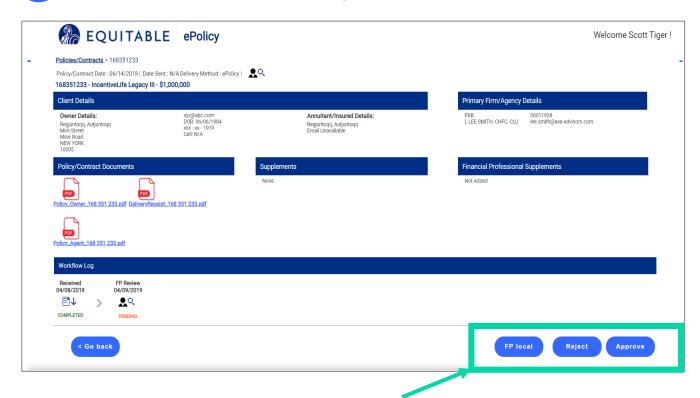
e-Delivery

e-Delivery is a tool that will help you electronically deliver the policy to the Owner and will allow the transmittal of electronic signatures. If the Insured is not the Owner your case will not qualify for e-Delivery.

Agent receives welcome email and clicks on the link in the email.



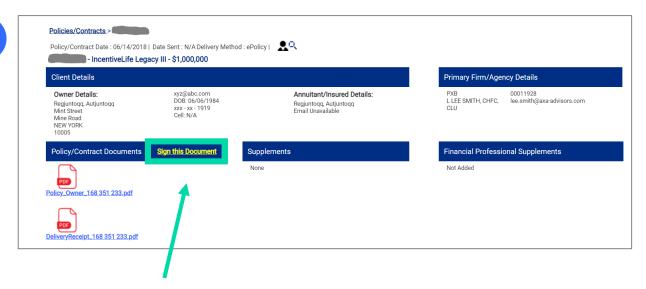
Agent is directed to ePolicy where they can review the policy and/or save it before choosing one of the 3 options below.



- **FP local print:** This function will allow the Agent to terminate the electronic delivery option and allow to print the completed policy and deliver in person.
- **Reject the document:** This function will end the electronic delivery process. The Agent is required to follow existing process and procedures for requesting an NTO (Not Taken Out) or reissue of the policy.
- **Approve:** This function is the acceptance process. Once you click Approve, you will be asked to confirm your approval. This will initiate the process for the Owner to review and complete the signature process.

e-Delivery

3



Note: In some cases, the Approve button may not be displayed. However, you will see a "Sign this document" button which will allow you to approve the process and initiate the process for the Owner.



Life ePolicy – Client Signing Experience

Once the agent has approved the policy, the owner can begin the review and signature process by following the steps below.



Owner receives the welcome email and clicks on the link in the email.

- 1. A premium is due. Please contact your Financial Professional to complete this process.
- 2. Click on the link below to receive your Equitable Policy using ePolicy Delivery



- 3. Electronically sign the delivery requirements.
- 4. Within 24 hours after accessing your policy, you will receive another email for our eService or online account access (OAA) registration. Complete registration for full access to information concerning your policy.



Owner will be prompted to do the following:

- Enter last 4 digits of SS# and Zip Code
- Click on the box to "Agree to the above and provide consent"
- Click on Access Policy



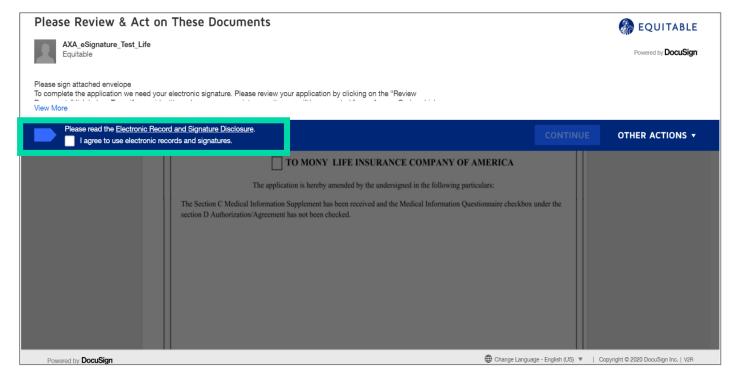


Life ePolicy – Client Signing Experience

The owner will receive a delivery receipt, policy and any other delivery requirements that are applicable to the policy. They can open the PDF's to view and save a copy of the policy to their personal folder. They are then required to click the link "Sign this Document" to begin the electronic signature process.

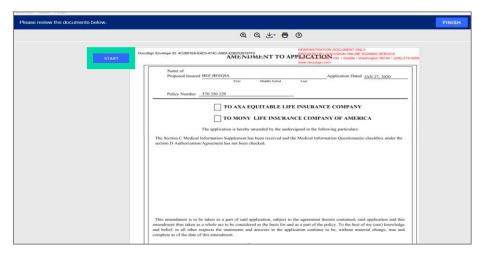


Click on the box outlined below to begin the signature process. Once clicked, the Owner will be brought to all sections of the form where a signature is required.

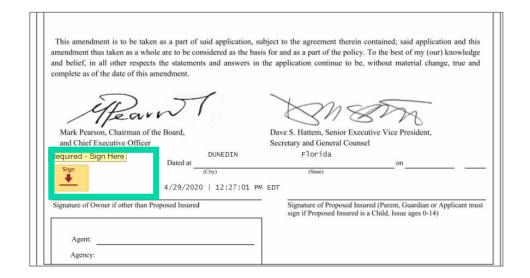


Life ePolicy – Client Signing Experience

5 Click on the Start button.



6 Click on the yellow Sign box for each required signature.





Life ePolicy – Client Signing Experience

You will then be asked to "Adopt your signature". Complete the information in the highlighted boxes below. Then click on the Adopt and Sign button.



If the owner chooses not to accept and electronically sign for the policy, then they should select "Other Actions". This will give them the choice of selecting "Finish Later" or "Decline to Sign".





Life ePolicy – Client Signing Experience



Once all documents have been signed, the owner will need to click the "Finish" Button. The signed documents will then be sent back to Equitable. This completes the process.



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