

Equitable Life eApp authorized user functionality

At Equitable, our associates are working hard creating strategies for faster turnaround times to keep your business moving forward. We heard your feedback, and we've made changes with your needs in mind.

Authorized User is a functionality within the Equitable Life eApp system, giving the designated user the ability to:

- Start an application on behalf of a Financial Professionals
- Monitor an application throughout the process
- Obtain PDF copies of an application package and more!

Authorized User was designed to support the unique needs of Third-Party users by:

- Providing additional functionality to gain visibility, transparency and flexibility
- Helping to expedite the application process by saving time and effort
- Enhancing the user experience with greater convenience.

1 |

Request authorized user access

Send a request to add a Support Staff person to LifeLicensing@equitable.com

These requests should come either from the BGA or the Direct Appointment Firm, with a signature line identifying the firm.

Requests should include a minimum of the following information:

- Support Staff person's name
- Phone numbers
- Email address
- Associated firm

A new support staff record will be created with the Web ID provided.

An automated email will be generated to the email address of the Support Staff person, which will include their Web ID and a temporary password

2 |

Switch view/select a code

Log on to the [portal](#) with one Agent ID and password.

Click on the ellipsis (:) to open the right vertical banner menu. The user will be able to View all Agent IDs for Life and Annuity Lines of Business.

Select on an Agent ID to switch to the landing page for the new Agent ID selected.

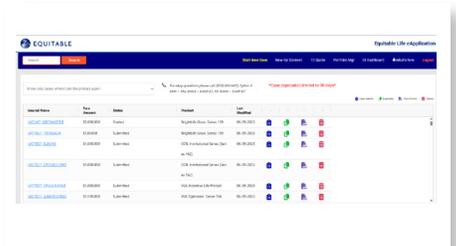
3 |

Start or complete an eApp on ELE

Access Equitable Life eApp from the "Tools & Resources" section.

From the eApp Dashboard you have several options:

- Start a new eApp by clicking, "Start New Case."
- Search for an existing eApp
- Open an existing eApp by clicking "Insured Name" on the case row.



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• Is Not Guaranteed by Any Bank or Savings Association • Variable Life Insurance May Go Down in Value

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