

Getting Started with GAC*

Instructions & Procedures

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GAC Procedures

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



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

GAC Quote							
Agent	Login				×		
V u	sername:	Enter userr	name			te	
P	assword:	Enter pass	word				
General Agent Center has b members nationwide. We we provide members with excellent be	nefit option	s from a vari	ety of insur	ance carriers	SUBMIT	ving thousands o Employers Associ roviders, Our ager	ation to help
				groups. GAC			

2. Enter your personal username and password and click 'submit'.

GAC Quote	AGENT
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Customers List	

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

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Customers List				
Customer Search	_			
Your Product Links		Erik Lunt		
State Registered With				
Personal Information		Customers Lis	st	
Marketing Materials & forms				
Change Password		Product:	All	Ŧ
List Bill Information				
Commission Statements		No. 1.	Name JON DOE	Email UNCLELUNTY@GMAIL.COM

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



5. 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'.



6. Enter State, Gender, Age, then click 'Quote now'



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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
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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.

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					≁□	Add
	No. Lis	t Bill Number	Organization Name	Telephone	Status	Edit
			No Data Available.			
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• Complete the required list bill information on that screen and click the "Save Changes" at the bottom.





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







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• 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

		1 2 3 4 5
Applicant Information		
Personal Information		
First Name:	Middle Initial:	* Last Name:
Date of Birth:	Age:	Place of Birth:
(mm-dd-yyyy)		
Gender:	Height: Weight:	Occupation:
Male	Ft. In. Lbs	
Address: Address, Apt #, Suite, Unit Zip:	· City: Country:	State: AZ * Home Phone:
		X00X-X00X-X00X
Work Phone:	* Email:	
XXX-XXX-XXXX-XXXX	(Email Address Must be Applicant's)]
	Select if applicant has no email.	
Physical Address if PO Bo	x Above	
	Address:	City:
Name:		
Name:	Address, Apt #, Suite, Unit	
Name: State:	Address, Apt #, Suite, Unit Zip:	Country:
		Country:

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
 <u>www.youtube.com/channel/UCSJ-2aF23nbVyXkBleMmcBA</u>





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.

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Age	ents			
			Apply Online	
🔿 F	Products			
e e	Agent's Commission Statements			
	Request Your Online Enrollment Link			
🕘 🔿	Marketing Materials & Forms			
e 4	Agent Testimonials			

- 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.

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Login					
User Name:	Password:				
	Login				



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= MENU		Customer Search Your Product Links	Erik Lunt	Logout
		State Registered With		
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		Markening Markenals & rorms Change Password	Product: All • Status: All	v
Customers List		List Bill Information	No. Name Email City State Zir	D View
		Commission Statements	1. JON DOE UNCLELUNTY@GMAIL.COM TEMPE AZ 850	54 24HourPlan WD Q

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**.

- 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.
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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: <u>erik@generalagentcenter.com</u> Carl Fischer @ Ext #125 or email: <u>carl@generalagentcenter.com</u> Rick Smith @ Ext #129 or email: <u>rick@generalagentcenter.com</u>

- 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: <u>cody@generalagentcenter.com</u>



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