

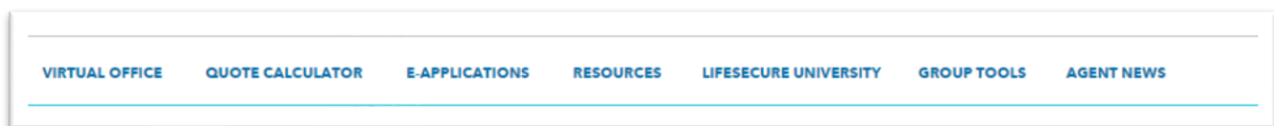


Introduction to the LifeSecure Agent Portal for first time users:

Step 1: Access the LifeSecure website: YourLifeSecure.com

1. Go to the Secure Login in the upper right hand corner
2. Choose Agent/Agencies from the log in menu
3. Below the User Name and Password area, beside First time user? “**Click here**” to login for the first time.
Or use this link: [First Time Agent Portal User, Click Here](#)
(Information needed: Agent/Agency number, the last 4 digits of your SSN/TIN, and the 5 digit zip code provided in your appointment paperwork.)

Step 2: The tabs listed across the top row are your “links” to the LifeSecure information discussed below!



Virtual Office Tab: **Virtual Business** lists all submitted applications submitted with status of those that are in Underwriting, as well as, issued and non-issued policies. Additional links inside the Virtual Office Tab include **Your Commissions** (historical and current), **Your Profile** (where you can edit your profile, password, and security questions) and **Your Messages** (all email correspondence sent to you related to your applications and inforce policies).

Quote Calculator Tab: Online Quote Calculators

E-Applications Tab: Enter applications electronically or return to **Saved Applications** not yet submitted.

Resources Tab: **Download Materials From our PDF Library** (applications, agent handbooks, claim forms, sample policies, Plans At a Glance, consumer brochures, premium samples, etc.), **Order Printed Material, Customize LTC Marketing Materials, Your Sales Team, Your Agent Support Team, and Agent Benefits.**

LifeSecure University Tab: This area provides links to **Agent Training Webinar Schedule, Product Process Presentations, Agent Sales Support Tools, IT Support;** and **LifeSecure Code of Business Ethics.**

Group Tools Tab: You will find the **Group Submission Form, Multi-Life Tools for Agents, Proposal Tool, Group Workspaces, Group-Members, Group Documents, and Group Billing Receivables.**

Agent News Tab: Links to our **Agent Blog**, recent Newsletters, and provides a link to **News and Corporate Responsibility.**

If you have any questions, feel free to contact your Agent Support Team at 866-582-7701, M-F, 8 am to 7 pm Eastern Time.