client's suitability form (this will be 3 pages)

Please Note: e-App does not have any edits for the suitability forms. The suitability review will take place once the packet is received by our office.



Step 11: Fill out the Additional Replacement Company Information form.

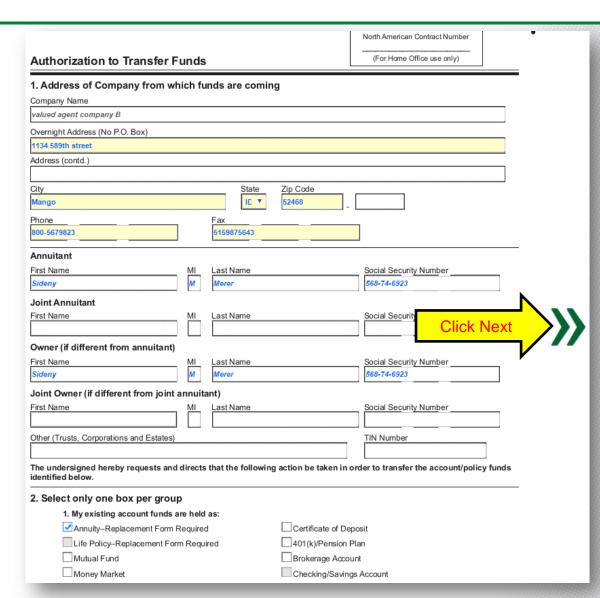
Please Note: Company information for replacement accounts listed on this form will populate on suitability form page 3, replacement forms and on pages 5 & 7 of application.



Step 12: Fill out the authorization to Transfer Funds (this will be 4 pages).

Please Note: if you did not select a transfer – this form will not show for you.

Some boxes will be populated already for you based on questions you have already answered on the application.



Step 13: Review the disclosure statement with the client (this will be about 11 pages).

Please Note: this document requires signatures, which will be completed at the end of the application process.

When finished click Next arrow.



North American Charter[™] Plus 10

Annuity Disclosure Statement

Thank you for your interest in the North American Charter^{6M} Plus 10 Annuity from North American Company for Life and Health Insurance⁶. It is important for you to read and understand this summary before you decide to purchase the annuity. This summary will help you understand the features of the annuity and determine if it will help you meet your financial goals. Once you have please sign pages 6 and 8 to confirm that you understand the annuity and submit your application for the annuity. *Refer to the Contract for complete details*.

This Annuity Disclosure Statement must be signed by the applicant and agent, then return the Home Office copy to North American Company for Life and Health Insurance, Annuity Service Center with the application.

4350 Westown Parkway, West Des Moines, IA 50266
Phone: (866) 322-7065 • www.NorthAmericanCompany.com

Step 14: Now you will see the Transfer Instructions form. The form will tell you that you must print the transfer forms and get signatures/dates.

Once signatures have been obtained, you have 3 options to submit the forms: upload pdf copies to the application, fax copies or mail the original signature forms to North American.

North American 4350 Westown Pkwy	
West Des Moines, IA 50266	Phone: 866-322-7067 Fax: 866-322-7073
Transfer Instructions	Fax: 800-322-7073
This form is being produced because premiums are being requested by a Transfermust be submitted to North American after all applicable parties have signed and	
Does the existing carrier require original forms to process the transfer of fu	nds?
I will print the Exchange/Rollover/Transfer Form(s). (Please see the instructions below)	
I will acquire all signatures required on the Exchange/Rollover/Tran	sfer Form(s).
Please choose on for the following options:	
☐ I will attach signed PDF copies of the Exchange/Rollover/Transfer F understand that North American will send copies of these forms to the exist processing.	. ,
☐ I will fax signed Exchange/Rollover/Transfer Form(s) to North Amer North American will send copies of these forms to the existing carrier(s) for received.	
☐ I will mail the Exchange/Rollover/Transfer Form(s) with original sign American. I understand that North American will send the original forms to processing once received.	
Now is the time to print 1035 Exchange/Rollover/Transf	er Form(s)!
Printing 1035 Exchange/Rollover/Transfer Form(s) To print the 1035 Exchange/Rollover/Transfer Form(s): Select on "Other Actions" tab within the main menu bar Select "Display/Print PDF" option within the drop down menu All forms that were filled out with the application will automatically be sele deselect any form that is not a 1035 Exchange/Rollover/Transfer/Replace Select "Print Selected Documents" Print forms	
Submitting 1035 Exchange/Rollover/Transfer Form(s)	
There are three ways to submit these forms to North American: 1) Mail the signed and dated documents to the address above.	
2) Fax the signed and dated documents to the fax number above.	
3) Attach the signed and dated documents to this e-App by following these of Scan the documents into a PDF file Select the "Other Actions" tab within the main menu bar Select the "Documents" option within the drop down menu In the Document Type field, select "Other" Click the "Browse" button and attached the PDF(s) Select "Upload"	directions:

Please Note: Once your application has reached 100%, you will get 2 pop-ups. Take note of the contract number that has been assigned to the application and make sure to place the contract number on any correspondence regarding this e-App. Click Ok and Close to close these pop-up boxes.

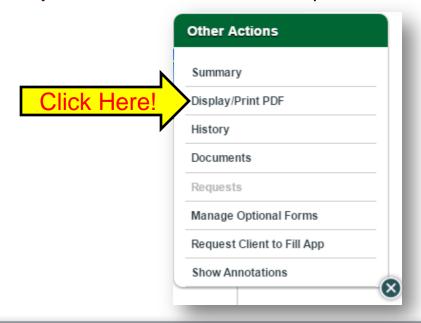


Please Note: Once your application has reached 100%, NOW is the time to print your transfer forms!

Step 15: Click on the Other Actions tab in the top right of the page.

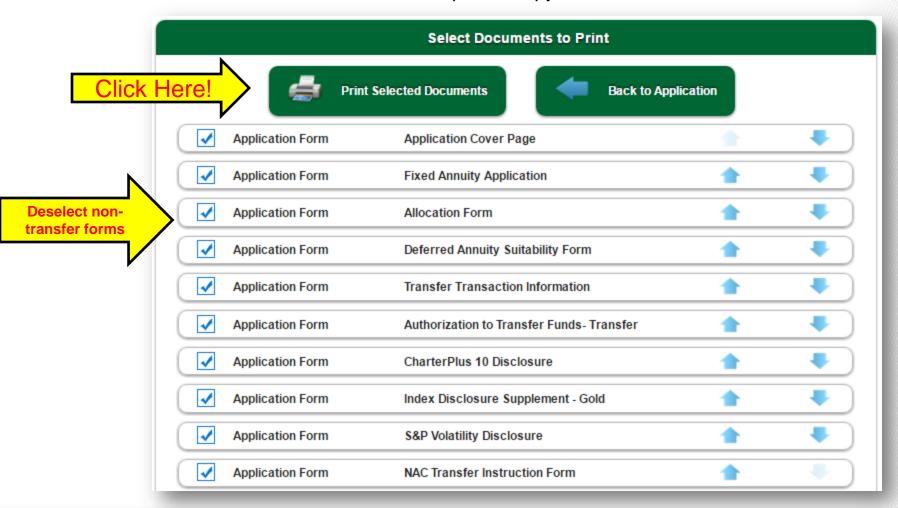


Step 16: On the Other Actions drop down, click on Display/Print PDF.



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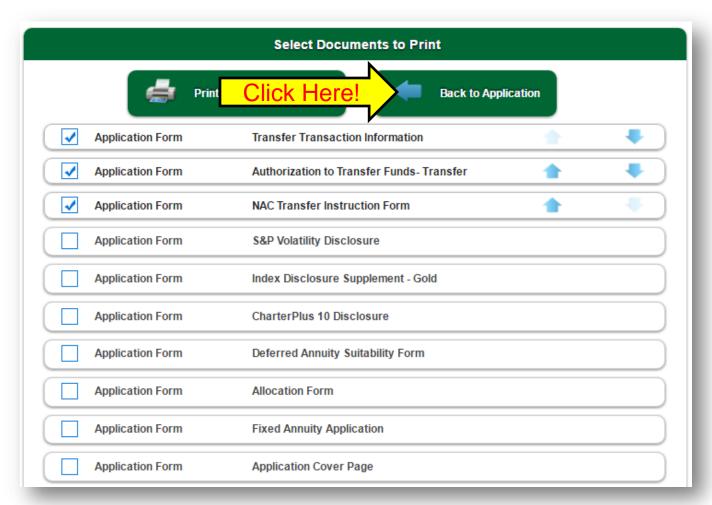
Step 17: You will be taken to the Select Documents to Print page. Deselect forms that are not the transfer forms. Click Print Selected Documents to print a copy of the Transfer Forms.



Step 18: A new window will appear. Select the Print icon at the top of the page. Print the client's transfer

forms. Close this window. Click Here PrintPdf 1/6 8050000516 Additional Replacement Company Information This form must accompany the application when transfer forms are required &/or client initiated replacement transactions. Owner Name Joint Owner SSN/TIN Joint Owner Name TRANSFER TRANSACTION INFORMATION Please list all the applicable information below for all fund transactions that require our transfer form &/or are client initiated replacements: Type of Transfer? <u>Transfer/Non-Replacement</u> Type of Transfer? Type of Transfer? Type of Transfer? Policy #(s): _____ Type of Transfer? _____

Step 19: You will be taken back to the Select Documents to Print page. Click on Back to Application button.



Step 20: When you are back to the application, you are ready to move on with the signatures. Click the continue button.

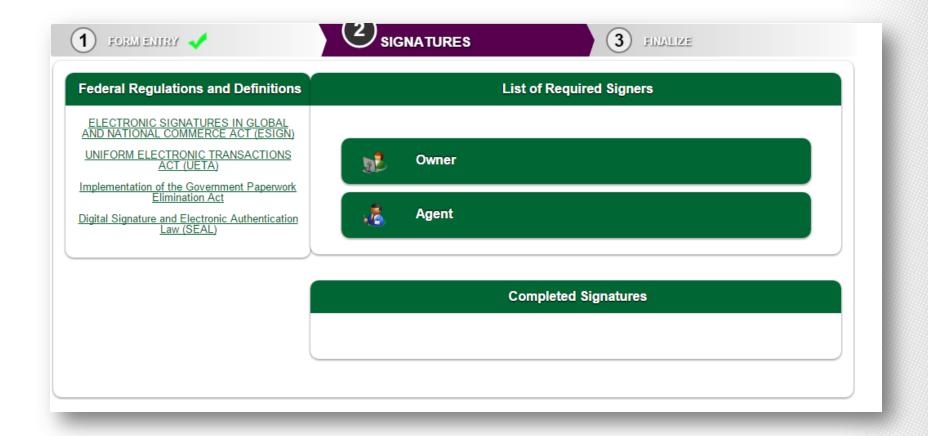


Step 21: At this point, your client will need to decide if they want to do e-Signature or an original signature. Click the appropriate button. If they decide to decline e-signature, refer to step 22c (starts after step 49b).



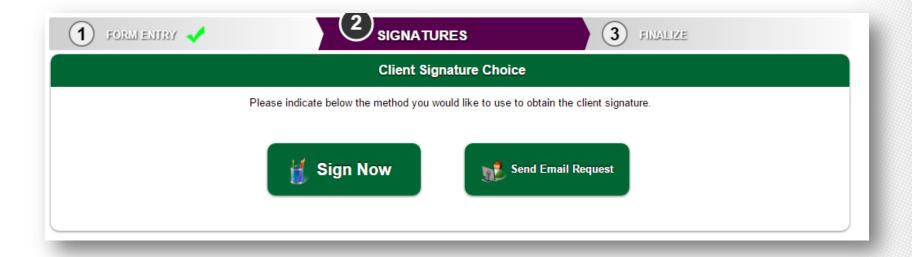
Implementation of the Government Paperwork Elimination Act

Step 22: If your client chose e-Signature, decide who is signing first. Click on Owner or Agent.

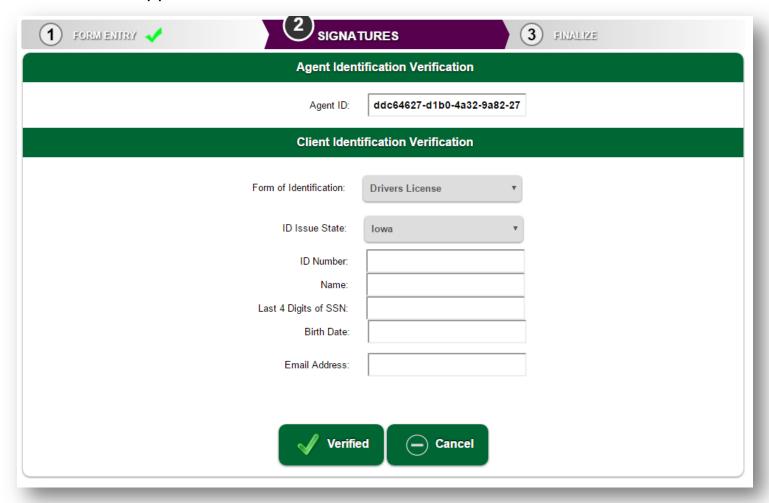


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Step 23: Your client has the choice to sign now or send an email (either way, they will sign securely on this system).

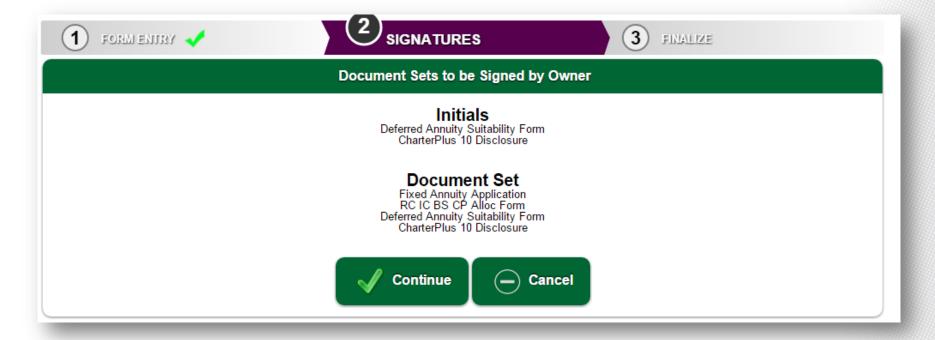


Step 24: Your client will have to fill out the following information. If they provide an email address, they will get an email once the application has been submitted.

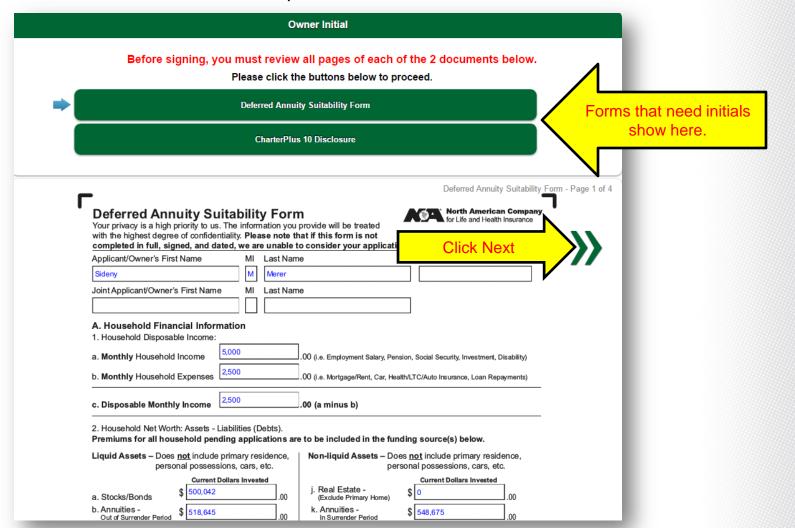


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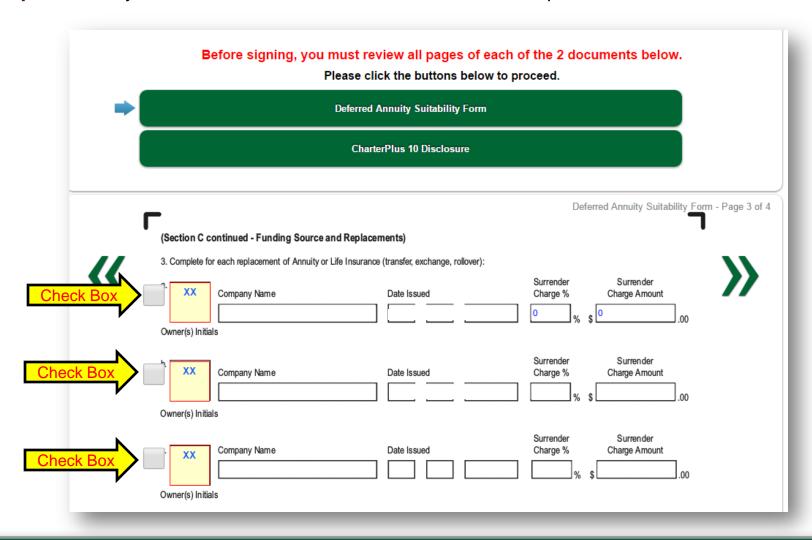
Step 25: Your client will review the forms as they initial and sign them. Initialing will be first. Click Continue.



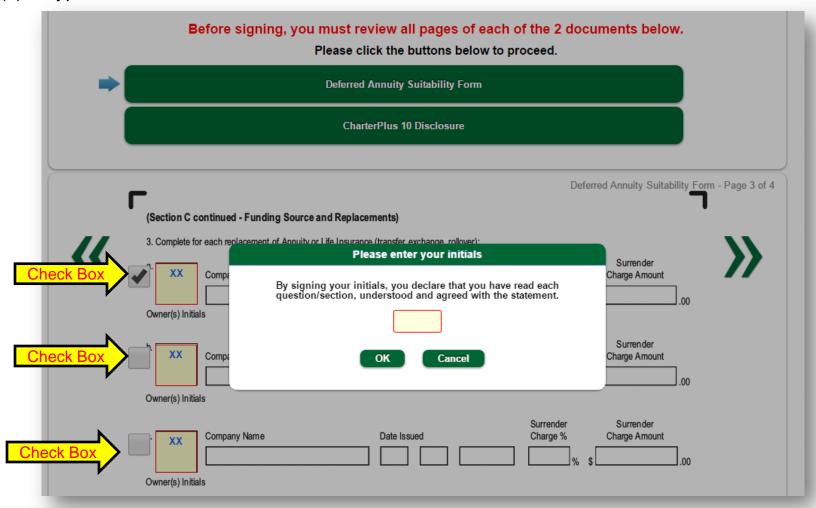
Step 26: Your client will see all the forms that require initials and click the Next arrow to continue.



Step 27: Have your client click on the check box next to the required initials.

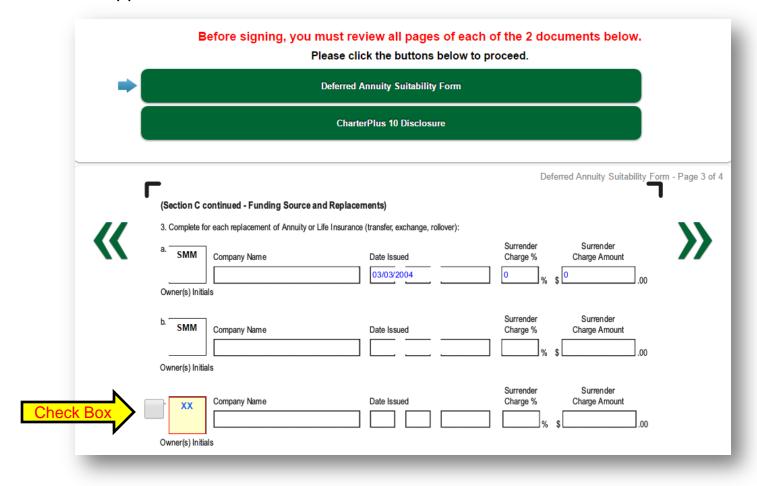


Step 28: Once the client clicks on the check box, a check mark will appear along with a box for the client(s) to type their initials.



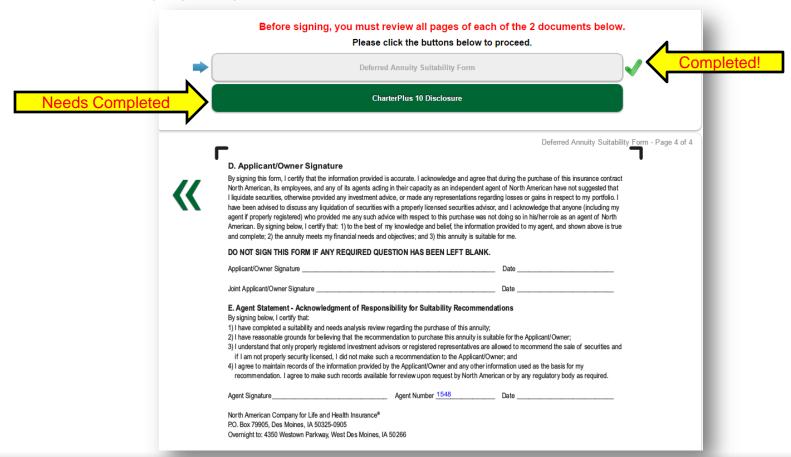
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Step 29: After the client enters their initials the first time, they just have to click the box and the initials they entered will appear in the box.

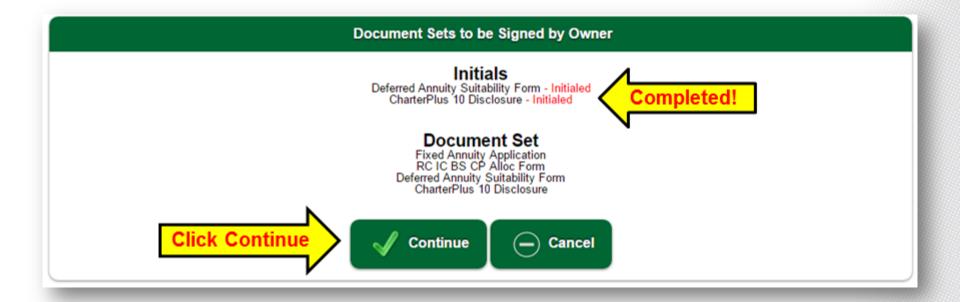


Step 30: Now, have your client select the next form that needs initialing and repeat the process. Since they already entered their initials, simply check the box to make the initials appear.

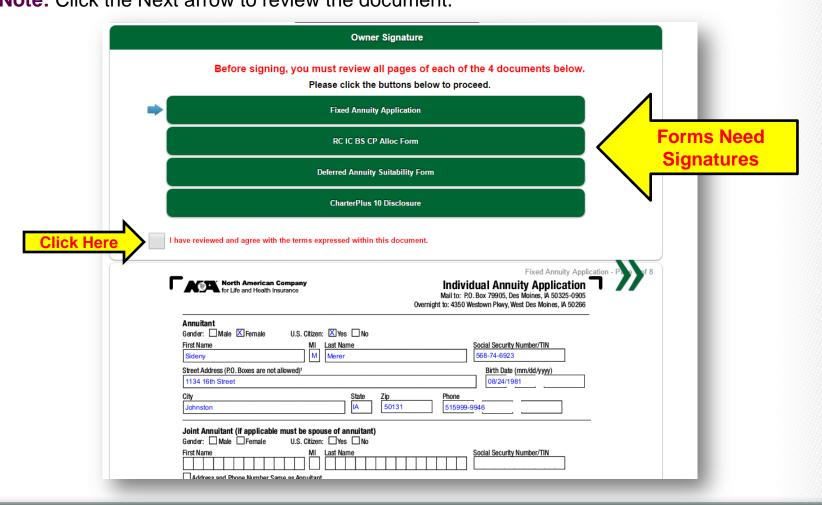
Please Note: Once you have completed a form, a green check will be placed next to it. Forms that still need to be completed will be highlighted green.



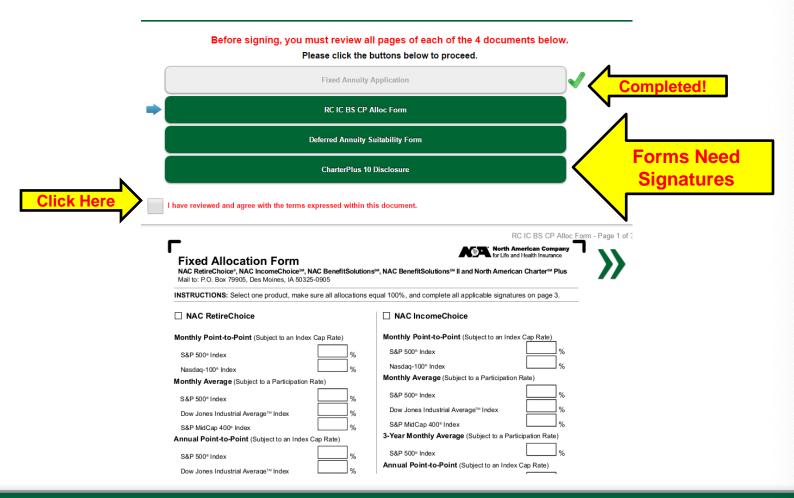
Step 31: After completing the initials, the documents are ready to be signed. Click the Continue button.



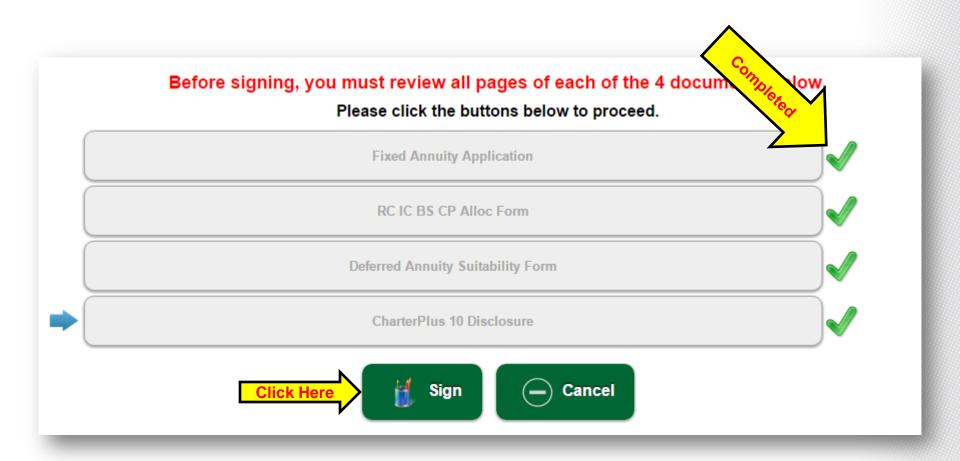
Step 32: The client will see all the forms that need signatures. Click the check box that says "I have reviewed and agree with the terms expressed within this document" for each document. **Please Note:** Click the Next arrow to review the document.



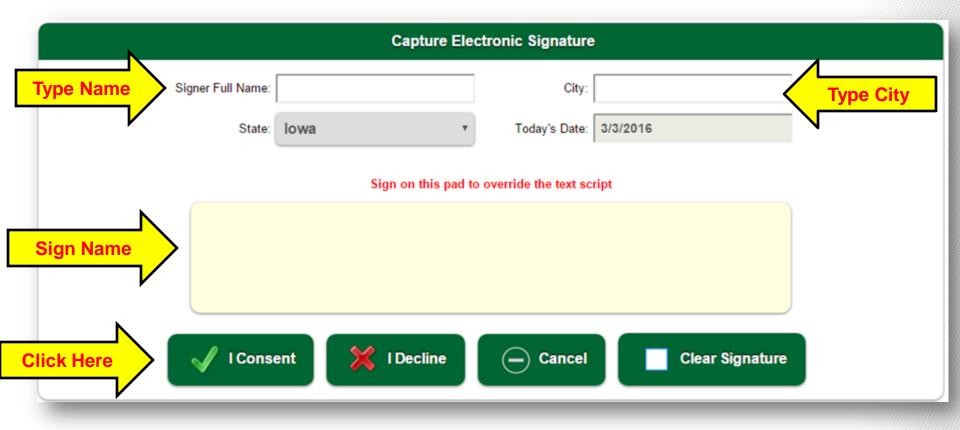
Step 33: Repeat step 32 until all forms show completed.



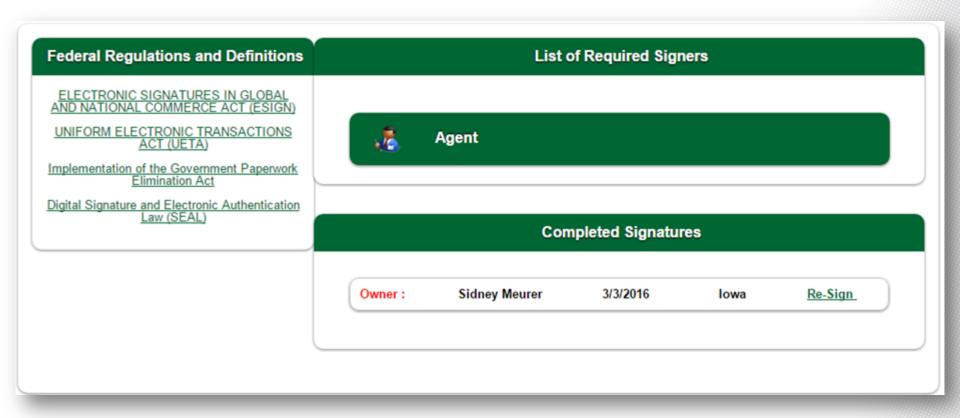
Step 34: Once all forms show completed with green check marks, click the Sign button.



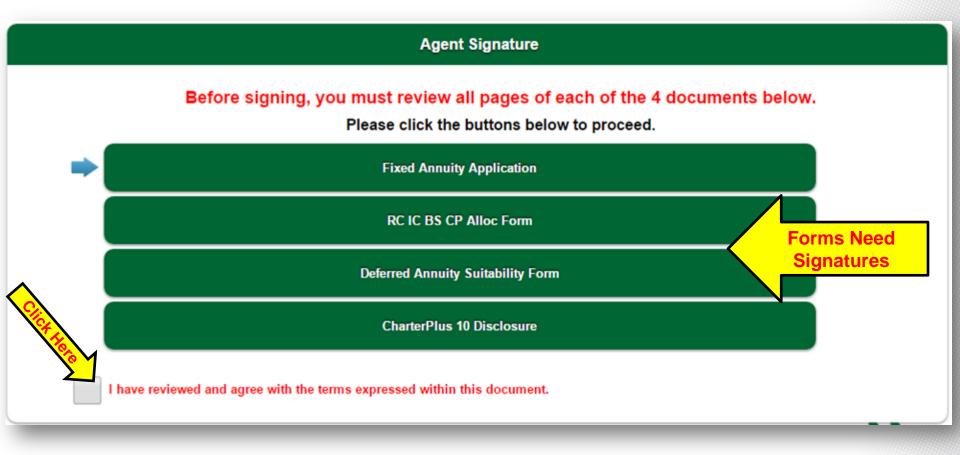
Step 35: Client must type in their name and city they are signing in. If the client wants to "sign" the form, they can override the name typed in by signing with a mouse or touch pad. Once signed, the client clicks on the I Consent button.



Step 36: Now it is your turn to sign the application! Click on the Agent button.

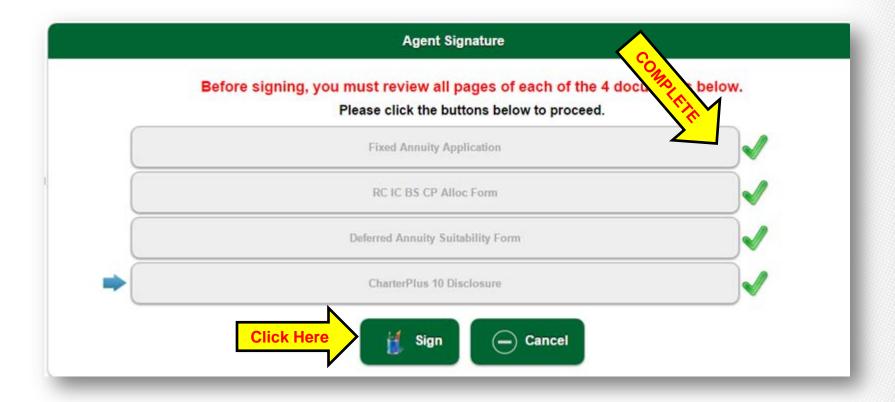


Step 37: At this point, the forms that need to be reviewed and signed are displayed. Just like the client did, you will check the box that says "I have reviewed and agree with the terms expressed within this document" for each document that needs your signature. Click the Next arrow to review forms.

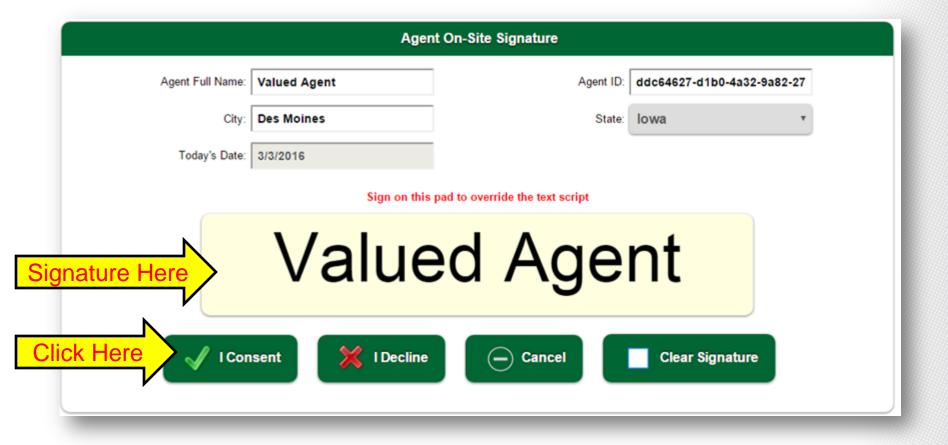


Step 38: Repeat step 37 until all forms are gray with a green check mark to the right (see below).

Step 39: Click on the sign button.



Step 40: Enter your name (agent ID will populate automatically) and city you are signing in. Then you have the choice to "sign" the application by using a mouse or touch pad in the signature box below. Then click the I Consent button.

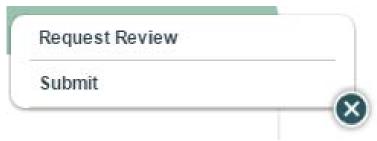


Step 41: You will see the Continue button flashing – this means that you are ready to move to the next step. Click the Continue button.

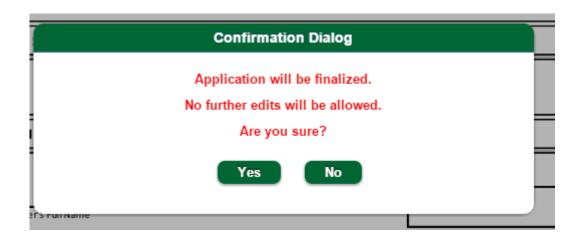


Step 42: You will see a pop-up that asks you to select Request review or Submit.

- Clicking on Submit, will submit the completed application to North American. Click on Submit and move to Step 43.
- Clicking on Request Review allows you to send the application to another party for review prior to submitting to North American. Click Request Review and move to Step 43b.

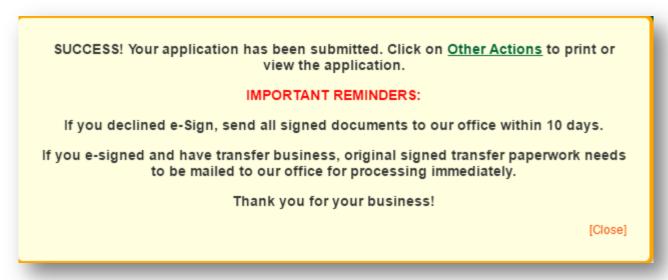


Step 43: You will see a pop-up that asks if you are sure – click Yes if you are sure.



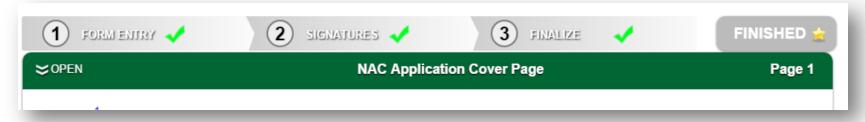
IMPORTANT NOTE: Please be advised that the packet is not submitted electronically to our office until you click on the Continue button and submit the case. The electronic submission time & date are based on the CST time zone & will determine product availability & rate lock for the packet.

Step 44: You will see a box that tells you the application was transmitted successfully.

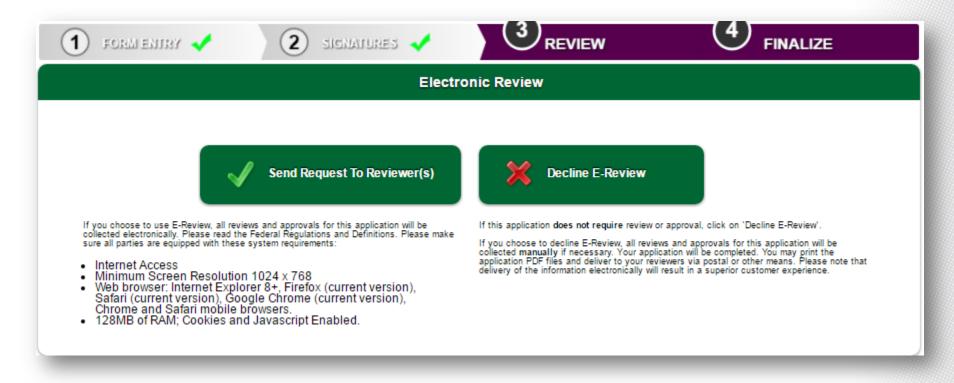


Congratulations! Your application is now completed and submitted!

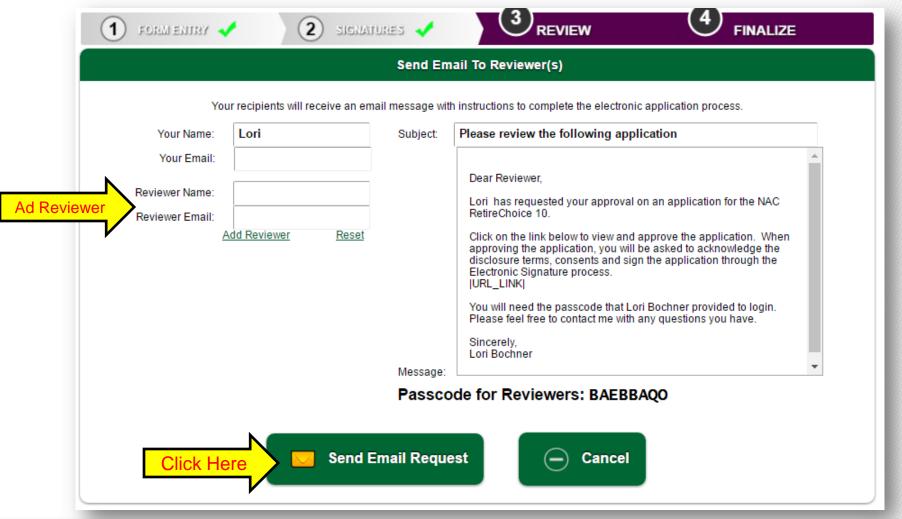
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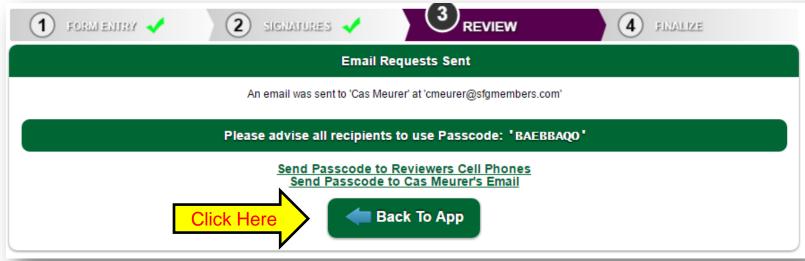
Step 43b: Once you click on Request Review, you will see this screen. Click on Send Request To Reviewer(s).



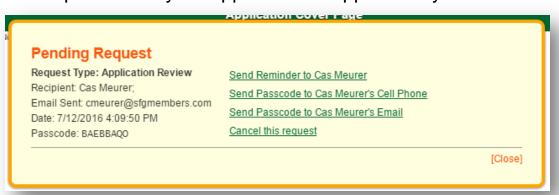
Step 44b: Your name & email address will automatically be populated. You Must click on Add Reviewer to enter the Reviewer's Name and email address, then click on Send Email Request.



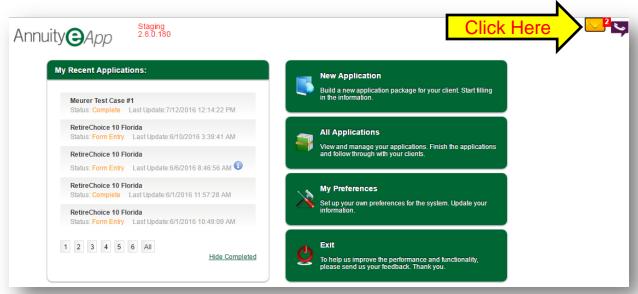
Step 45b: The Reviewer will received 2 emails. One will contain a link to this application and the other one will contain a passcode they can use to approve the application. Click on Back to App.



Step 46b: You will see these options until your application is approved by the Reviewer.



Step 47b: Once the Reviewer has approved the application, you will get a message. To view your message, click on the envelope icon.



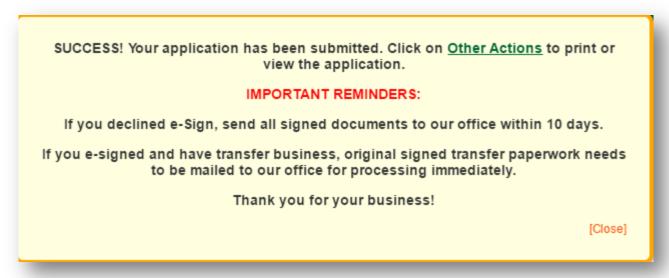
Step 48b: Click on the new message in your inbox. This will tell you the application has been approved and submitted to North American for processing.

My Messages

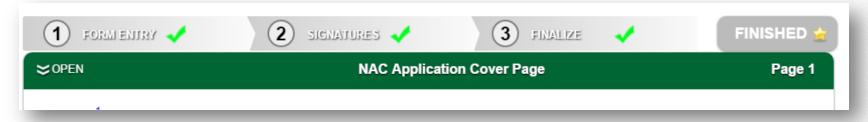
Search



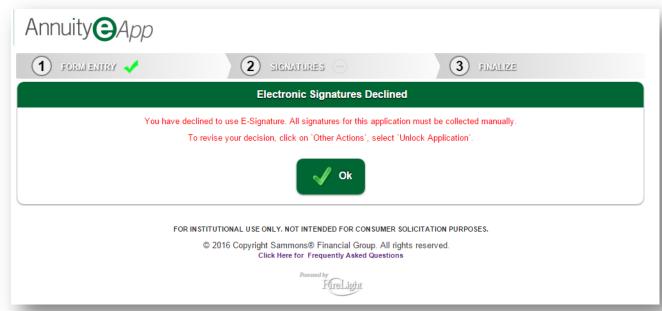
Step 49b: You will see a box that tells you the application was transmitted successfully.



Congratulations! Your application is now completed and submitted!

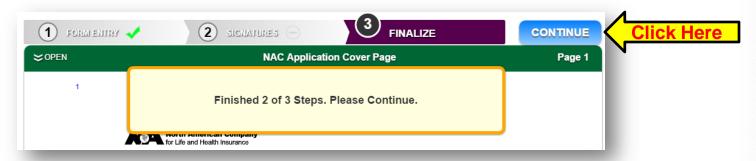


Step 22c: If your client declines the e-Signature, click the Decline e-Signature button you will see the page below. Click Ok



Step 23c: After you click Ok, you will see the below pop up. Click the Continue button.

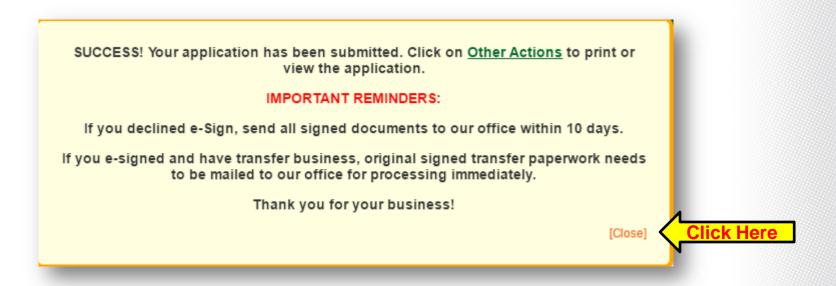
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Step 24c: You will see the below pop-up. Click Yes if you are sure you want the application to finalize.



Step 25c: After you click Yes, you will see the below pop-up. Click Close after you read it.



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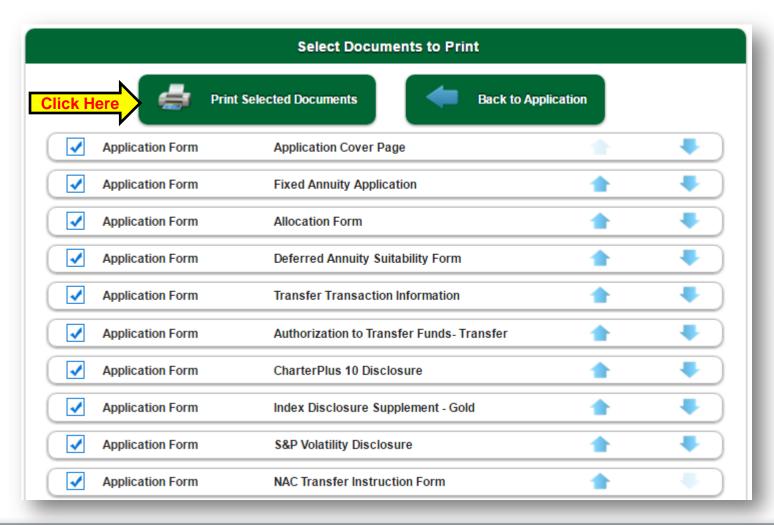
Step 26c: In the top right-hand corner of the screen, click the Other Actions tab.



Step 27c: After you click Other Actions, you will see a drop down menu. Click on Display/Print PDF.



Step 28c: Click on Print Selected Documents. You will not need to select additional forms, as everything you filled out on the application will be included.



Step 29c: After you click on Print Selected Documents in step 28c, it will open a PDF File that you can save or print from. To save, click the save button. To print, click the print button.



Step 30b: Once you have printed the application, have the client sign the necessary forms and mail ALL forms to North American to the address listed below. **Please Note: Applications must be received within 10 calendar days.**

Overnight Mail Address:

4350 Westown Parkway West Des Moines, IA 50266

Regular Mail Address:

PO Box 79905 Des Moines, IA 50325

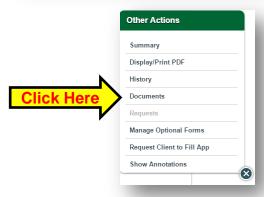
e-App Navigation: Adding Additional Documents

Additional documents can be uploaded to e-App at any time. This process would be used for additional notes to New Business, Suitability, Next Case Coupons or Transfer Paperwork from another company. Here is how:

Step 1: Click the Other Actions button in the top right hand corner of the screen.



Step 2: Click the Documents tab.



Step 3: Select the file type (i.e. Illustration or Other), then click "Choose File" and choose the file you want

to upload.