



WNezAppointSM



INSTRUCTION MANUAL **IMO ADMINISTRATOR EDITION**

WASHINGTON NATIONAL INSURANCE COMPANY
Home Office: Carmel, IN 46032

WashingtonNational.com

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(09/11) 142734
WN-BR-EZAPPT-IMO

Welcome to wnezAppoint!

wnezAppoint has been designed to make online appointment fast and easy. This manual provides step-by-step instructions to get you started.

You will note two boxes in the lower right-hand corner of the page. This information will be required each time you log on to wnezAppoint. Your IMO package code has already been issued. You have been given a temporary password, but you will need to create a new one the first time you log on. Once you have selected your password, note it in the space provided for easy reference.

wnezAppoint works best in conjunction with Adobe Acrobat® Reader 8 or higher. If you don't have that software on your computer, a free download is available on the wnezAppoint site.

Thank you for using wnezAppoint—the easiest way to complete and submit contracts.

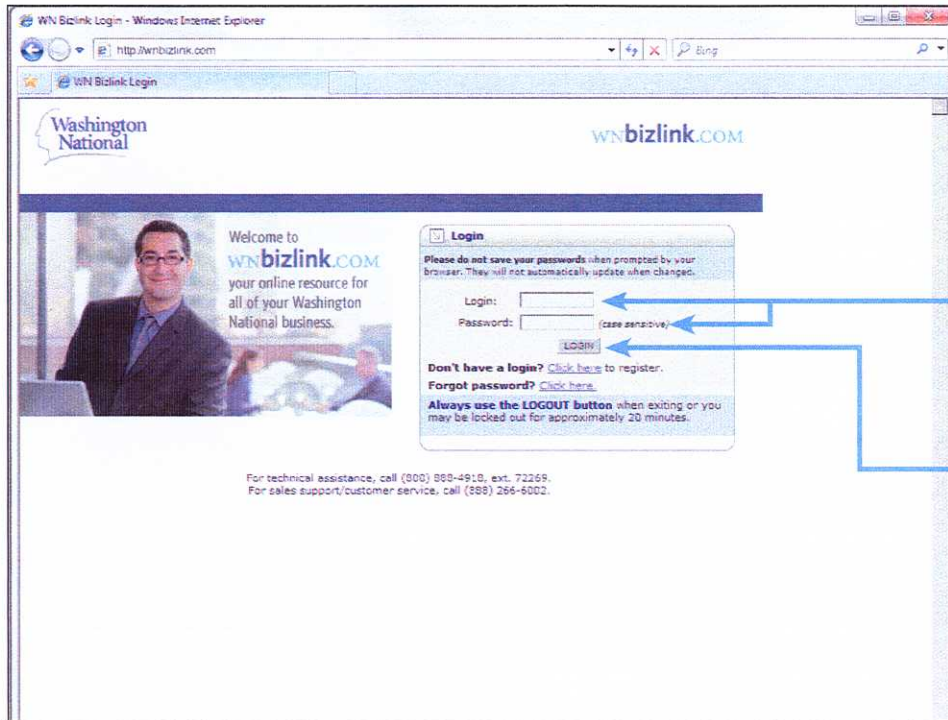
IMO PACKAGE CODE:
PAID AGENT

A011901

IMO PACKAGE CODE:
LICENSED-ONLY AGENT

A011902

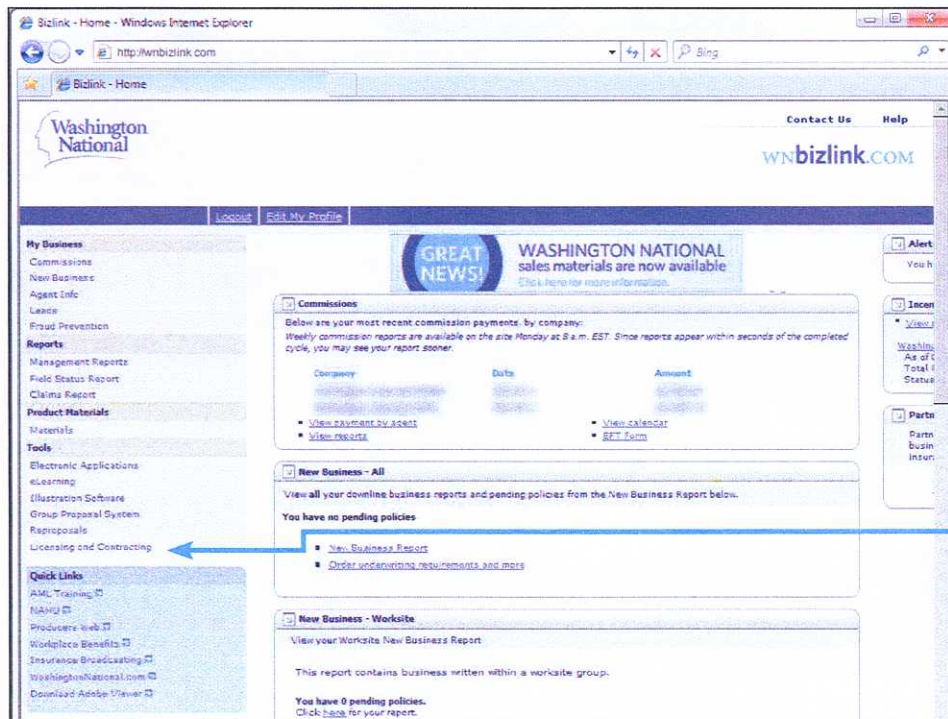
PASSWORD



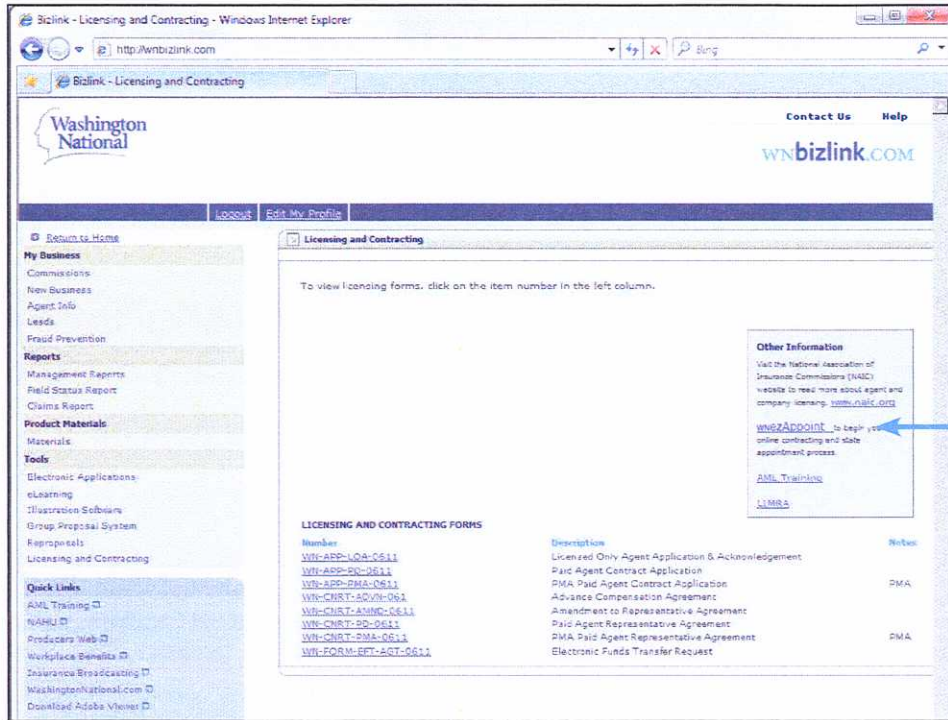
Go to
wnbizlink.com

Enter your wnbizlink.com
Login and Password

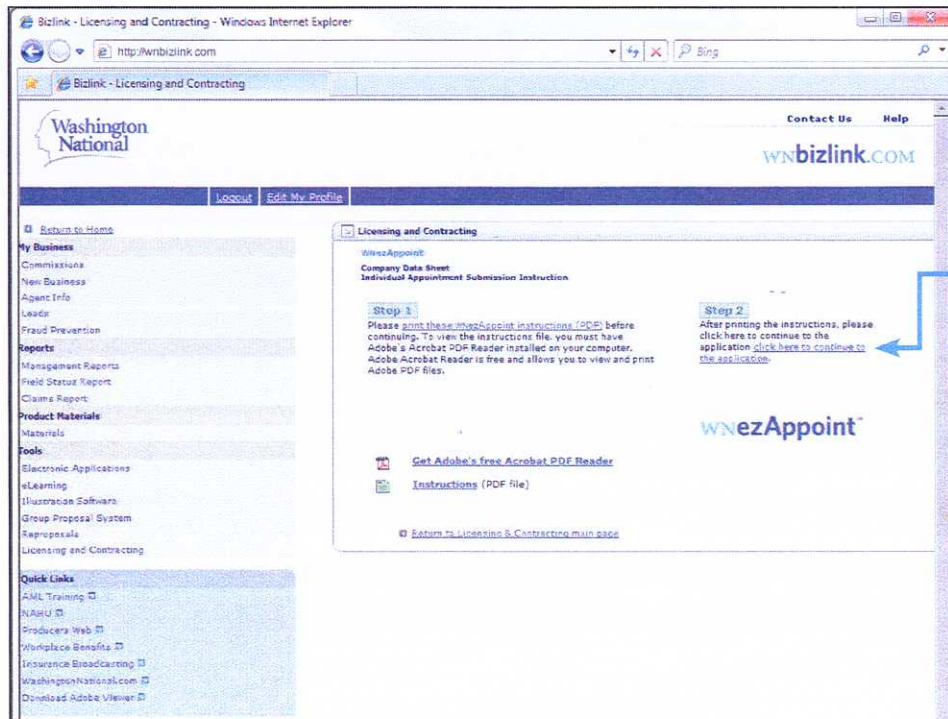
Click the
LOGIN button



Click on
Licensing and Contracting



Click on Use wnezAppoint



Click on click here to continue to the application

nomoreforms Applicant Processing Center

Welcome to the *nomoreforms* Applicant Processing Center

If you are already a client and have a User ID and Password, you may logon at anytime.

If you are **not** currently a client, but would like to learn more about processing your job applicants through our secure web site, please [click here](#).

UserID:
 Password:

Logon To Applicant Processing Center

NOTE: You will need Adobe Acrobat to use this application. If you do not currently have Adobe Acrobat or would like to install the latest version, [click here](#).

If you have forgotten your password, [email nomoreforms](#) and we'll be glad to help.

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 7:00 pm EST).

APPLICATION PROCESSING CENTER

Enter your UserID and Password.

Logon to Applicant Processing Center

nomoreforms Applicant Processing Center

Page 1

Select	Date Rec'd ▲	Applicant	SSN	State	Requestor	Status	BI Status	Appointment Process	Notes
<input checked="" type="checkbox"/>	03/07/11	testPerry, Luke	999-35-7159	IN	TestIMO	Reviewed	Not Ordered	None	No

ACTION: nomoreforms - All Forms (View, Edit, Print & Save a Copy)

Select an applicant by clicking the check box that appears to the left of his/her name. Then choose the action from this drop down and press GO!

[Administrative Services](#)

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 7:00 pm EST).

To view our Technical Support Center, please click [here](#).

Check the **Select** box next to the Applicant you are countersigning.

Under the **Action** drop down menu, select **nomoreforms - All Forms**

GO

nomoreforms

Name: testPerry, Luke
Id: 999-35-7159

Submitted Forms | Internal Forms | Appointment & Terms | State Lic. Applications | Save to your computer

Form Name	Date
WNIC Package 1 - CAP6901	03/07/11 3:36 PM
WNIC Advance Comp Agreement - 10/08	03/07/11 3:35 PM
WNIC Agent Application - 02/08	03/07/11 3:35 PM
WNIC Release and FCRA - 10/06	03/07/11 3:34 PM
WNIC Sales Rep Agreement - 0909	03/07/11 3:34 PM

There are no attachments for *testPerry, Luke*.

ACTION: Return to Processing Center

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 7:00 pm EST).
To view our Technical Support Center, please click [here](#).

If you want to view the forms the agent has submitted, click the **Submitted Forms** tab. Then click on the form you wish to view.

IMPORTANT NOTE: You are not required to view these forms before proceeding to the next step.

nomoreforms

Name: testPerry, Luke
Id: 999-35-7159

Submitted Forms | **Internal Forms** | Appointment & Terms | State Lic. Applications | Save to your computer

WNIC - HO Package

- [Advance Comp Agreement Internal - 10/08](#)
- [Agent Application - 11/08 - Internal](#)
- [LOA Application - 02/10 - Internal](#)

There are no attachments for *testPerry, Luke*. If you would like to attach a file, click [here](#).

For comments or questions please [email us](#) or contact our Help Desk at 800-686-8279 (8:00 am - 7:00 pm EST).
To view our Technical Support Center, please click [here](#).

The forms listed under the **Internal Forms** tab are used to countersign for the agent.

If the Agent attached any documents, click **here** and follow the instructions to view those documents.

cm1_agt_app_1010int[1].pdf - Adobe Acrobat Professional

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

WASHINGTON NATIONAL INSURANCE COMPANY
LICENSED ONLY CONTRACT APPLICATION

TO BE COMPLETED BY IMO

The undersigned Independent Marketing Organization understands and consents to the use of an electronic signature record to document the relationship with the above signed representative and company. By affixing an electronic signature, the undersigned acknowledges and agrees to their contractual responsibilities for the above-signed representative.

Independent Marketing Organization Name **IMO Agent Number**

IMO Authorized Approval Signature

New Agent Reports Directly To **Agent Number**

Please indicate the product(s) your agent has committed to sell by placing an "X" in the corresponding box(es).

Health Products

Medicare Supplement	<input type="checkbox"/>
Providence (Whole Life)	<input type="checkbox"/>
Hospital Secure (Indemnity)	<input type="checkbox"/>
Accident Secure Plus	<input type="checkbox"/>
Cancer Secure (Lump Sum)	<input type="checkbox"/>
Pulse Protection Series (KH Heart/BM Accident)	<input type="checkbox"/>
CH Cancer	<input type="checkbox"/>
Solutions (CN Cancer)	<input type="checkbox"/>
Critical Solutions (Critical Illness)	<input type="checkbox"/>
Critical Solutions (Critical Illness) - GROUP ONLY	<input type="checkbox"/>
Wage Guard (Short Term DI) - GROUP ONLY	<input type="checkbox"/>

Life Products

Term Life Plus	<input type="checkbox"/>
Life Options (Indexed Universal Life)	<input type="checkbox"/>
WSUL II (Worksite Universal Life)	<input type="checkbox"/>
Term	<input type="checkbox"/>

Annuity Products

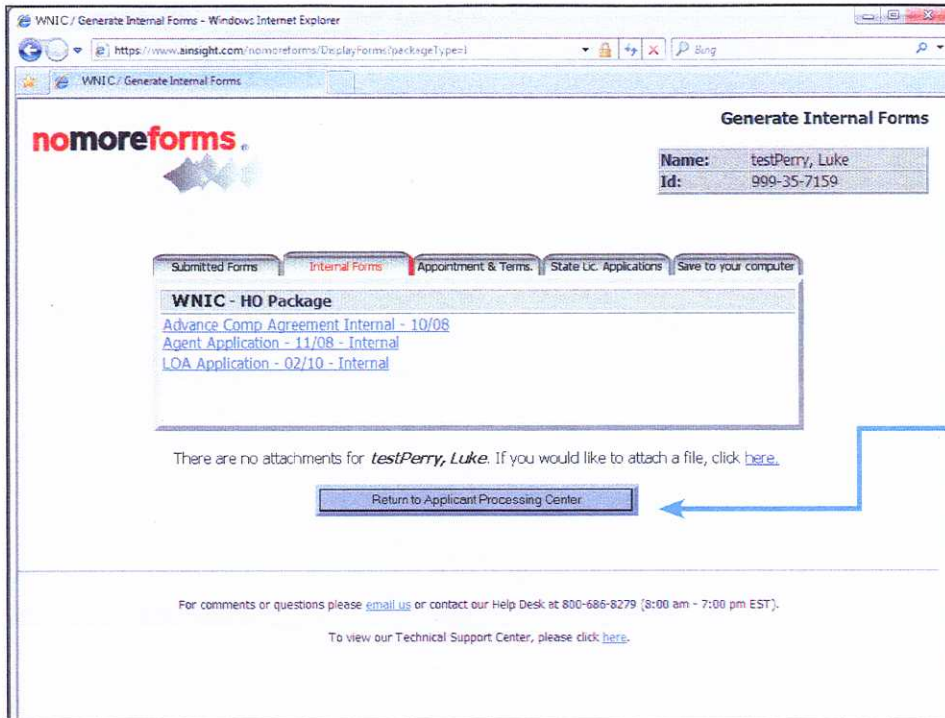
Save Your Info

SAMPLE AGENT APPLICATION/IMO COUNTERSIGN SECTION

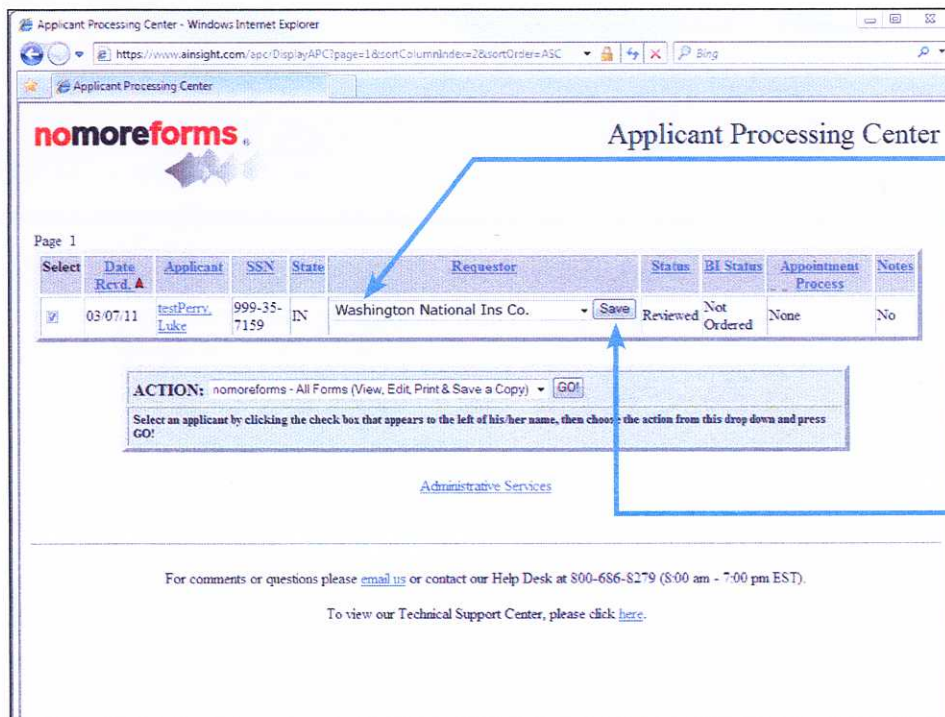
Complete all required fields—highlighted in red

Provide the level at which the Agent is to be set up for each product.

Click the Save Your Info button at the bottom of the page.



Once you have countersigned the necessary forms, click the **Return to Applicant Processing Center** button



Click on the drop down menu and select **Washington National Ins Co.**

IMPORTANT NOTE:
Once you click the **Save** button, the contract is transferred to Washington National Home Office and will no longer be available for viewing.

Click the **Save** button

THE CONTRACT HAS NOW BEEN SUBMITTED!