

AGENT E-APPLICATION GUIDE

SIMPLIFIED ISSUE FINAL EXPENSE

LUMICO LIFE INSURANCE COMPANY

FOR AGENT USE ONLY

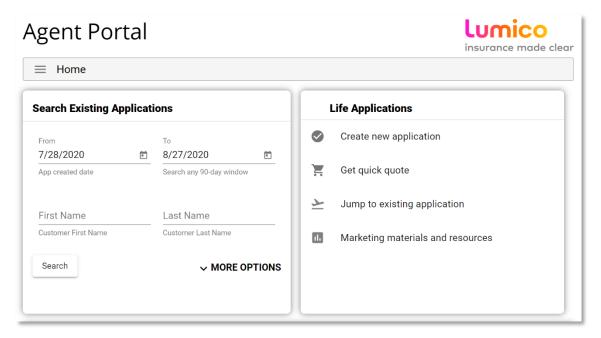
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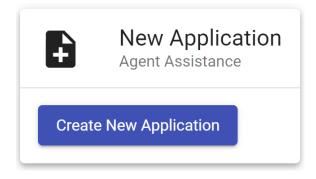
GUIDE OVERVIEW

The objective of this guide is to provide an overview and training on the use of all features within the e-Application. The intended audience for this guide is approved Distribution Partners, individual agents and office support requiring access to tools that support the sales of Lumico Life Insurance Company's products.

GETTING TO THE E-APPLICATION

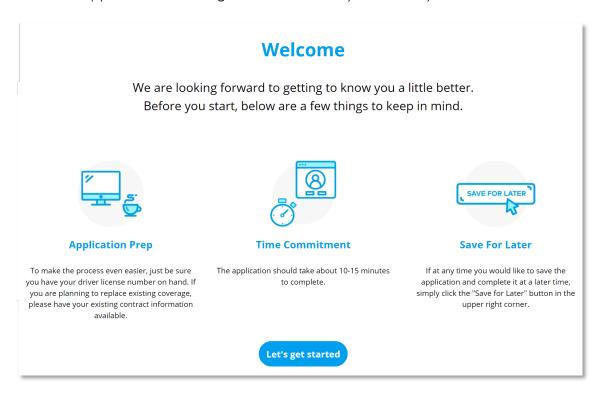


- 1. Sign in to the Agent Portal
- 2. Click on 'Create new application' under 'Life Applications'
- 3. On the following screen, click on 'Create New Application'





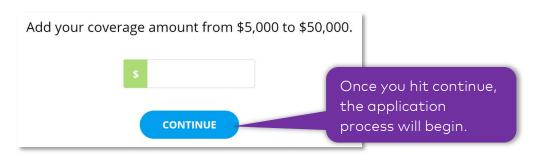
4. You will be taken to the Lumico e-Application home page. Click on 'Apply Now' at the top right when you are ready to start an application. 5. At the beginning, you will see the 'Welcome' page. This page contains some useful tips to help you prepare for the e-app. Click on 'Let's get started' when you're ready.



6. Select the desired product by clicking on to begin the application.



7. After your selection, you will be prompted to enter in the desired coverage amount.



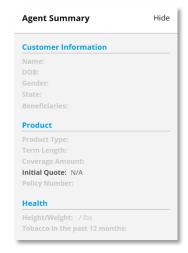
BASIC INFORMATION

The basic information section will ask for the customer's demographic information. At this point, you can fill out the demographic information on behalf of the customer. The attached journey scenario is for when you will be completing the full application over the phone on the customer's behalf.

Tips:

- Every page will have an 'Agent Summary' pop up available to show you a summary of the customer information, product and health.
- Also, at the top of every page is the progress bar to show you your status throughout the journey.





1. Complete all required fields. The signing authorization will give an option for electronic or voice signature



Before moving on to the next section of the application, the customer needs to sign off on authorization by clicking continue I agree. Without customer approval, there is no way to move forward in the app. The customer can sign off on this via electronic signature or through voice signature.

If identity check is triggered, please refer to page 30 for additional information.

CONSENT AND AUTHORIZATION - ELECTRONIC SIGNATURE

Before moving on to the next section of the application, you must transfer control of the application over to the customer to review their information and Lumico's privacy policies. The customer can then continue the application on their own or transfer control back to you at any point during their journey. The customer must click 'Continue I agree' on the application form, prior to moving forward with the application or assigning it back to the agent for completion.

SEND TO CLIENT

The send to client feature lets you share the application with the customer. It allows both you and the customer to share and toggle between the application at any point during the journey. Any information entered prior to sharing will be automatically saved and the person receiving the application can see the most recent content.

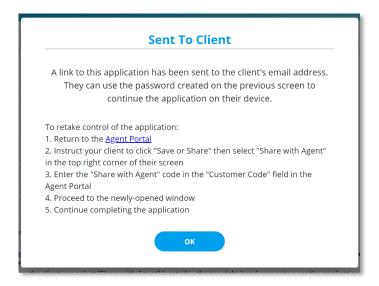
1. On the upper right corner of the screen, click on 'Send to Client'.



2. Once you click that button, the below pop up message will open, prompting you to enter your customer's email address and create a password which can be shared between the two of you. The customer will use these credentials to log in to their application.

<u>Note:</u> Password must contain a minimum of 8 characters, including one upper case letter, one lower case letter, and at least one number.

3. The following screen will pop up; it has instructions on how to let your customer know how to access the application and share the application back with you.

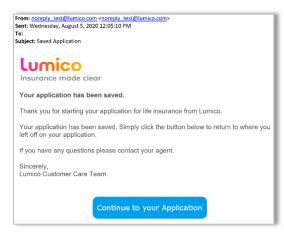


Send To Client	
Enter your client's email address and creapplication to your client. A secure link w password must have a minimum of 8 chaone lower case letter, and at least one nu	aracters, including one upper case letter,
Client's Email Address:	
Create a Password:	Repeat Password:
CANCEL	SEND

CUSTOMER CONSENT AND AUTHORIZATION

These steps will outline the journey from the customer's perspective. Once the consent and authorizations are complete, the customer can transfer control of the application back to the agent by following the 'Generate code and sharing control' instructions on page 8. The application will pick up from the section the customer last visited.

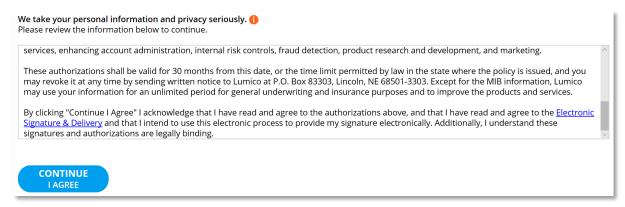
1. The customer will receive an email from 'noreply@lumico.com'; subject line: 'Saved Application'. It will provide them with a link to access the application.



2. They must use the email and password you created for them to sign in.



- 3. After the customer has signed in and can review the basic information page, they must scroll to the bottom of the page, reading through the disclosure.
- 4. Then click on 'Continue, I Agree' before moving on or handing the application back to you.



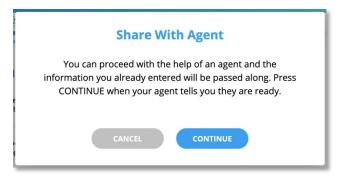
If they choose to, the customer can complete the rest of their application on their own.

<u>Note:</u> If the customer is hesitant to provide any of their information over the phone, at any point, you and the customer can transfer control of the application back and forth between the two of you during the application journey following the same steps above.

GENERATE CODE & SHARING CONTROL

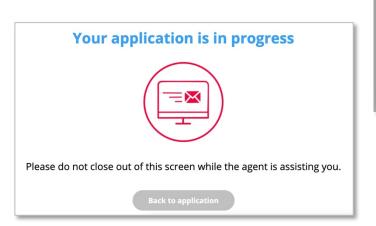
Guide the customer through the following steps to generate a code to release control of the application back to the agent.

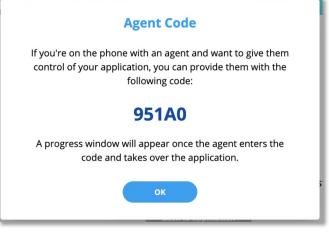
- 1. Click the top right button on their application screen which states 'Save or Share'. Select 'Share with Agent'
- 2. The customer will be prompted to first notify their agent before transferring the application. Click 'Continue' to generate an Agent Code. This unique code will be used to retrieve the application.



3. A 6-digit, one-time code will be generated. The customer provides this to you, so you can retrieve the application and continue on their behalf.

<u>Note:</u> The customer can click 'OK' after generating the code but **should not** close out of the browser/screen. Ask them to leave it open; they will need to electronically sign the application at the end.



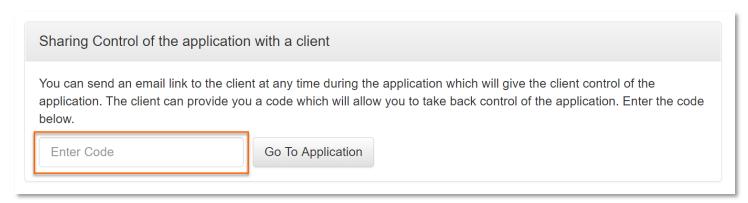


4. To retrieve the application, Agent must navigate back to Agency's CRM to retrieve the application.

RETRIEVING AN APPLICATION USING GENERATED CODE

To retrieve an application once the customer has released control:

- 1. go back to the Agent Portal home screen.
- 2. Under 'Sharing Control of the application with a client', enter the five (5) character alphanumeric code generated by the customer.

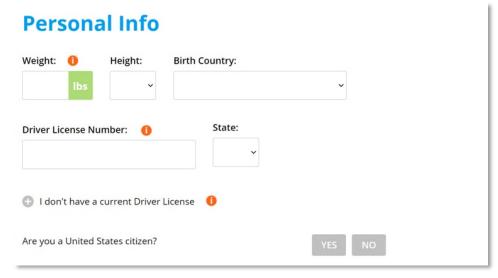


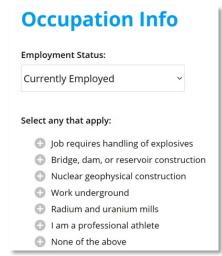
3. Click on 'Go To Application'. The application will pick up from the section the customer visited.

<u>NOTE:</u> If the customer is hesitant to provide any of their information over the phone, at any point, you and the customer can transfer control of the application back and forth between the two of you during the application journey following the same steps in this 'Consent and Authorization – Electronic Signature' section.

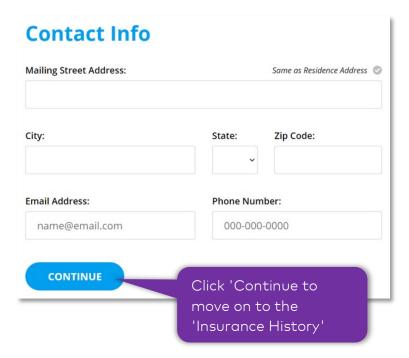
PERSONAL INFORMATION

Below is the journey if you are populating the personal information on behalf of the customer.





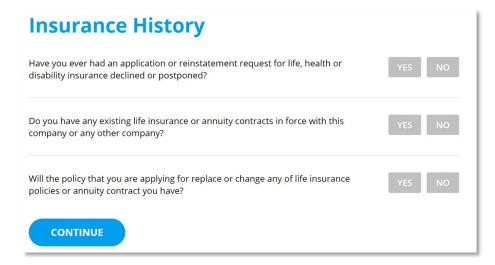




INSURANCE HISTORY

Three questions will initially appear in this section. If you answer 'Yes' to questions 2 & 3, additional questions will appear.

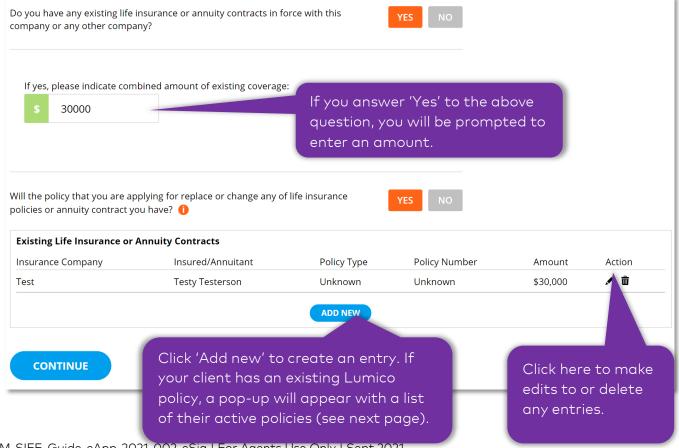
If you answer 'No' to all three questions, please continue to the 'Beneficiaries' section of the guide.



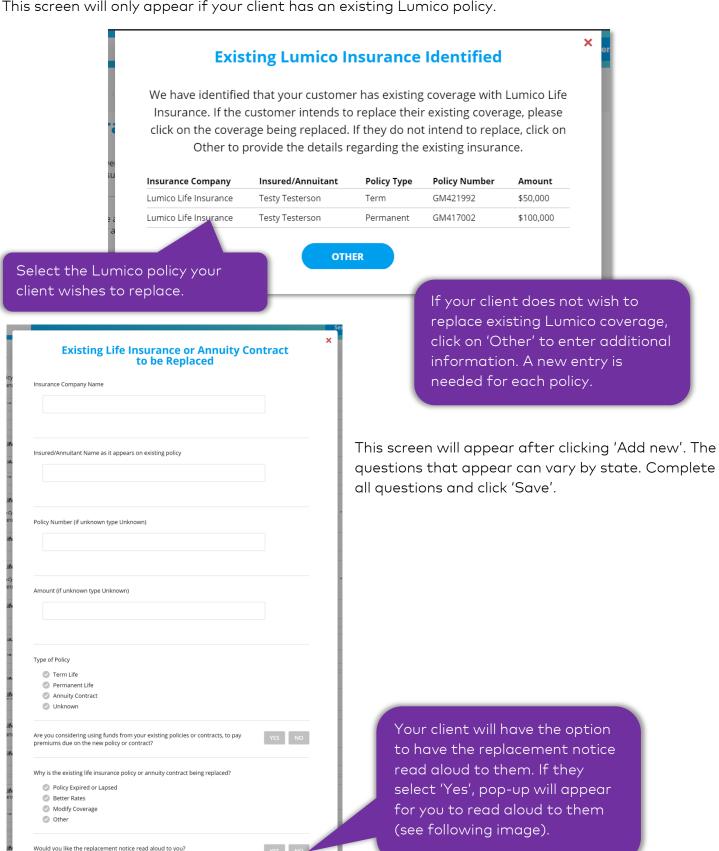
INSURANCE HISTORY - REPLACEMENTS

If your client wishes to replace an existing insurance policy, follow the steps below.

NOTE: This section can only be completed by an agent on behalf of their client. The client will need to release control of the application to their agent during the 'Personal Information' section.

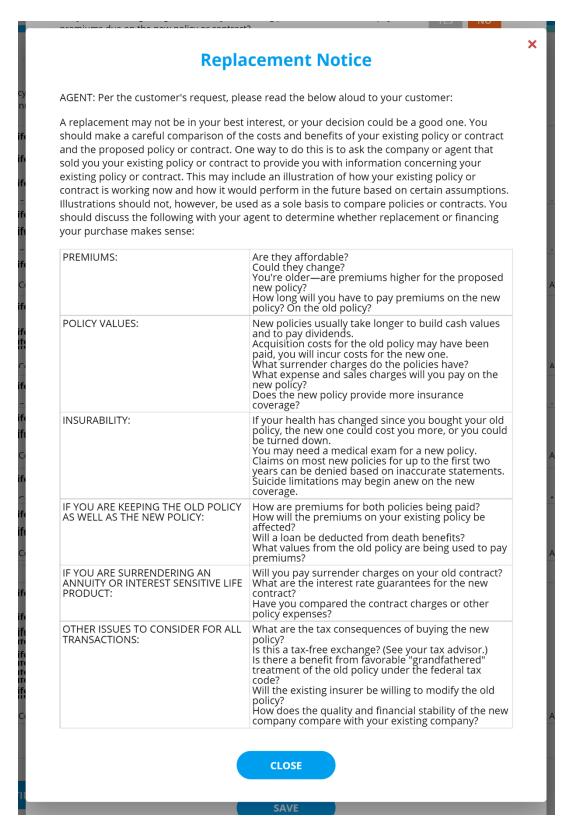


This screen will only appear if your client has an existing Lumico policy.

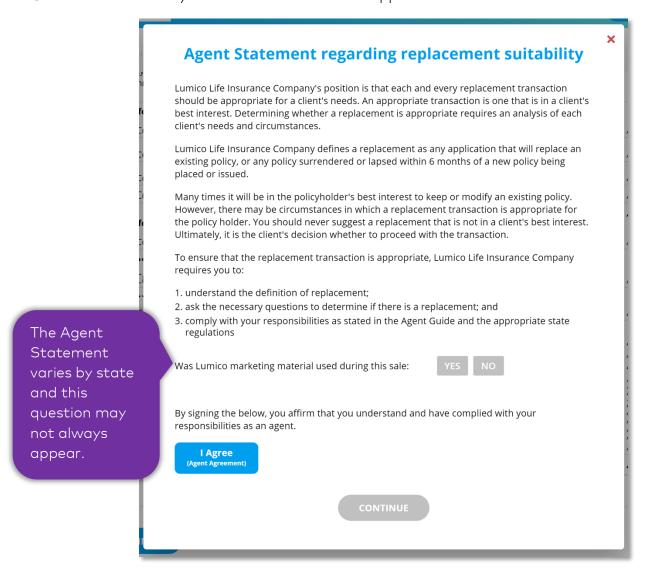


SAVE

This pop-up will only appear if your client chooses to have the Replacement Notice read aloud to them.



After completing all the questions, click on 'Continue' at the end of the section. A pop-up will appear with Agent Statement. Please read through the statement and click on 'I Agree'. This will activate the 'Continue' button for you to continue with the e-application.

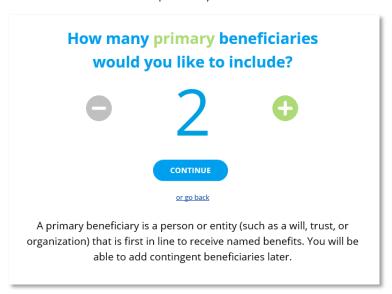


After clicking on 'Continue', the e-application will validate the email address you provided in the 'Basic Information' section. This is so that we can send a copy of the Replacement Notice to your client. If the email address is valid, you will continue to the 'Beneficiaries' section. If not, the following pop-up will appear asking you to re-enter a valid email address. You will be given 2 attempts. If you fail, the application will close and you will need to restart the application from the beginning.

Invalid Email The email address you entered is not valid. Because you are considering replacing coverage, a valid email is required so that copies of the replacement notices can be sent to the customer. You have 2 more attempt[s] to enter a valid email address before this application is closed. Email Address: none@none.com

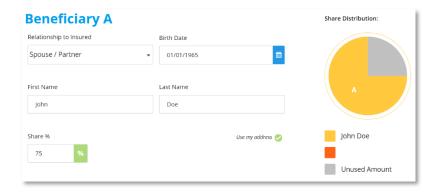
BENEFICIARIES

1. Select the number of primary beneficiaries and click continue.



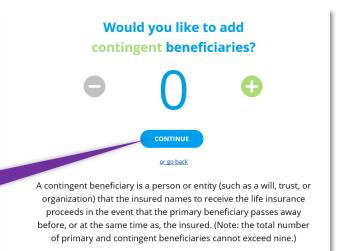
2. Basic information of each beneficiary will need to be entered.

<u>Note:</u> The percentage share of each beneficiary must equal 100%. The pie chart on the side displays the distribution of each share.



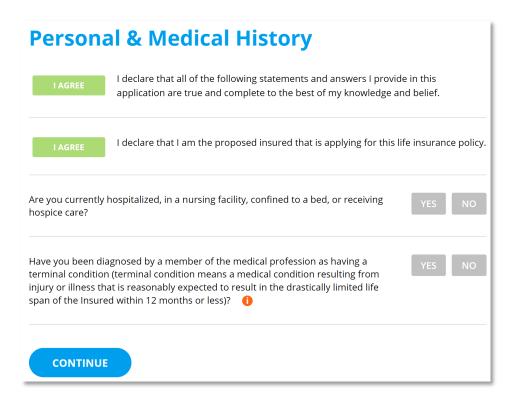
3. The 'Contingent beneficiaries' section is optional. A contingent beneficiary is a person or entity that the insured names to receive the benefit should the primary beneficiaries pass away before or at the same time as the insured.

Click on continue to proceed to 'Personal & Medical History.



PERSONAL AND MEDICAL HISTORY STATEMENTS

The application will ask the customer to confirm on the following statements and questions listed below. Customers will need to agree to continue the application.



PERSONAL AND MEDICAL HISTORY

The Personal and Medical Information page takes a deep dive into the customer's medical history. The way the application is designed, if the customer clicks no on a question in the previous section, the next section will not appear, and the application will ask you to continue to complete the rest of the application. Below are images of the entire personal and medical information questionnaire for the SIFE application.

Personal & Medical History

In the last 12 months, how often have you used tobacco or nicotine products including any electronic nicotine delivery systems () such as e-cigarettes or vaping (excluding celebratory cigar use less than 4 times a year)?

- Daily
- Only on the weekends
- A few times a year
- ☑ I have not used tobacco or nicotine products in the last 12 months
- I have never used tobacco or nicotine products

Have you been prescribed oxygen by a medical professional?



YES

NO

In the past 5 years, have you been advised by a medical professional to have a medical procedure including surgery, a diagnostic test, or medical treatment of any kind which has not been done or, if completed, the results are not yet known, (other than for routine screening purposes or screening related to HIV/AIDS)?

YES

NO

Do you require assistance with any of the following activities of daily living: walking, bathing, dressing, eating, toileting, getting in and out of a chair or bed, or control of bowel or bladder problems?

YES

NO

At any time, have you been diagnosed, treated (1), or had surgery by a medical professional for any of the following: Any condition requiring bone marrow, stem cell or organ transplant? Kidney disease requiring dialysis? Alzheimer's disease, dementia, or mental incapacity? Lou Gehrig's Disease (ALS)? Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), or AIDS Related Complex (ARC)? Congestive heart failure or cardiomyopathy? NO Are you currently receiving treatment or been prescribed medication by a medical professional for diabetes that: Was diagnosed by a medical professional before age 40? Is combined with any heart or circulatory disorder (other than high blood pressure) diagnosed by a medical professional? Requires 40 or more units of insulin daily? Within the past 12 months, have you been diagnosed, treated, or had surgery by a medical professional for any of the following: Heart attack, heart valve disorder, heart blockage, stroke, or Transient Ischemic Attack (TIA/mini stroke)? Lung disease (1) (except controlled, mild asthma not requiring any hospitalization in the past 12 months)? Any cancer (1) (other than non-metastatic basal cell carcinoma or squamous cell carcinoma)? Chronic pancreatitis, chronic hepatitis or cirrhosis?

At any time, have you been diagnosed, treated, or had surgery by a medical professional for any of the following: Parkinson's disease? NO Any permanent paralysis or amputation caused by a disease? Are you currently dependent on a wheelchair or motorized mobility device? Within the past 24 months, have you been diagnosed, treated, or had surgery by a medical professional for any of the following: Aneurysm, heart attack, any circulatory disorder (other than high blood pressure), stroke or Transient Ischemic Attack (TIA/mini stroke)? Chronic kidney disease? Any cancer (other than non-metastatic basal cell carcinoma or squamous cell carcinoma)? Neuromuscular disorder including, but not limited to, cerebral palsy, multiple sclerosis, muscular dystrophy? Any connective tissue disorder, ulcerative colitis or Crohn's disease? Any psychiatric condition requiring inpatient treatment?

Within the past 24 months, have you:

Plead guilty to or been convicted of more than 4 moving violations?

Plead guilty to or been convicted of driving under the influence more than once?

Received or been advised by a medical professional to seek medical treatment or counseling to reduce consumption or been prescribed medication for alcohol or substance abuse?

Plead guilty to or been convicted of a felony or have any currently pending charges?

Been on probation or parole?

YES NO

YES NO

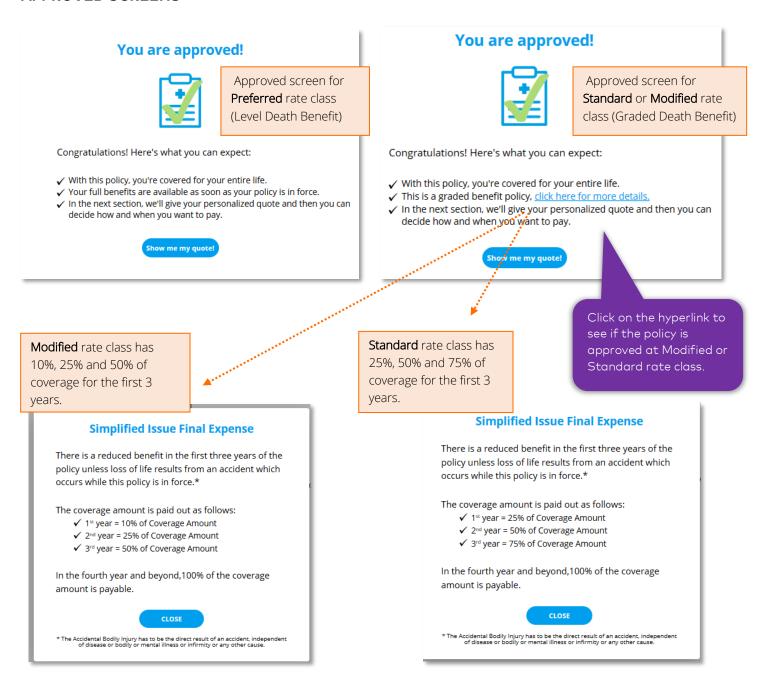
CONTINUE

or go back

APPROVAL NOTICE

Once the personal history questionnaire is completed, if the criteria of the applicant is met for approval, you will see the following message listed below:

APPROVED SCREENS



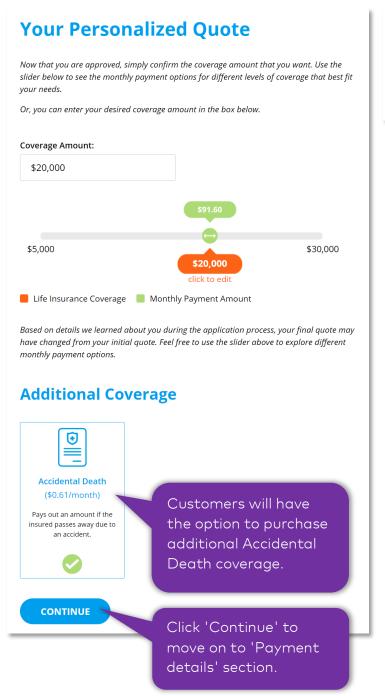
Graded Benefit Policy: if you are qualified for a graded benefit policy, the application will give further information on how the coverage will be applied.

Full Policy: if you are considered a preferred rate class, your benefits will be applied as soon as your policy is in force.

FINAL QUOTE

This page will break down what the monthly payment will be based on the amount of coverage requested and give the customer their final quote.

Note: You can adjust the quote if the customer decides they want more or less coverage. Click on green tab to adjust by premium amount. Click on the orange tab to adjust by coverage amount.



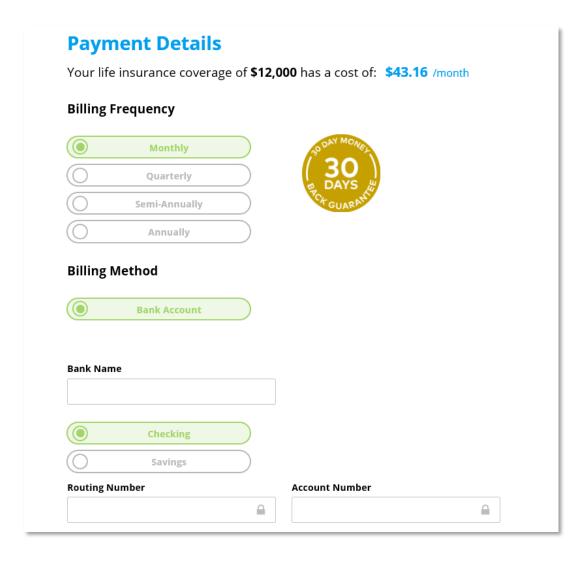


PAYMENT DETAILS

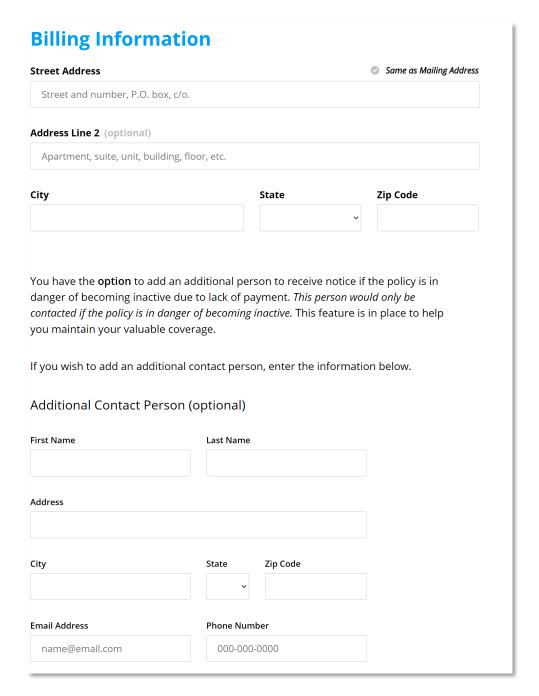
Below are images of the Payment Details page of the application.

Enter in payment details, including frequency of payment as well as method to pay.

Billing Frequency: a customer can decide how often they would like to be billed for the policy. Customers can opt to pay for the policy on a monthly, quarterly, semi-annually and yearly basis.

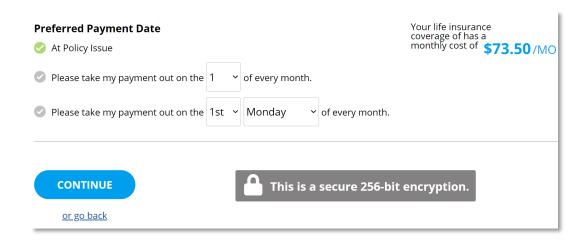


<u>Billing Information:</u> Aside from entering their billing address, the client has the option to provide us with an additional contact person. This additional contact person would receive a notice when the policy is in danger of becoming active. This feature is in place to help the client maintain their coverage.



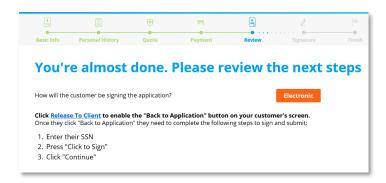
<u>Preferred Payment:</u> the applicant can choose which day and month they would like to be billed for the policy. If an applicant chooses a preferred payment date which is in the future, the policy will not be effective until the future date. Payment dates can align with specific dates every month as well as specific days as well. This can be useful to correlate payment days to align with SS payments.

If payment cannot be verified, the application will be stopped until customer payment can be validated. An agent can restart the app once the customer calls back with new payment information.

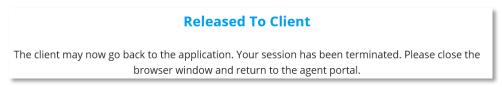


SIGNATURE PAGE - ELECTRONIC SIGNATURE

After the payment details are completed, the application will require the customer's signature either by voice or electronic signature. Below are the steps for electronic signature. This will require you to release control of the application to the customer using the 'Send to client' function. The customer will complete the remainder of the application from this point on.



- 1. Click release to client so the customer can complete their confidential information and electronically sign the application using their Social Security Number.
- 2. Once the application has been released back to the customer, this will end your session. It is now up to the customer to complete the application for the policy to be issued.



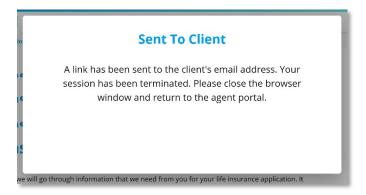
SEND TO CLIENT

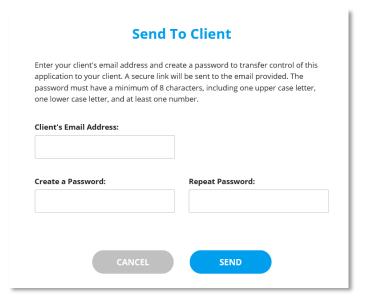
The send to client feature lets you share the application with the customer. It allows both you and the customer to share and toggle between the application at any point during the journey. Any information entered prior to sharing will be automatically saved and the person receiving the application can see the most recent content.

- 1. On the upper right corner of the screen, click on 'Send to Client'.
- 2. Once you click that button, the below pop up message will open, prompting you to enter your customer's email address and create a password which can be shared between the two of you. The customer will use these credentials to log in to their application.

<u>Note:</u> Password must contain a minimum of 8 characters, including one upper case letter, one lower case letter, and at least one number.

3. A following pop-up will appear to confirm the transfer. Your session will be terminated, and you will need to return to the agent portal home page to access the application again.



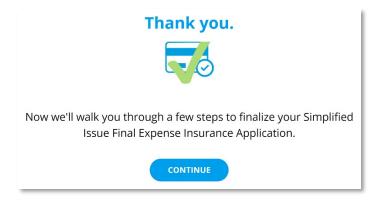


Send To Client

REVIEW YOUR INFORMATION

Below is the journey from the customer's perspective once they have signed in.

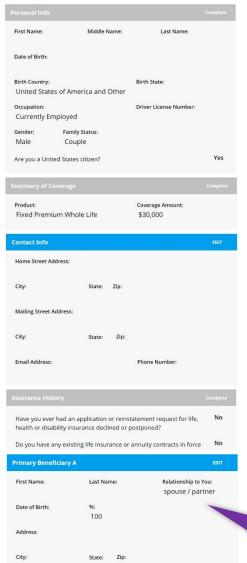
 The customer begins from the 'Thank you' screen. Click to 'Continue'



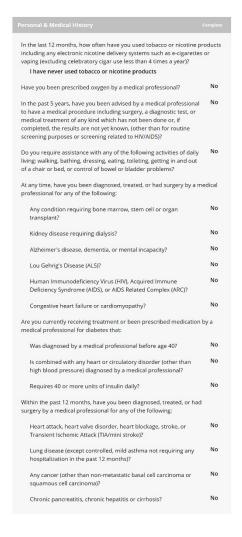
2. The customer will be asked to review the all information that will be submitted in the application.

Review Your Information

Please review your information below and make any edits that are needed



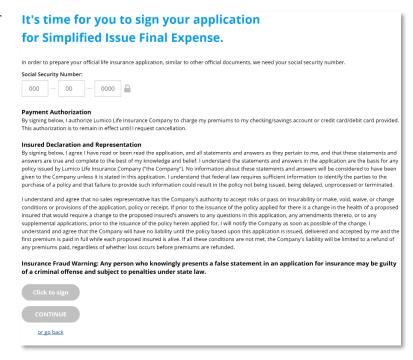




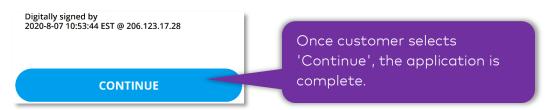
3. Once all information on the review screen is correct, click 'Continue'

SIGNATURE PAGE

 The customer will be prompted to enter their Social Security Number. A valid SSN must be provided in order to continue.

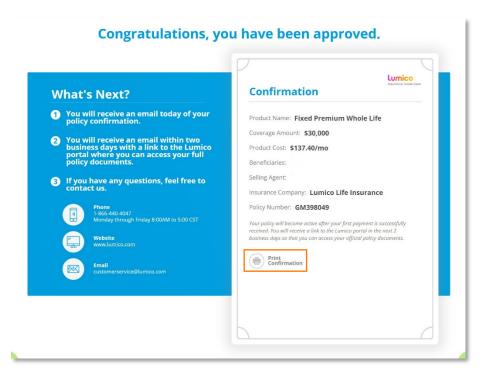


5. Once the customer has read through the disclosures, they can click on "Click to sign" to digitally record their signature. The digital signature will record their name, time, date and IP address, and display it on the screen.

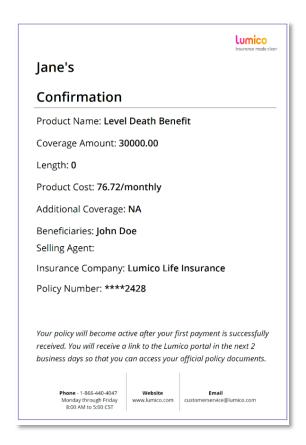


APPLICATION APPROVED SCREEN

This will display a confirmation page to the client detailing their product, the coverage amount, monthly cost, policy number and any additional relevant details.



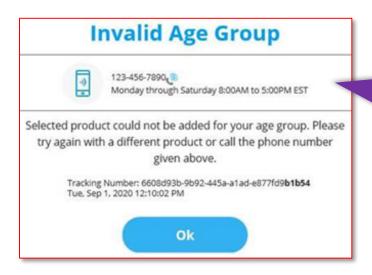
<u>Tip:</u> The customer will receive an email with a pdf copy of their confirmation. If available, you will also have the ability to share a copy of the Replacement Notice.





INELIGIBILITY CRITERIA

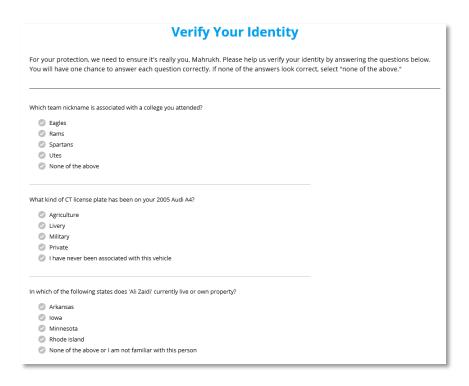
On the personal summary page, the application asks the customer various questions about their health. Depending on the customer's answers, the application may flag the customer as ineligible to purchase the product. If this scenario occurs, after the basic information page, the application will skip to the following message:



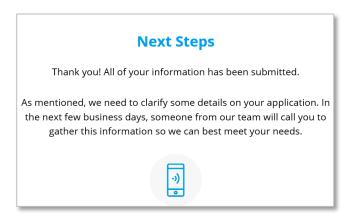
This indicates that the customer is not a good candidate to purchase that specific product.
The page will give further instructions to the customer on next steps, should they wish to

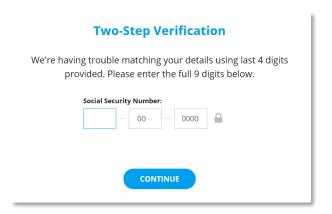
IDENTITY CHECK

There may be certain scenarios where the application may not be able to confirm the customer's identity using the basic information that was provided. In that case the application will ask identity specific questions that the customer will need to answer to move forward with the application.



There may also be instances where after the Basic Information page, the application will ask the customer for their Social Security Number (SSN). If the SSN can be verified, the application will move on to the personal history page. If the SSN cannot be verified, the application will end.





This is what will appear if the applicant fails to enter the correct SSN requested above:



There may also be instances where the application cannot be certain of your identity for various reasons. If the application cannot verify the identity, it will take you through the application journey, however, the policy will not be issued right away. Instead, after entering the payment details and signing, the final page will display a message like the one below:

This means that the applicant was referred. They will receive some email correspondence, asking for some additional documentation to verify their identity.

REFERRAL REASONS

When a referral occurs due to third party data missing, it gets referred to Underwriting to collect the missing data.

Refer due to third party data missing

If we cannot verify identity due to data sources being unavailable when the application is created, the application will be in a referred status until the data source is back up for comparison. If we cannot get the data in real time, we will refer the application to underwriting. We will try to collect the missing information and keep the application in a hold status in the interim. Underwriting will then complete any missing components in order to decide. The underwriter then makes the decision and sends the outcome back to our server to process.

Refer due to information received

If information from application data is insufficient and we cannot decide based on the information provided, we will refer to our underwriting services. The underwriting service has its own set of protocols to then determine the final decision of the applicant.

Outreach: If a decision is needed and additional information is needed by our underwriting service; they will reach out to the individual agent associated with that policy.

Refer due to multi policy logic

If a customer has already applied to Lumico and the application was in referred status, if the customer tries to re-apply, the new application will also go into a referred status for review. If there was a previous application that was referred, but customer did not complete referral steps, and they create a new application, the new application also will be in referred status.

How long does it take for underwriting to look at an application?

If there are no additional requirements, a decision is made within 48 hours.

Does underwriting reach out directly to the customer?

In most cases whenever a referral happens, there is a telephone interview. If an interview is required, the applicant will get a phone call.

If there is a data outage and the application is sent to manual underwriting, (for example, the MVR was not available during time of application, and the application gets referred) the underwriter will try to re-run MVR in an attempt to solve the issue before engaging with the applicant.

If needed, how soon would an underwriter reach out to the customer?

Underwriting will assess the situation and decide if a telephone interview is required. If an interview is needed, the underwriter will reach out to the customer the same day they receive the case.

Turnaround time of completion of case:

This depends on the customer's engagement. The average manual turnaround time is 9.5 days. Most of this in contingent upon how quickly the underwriter is able to get in contact with the applicant to do a follow up telephone interview and complete the questionnaire.

How long does a referral stay pending?

30 days for PHI and Labs; 60 days for Medical records.

Identity Verification

For identity verification, if we cannot confirm identity of a customer on the application an email is sent over to confirm the identity. If a customer does not upload the requested documentation within 14 days, the case will then be closed.

- A Lumico branded email is triggered by Underwriting and automatically sent the customer.
- Turnaround time for identity verification is 24 hours.
- A fax number is available to customers to send their documentation if needed.
- If an applicant is declined by Underwriting, a letter will be sent to the applicant by mail.