



# *Getting Started with GAC\**

## *Instructions & Procedures*

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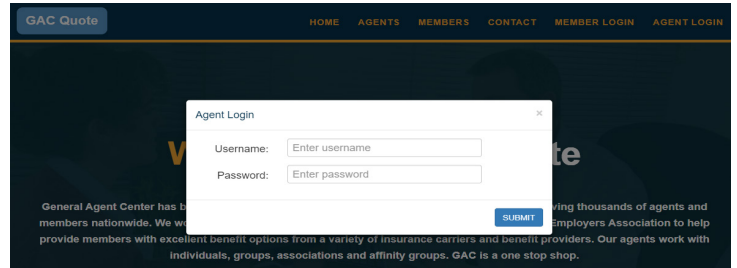


# GAC Procedures

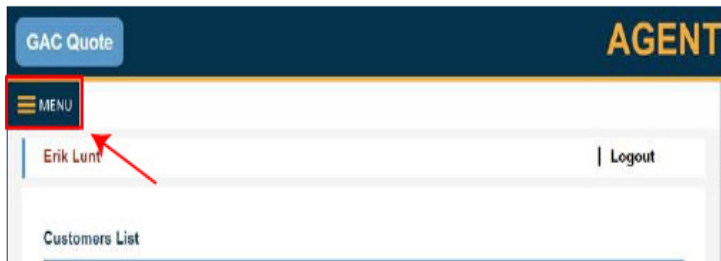
How do I login and access my agent portal and selling links?



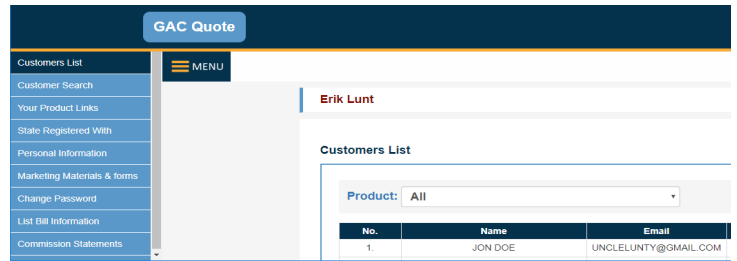
1. Visit [www.GACQuote.com](http://www.GACQuote.com) and **click** on the **agent login** in the **top right hand corner** of the screen.



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



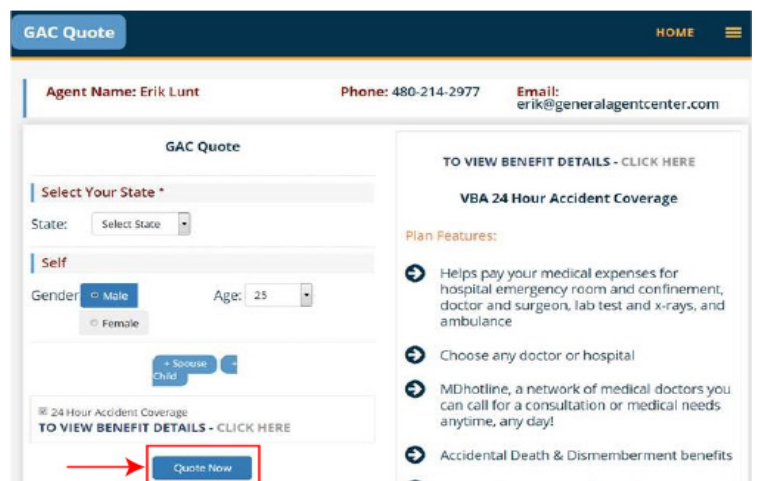
3. Once logged in, **click** on the **menu tab** at the **top left hand corner** of the screen.



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**'

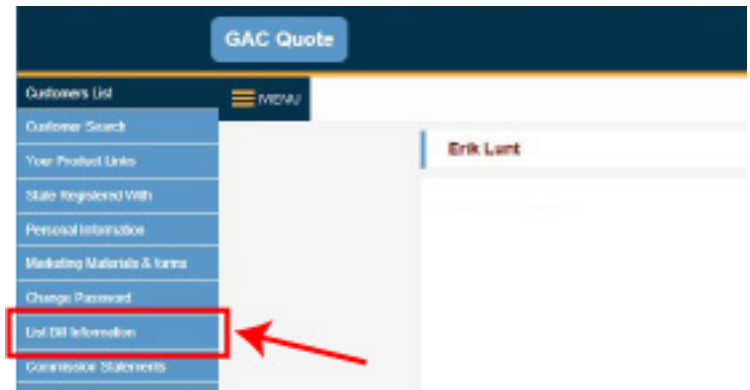
# Navigating the GAC Agent Back Office

- 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)

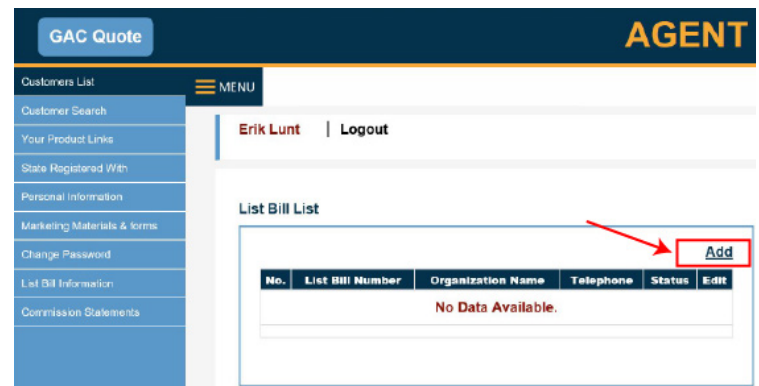


# Setting Up a List Bill on GACQuote

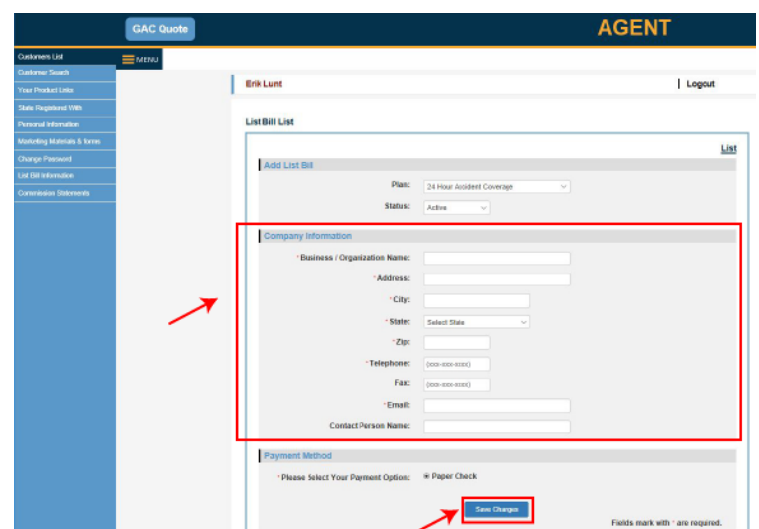
- Login to GACQuote back office
- Click on the **"List Bill Information"** link on **the Left Menu Dropdown.**



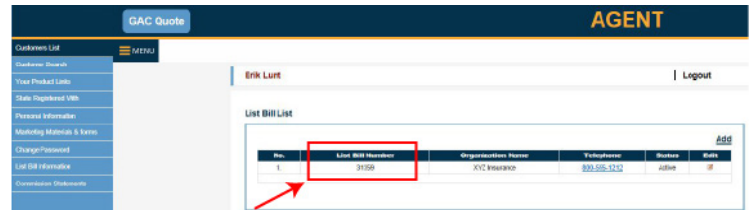
- A new screen opens and **click** on the **"add"** link on the **right side** and that allows you to add a **new list bill group.**



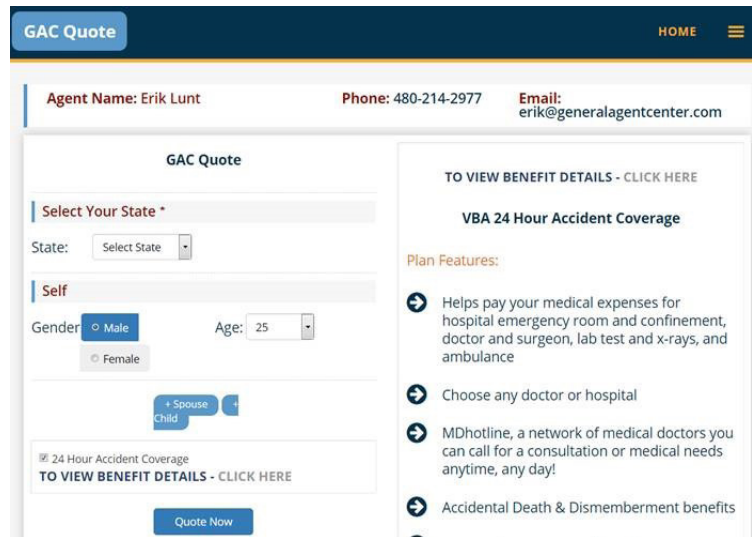
- **Complete the required list bill information** on that screen and click the **"Save Changes"** at the bottom.



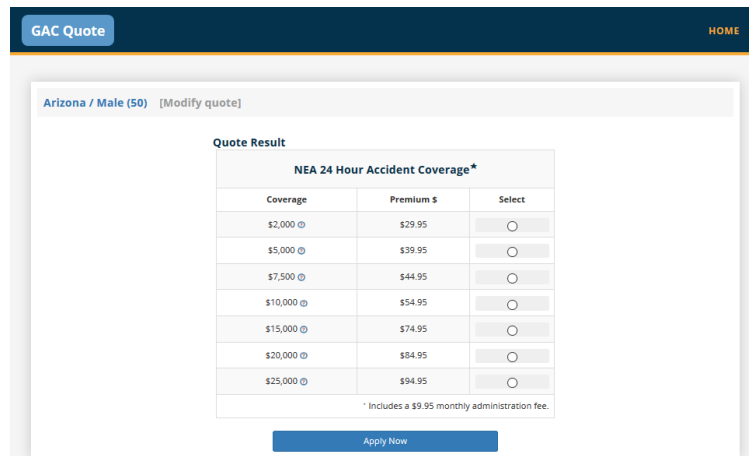
- This will generate a **list bill number** that will be used when entering each individual person in that specific group. The minimum is 5 for list bill.



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



- **Select coverage**





- 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

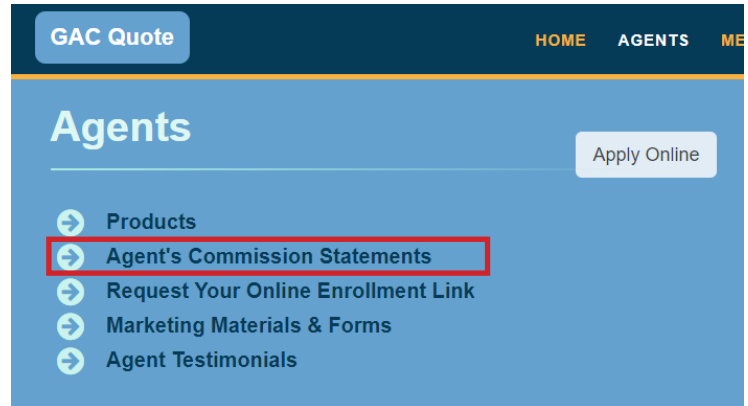
## Setting Up Agent Web Training

- To set up Agent Web Training Call: Erik at 800 366-2467 ext 132 or e-mail [erik@generalagentcenter.com](mailto:erik@generalagentcenter.com)
- We also offer YouTube Training Videos on our channel at: GAC Center [www.youtube.com/channel/UCSJ-2aF23nbVyXkBleMmcBA](http://www.youtube.com/channel/UCSJ-2aF23nbVyXkBleMmcBA)



# Accessing GAC Commissions

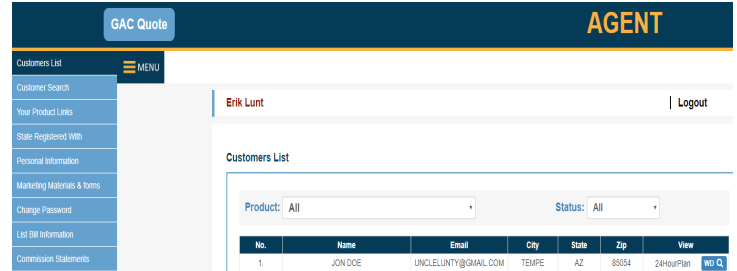
- Go to [www.gacquote.com](http://www.gacquote.com).
- Choose **"Agents"** which is at the top of the home page, then choose **"Agents Commission Statement's"** from the resulting choices.



- 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.



Login	
User Name:	Password:
<input type="text"/>	<input type="password"/>
Login	



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**.
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- To **open the statement** for the dates listed, simply **double click the yellow folder icon** in the **"Options"** section.





# 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

- **GENERALAGENT CENTER Customer Service:**  
800-366-2467 or email [support@gacquote.com](mailto:support@gacquote.com)
- **SUPPLIES:**  
Robin Anthony 800-366-2467 Ext #127 or email: [supplies@generalagentcenter.com](mailto:supplies@generalagentcenter.com)
- **NATIONAL MARKETING:**  
Erik Lunt @ Ext #132 or email: [erik@generalagentcenter.com](mailto:erik@generalagentcenter.com)  
Carl Fischer @ Ext #125 or email: [carl@generalagentcenter.com](mailto:carl@generalagentcenter.com)  
Rick Smith @ Ext #129 or email: [rick@generalagentcenter.com](mailto:rick@generalagentcenter.com)
- **RECEPTION & LICENSING / CONTRACTING:**  
Jeannett Montenegro @ Ext #114 or email: [jeannett@generalagentcenter.com](mailto:jeannett@generalagentcenter.com)
- **COMMISSIONS:**  
Judee Macaulay @ Ext #198 or email: [judee@generalagentcenter.com](mailto:judee@generalagentcenter.com)
- **CUSTOMER SERVICE:**  
Cody Sheridan @ Ext #115 or email: [cody@generalagentcenter.com](mailto:cody@generalagentcenter.com)

