



GAC Procedures*

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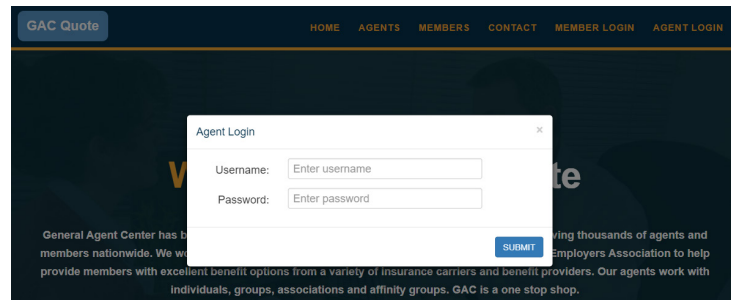
GAC Procedures

How do I login and access my agent portal and selling links?

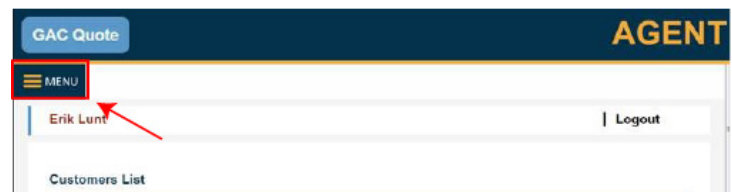
- Visit www.GACQuote.com and **click** on the **agent login** in the **top right hand corner** of the screen.



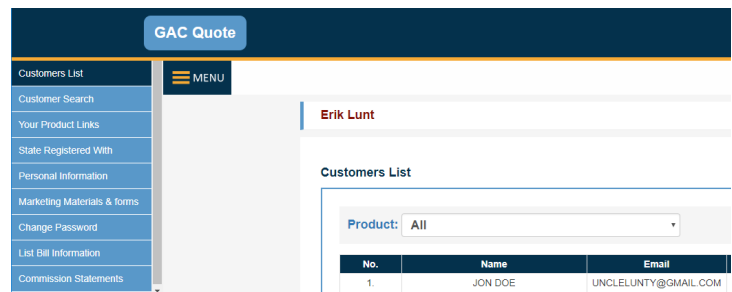
- Enter your personal **username** and **password** and click '**submit**'.



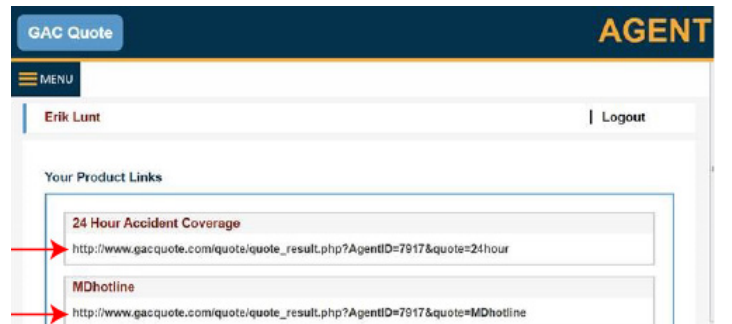
- Once logged in, **click** on the **menu tab** at the **top left hand corner** of the screen.



- It will drop down a menu of options and **select 'Your Product Links'**



- **Click** on the **Product link/application** you're trying to use and **select the plan** you desire, it will automatically route you to the '**quote page**'.





- Enter State, Gender, Age, then click **'Quote now'**

GAC Quote

Agent Name: Erik Lunt Phone: 480-214-2977 Email: erik@generalagentcenter.com

GAC Quote

Select Your State *

State: Select State

Self

Gender: Male Age: 25

Female

+ Spouse Child

24 Hour Accident Coverage

TO VIEW BENEFIT DETAILS - CLICK HERE

Quote Now

TO VIEW BENEFIT DETAILS - CLICK HERE

VBA 24 Hour Accident Coverage

Plan Features:

- Helps pay your medical expenses for hospital emergency room and confinement, doctor and surgeon, lab test and x-rays, and ambulance
- Choose any doctor or hospital
- MDHotline, a network of medical doctors you can call for a consultation or medical needs anytime, any day!
- Accidental Death & Dismemberment benefits

Navigating the GAC Agent Back office

- Log in, click on the **Menu Tab** in the **top left hand** corner of the screen.
- You'll have various options to choose from:
 - **Customer Search** – Search customers you've submitted online using your assigned link
 - **Your Product Links** – Your secure personal assigned selling link(s)
 - **State Registered with** – Your resident and non-resident licensed states
 - **Personal Information** – Where you can update your personal email address or phone number
 - **Marketing Material and forms** – Where to print useful brochures, etc..
 - **Change Password** – For changing your personal 'password' for back office access
 - **List Bill information** – Setting up a list bill of 5 or more individuals
 - **Commission Statements** – Accessing your personal commission statement (as necessary)

GAC Quote

AGENT

MENU

Erik Lunt | Logout

Customers List

GAC Quote

Customers List

Customer Search

Your Product Links

State Registered With

Personal Information

Marketing Materials & forms

Change Password

List Bill Information

Commission Statements

Erik Lunt

Your P

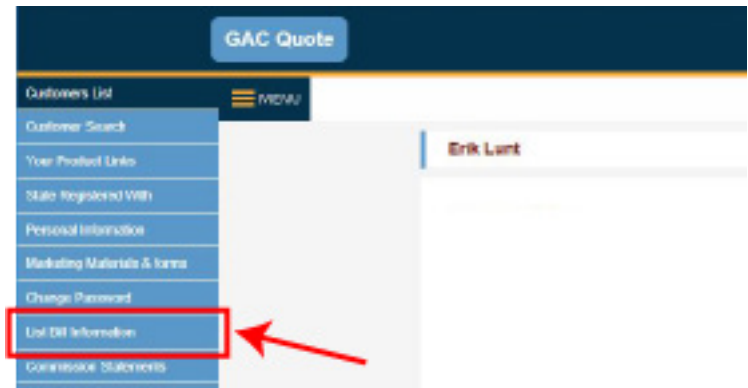
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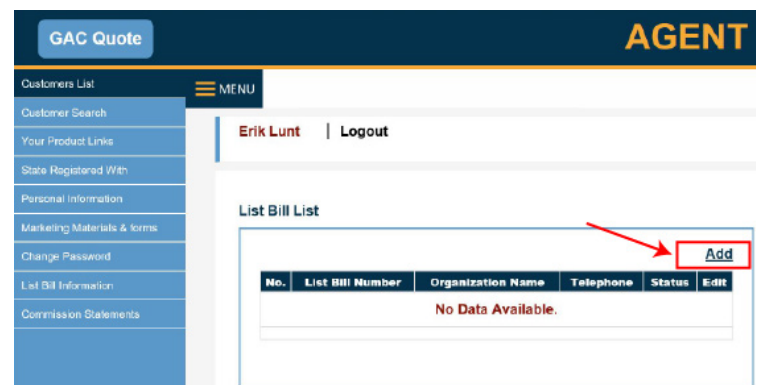
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Setting up a List Bill on GACQuote

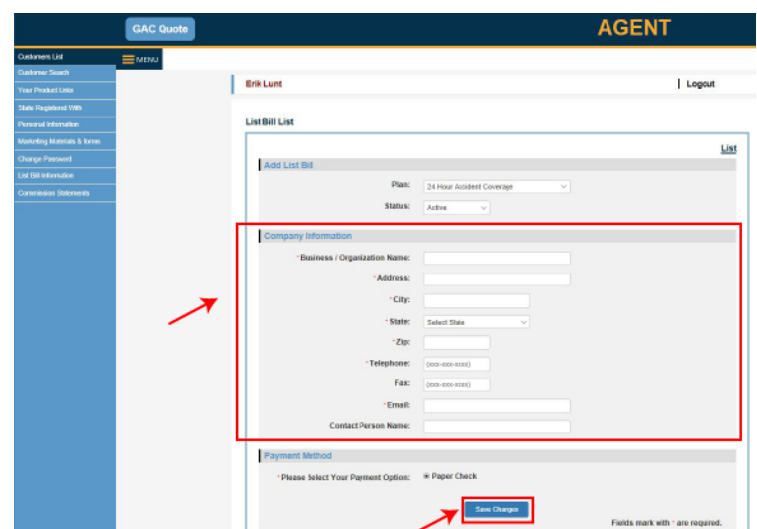
- Login to GACQuote back office
- Click on the **“List Bill Information”** link on the **Left Menu Dropdown**.



- A new screen opens and **click** on the **“add”** link on the **right side** and that allows you to add a **new list bill group**.



- **Complete the required list bill information** on that screen and click the **“Save Changes”** at the bottom.





- This will generate a **list bill number** that will be used when entering each individual person in that specific group. The minimum is 5 for list bill.

No.	List Bill Number	Organization Name	Telephone	Status	Rate
1.	31359	JYC Insurance	800.655.3122	Active	

- After the List Bill is set up, go to your **quote link** and start a **quote/application**

GAC Quote

Agent Name: Erik Lunt Phone: 480-214-2977 Email: erik@generalagentcenter.com

Select Your State *

State:

Self

Gender: ☒ Male ☐ Female Age: 25

+ Spouse + Child

☒ 24 Hour Accident Coverage
[TO VIEW BENEFIT DETAILS - CLICK HERE](#)

[Quote Now](#)

TO VIEW BENEFIT DETAILS - CLICK HERE

VBA 24 Hour Accident Coverage

Plan Features:

- Helps pay your medical expenses for hospital emergency room and confinement, doctor and surgeon, lab test and x-rays, and ambulance
- Choose any doctor or hospital
- MD hotline, a network of medical doctors you can call for a consultation or medical needs anytime, any day!
- Accidental Death & Dismemberment benefits

- **Select coverage**

GAC Quote

Arizona / Male (50) [Modify quote]

Quote Result

NEA 24 Hour Accident Coverage*

Coverage	Premium \$	Select
\$2,000 ☐	\$29.95	☐
\$5,000 ☐	\$39.95	☐
\$7,500 ☐	\$44.95	☐
\$10,000 ☐	\$54.95	☐
\$15,000 ☐	\$74.95	☐
\$20,000 ☐	\$84.95	☐
\$25,000 ☐	\$94.95	☐

* Includes a \$9.95 monthly administration fee.

[Apply Now](#)



- Fill out the Applicant Information, then at the bottom of the page Select **“Yes”**, then enter in the **List Bill Number**, and **Hit Tab** to proceed with the Application

GAC Quote HOME

Selected Plan: 24 Hour Accident Coverage - \$5,000 Coverage

Arizona / Male (40) 1 2 3 4 5 6

Applicant Information

Personal Information

* First Name: Middle Initial: * Last Name:

* Date of Birth: (mm-dd-yyyy) Age: Place of Birth:

Gender: Height: Ft. In. Weight: Lbs. Occupation:

Mailing or Billing Address

* Address: Address, Apt #, Suite, Unit: * City: State:

* Zip: Country: * Home Phone:

Work Phone: * Email: (Email Address Must be Applicant's)

☐ Select if applicant has no email.

Physical Address if PO Box Above

Name: Address: Address, Apt #, Suite, Unit: City:

State: Zip: Country:

Select State:

List bill

* Is this a centralized list bill? ☐ Yes ☐ No

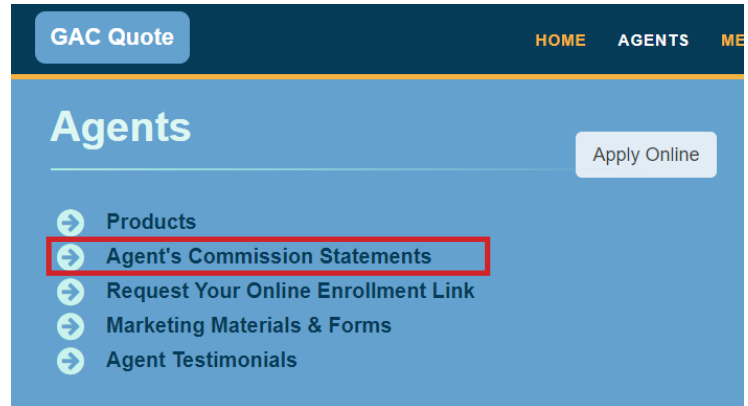
Setting Up Agent Web Training

- To set up Agent Web Training Call:
Erik at 800 366-2467 ext 132 or e-mail erik@generalagentcenter.com
- We also offer YouTube Training Videos on our channel at:
GAC Center www.youtube.com/channel/UCSJ-2aF23nbVyXkBleMmcBA



Accessing GAC Commissions

- Go to www.gacquote.com.
- Choose **“Agents”** which is at the top of the home page, then choose **“Agents Commission Statement’s”** from the resulting choices.



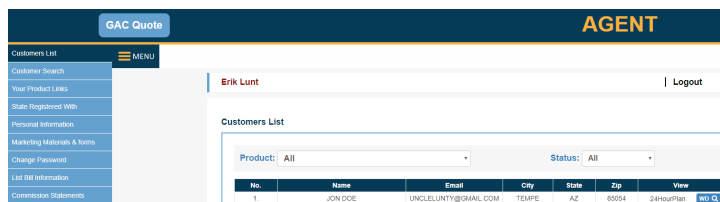
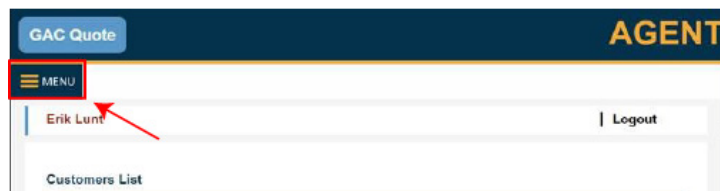
- On the next page, you'll be asked for a **user name** and **password** to access the statement.
 - Your **username and Password** is E-Mailed to you from a GAC staff member after you have sold/produced your first enrollment
 - When you log in you may go to **“preferences”** and **change your password** (optional).
 - Also, in **“preferences”** enter your **name** in the appropriate fields, and add your **email address**.
 - Entering your email activates the **“New Statement Notification”** system; you will get an email notifying you each time a new statement is available. You can **change** the **“range”** of statements by changing the **“start date”** and **“end date”** fields which are near the top left.
- To **open the statement** for the dates listed, simply **double click the yellow folder icon** in the **“Options”** section.



Login	
User Name:	Password:
Login	

OR:

- Login to your **'Agent Login'** back office. **Click** on the **Menu tab** at the **top left hand corner** of the screen and **choose commission statement**. Then follow these instructions:
- On the next page, you'll be asked for a **user name** and **password** to access the statement.
 - Your **username and Password** is E-Mailed to you from a GAC staff member after you have sold/produced your first enrollment
 - When you log in you may go to **"preferences"** and **change your password** (optional).
 - Also, in **"preferences"** enter your **name** in the appropriate fields, and add your **email address**.
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- To **open the statement** for the dates listed, simply **double click the yellow folder icon** in the **"Options"** section.





Important Commission Information

New Business:

Each day you submit business (Mon-Thur), we post/show each day's business on your Commission detail as 'pending progress' report the following day – it shows daily activity. We run a new business cycle each **Friday***. The Friday new business report on your commission detail – compiles all new business you submitted and was issued in the prior 7 days, showing your commissions paid.

Monthly:

Each month – on the 20th, we run a commission cycle for all business paying the 2nd month and thereafter. This monthly statement is also provided in the Commission Detail portal where you may view all statements.

(*If the 20th falls on a weekend then renewals will run on the Friday prior to the weekend. New business may be run earlier in the week if needed to accommodate renewals or holidays.)

Important Contacts

- **GENERAL AGENT CENTER Customer Service:**

800-366-2467 or email support@gacquote.com

- **SUPPLIES:**

Robin Anthony 800-366-2467 Ext #127 or email: supplies@generalagentcenter.com

- **NATIONAL MARKETING:**

Erik Lunt @ Ext #132 or email: erik@generalagentcenter.com

Carl Fischer @ Ext #125 or email: carl@generalagentcenter.com

Rick Smith @ Ext #129 or email: rick@generalagentcenter.com

- **RECEPTION & LICENSING / CONTRACTING:**

Jeannett Montenegro @ Ext #114 or email: jeannett@generalagentcenter.com

- **COMMISSIONS:**

Judee Macaulay @ Ext #198 or email: judee@generalagentcenter.com

- **CUSTOMER SERVICE:**

Cody Sheridan @ Ext #115 or email: cody@generalagentcenter.com

Patrick Clark @ Ext #126 or email: patrick@generalagentcenter.com