# Submitting Carrier Applications
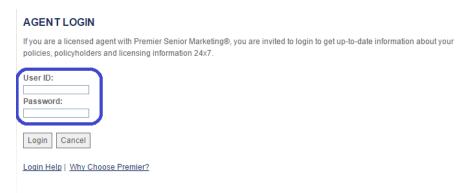
## Submitting Carrier Applications by using the Premier Agent Portal

1.) Be sure to scan your carrier application and save the file in a .pdf format
2.) When you are saving files it is important save them in an organized manner on your computer, e.g. Aetna applications should be saved under a file folder named 2016 Aetna Applications, UHC applications should be saved under a folder called 2016 UHC Applications.
3.) The file name should include the type of carrier application you are sending as well as the client name, e.g. file name: 2016Aetna-John-Smith.pdf
4.) Once you have saved your file, log on to the Premier Portal at:
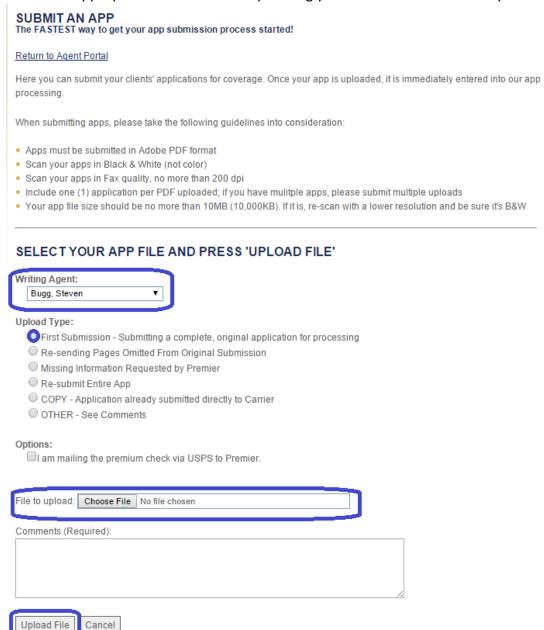
https://premiersmi.com/Public/AgentLogin.aspx



5.) Enter your Premier User ID and Password. If you do not have Premier ID and Password, please call a member of Paul Sharon's team at 1-800-365-8208 x3002.
6.) Click on the large submit apps button.

7.) Select the appropriate buttons when uploading your files into the Premier system.

**SUBMIT AN APP**
The FASTEST way to get your app submission process started!

Return to Agent Portal

Here you can submit your clients' applications for coverage. Once your app is uploaded, it is immediately entered into our app processing.

When submitting apps, please take the following guidelines into consideration:

- Apps must be submitted in Adobe PDF format
- Scan your apps in Black & White (not color)
- Scan your apps in Fax quality, no more than 200 dpi
- Include one (1) application per PDF uploaded; if you have mulitple apps, please submit multiple uploads
- Your app file size should be no more than 10MB (10,000KB). If it is, re-scan with a lower resolution and be sure it's B&W

**SELECT YOUR APP FILE AND PRESS 'UPLOAD FILE'**

Writing Agent:
Bugg, Steven ▼

Upload Type:
- ⦿ First Submission - Submitting a complete, original application for processing
- ○ Re-sending Pages Omitted From Original Submission
- ○ Missing Information Requested by Premier
- ○ Re-submit Entire App
- ○ COPY - Application already submitted directly to Carrier
- ○ OTHER - See Comments

Options:
☐ I am mailing the premium check via USPS to Premier.

File to upload: [ Choose File ] No file chosen

Comments (Required):

[ Upload File ] [ Cancel ]

8.) Applications will not appear in the Premier system immediately. You can confirm that the files have been submitted by going back to the home screen of the agent portal and selecting the Policies button.
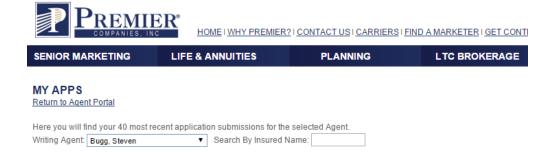
**IMG**
INSURANCE MARKETING GROUP, LLC

**PREMIER AGENT PORTAL**
Logout



9.) This will bring you to a screen with a list of all of your recent policies that have been submitted.



**PREMIER** COMPANIES, INC

HOME | WHY PREMIER? | CONTACT US | CARRIERS | FIND A MARKETER | GET CONTI

| SENIOR MARKETING | LIFE & ANNUITIES | PLANNING | LTC BROKERAGE |

**MY APPS**
Return to Agent Portal

Here you will find your 40 most recent application submissions for the selected Agent.
Writing Agent: Bugg, Steven ▼  Search By Insured Name: _____

## Submitting Carrier Applications to Premier by Email

1.) Scanned carrier applications that are in .pdf format can be emailed to Premier at the following email address:
applications@premiersmi.com

2.) When sending applications via email, please ensure this is a secured email.  Applications contain HIPAA information such as social security numbers and health information that need to be private and secure.

# Priority Fax

SENIOR MARKETING

To: **Premier Senior Marketing**

Fax: **800-696-8312**

(If you are having troubles faxing, try 888-696-7596)

From: _____

Date: _____

Pages: _____ (Including this cover)

## Names on the applications attached to this fax:

PLEASE fax a **maximum of two** applications per transmission to ensure *delivery*.
Also, please fax applications in the proper page order.

1. _____

2. _____

---

**During the next 48 hours I can be reached at:**

Phone: _____    Email: _____

---

## If Premier is unable to contact the agent for any missing information, the application(s) will be submitted to the company incomplete, which may affect agent commissions.