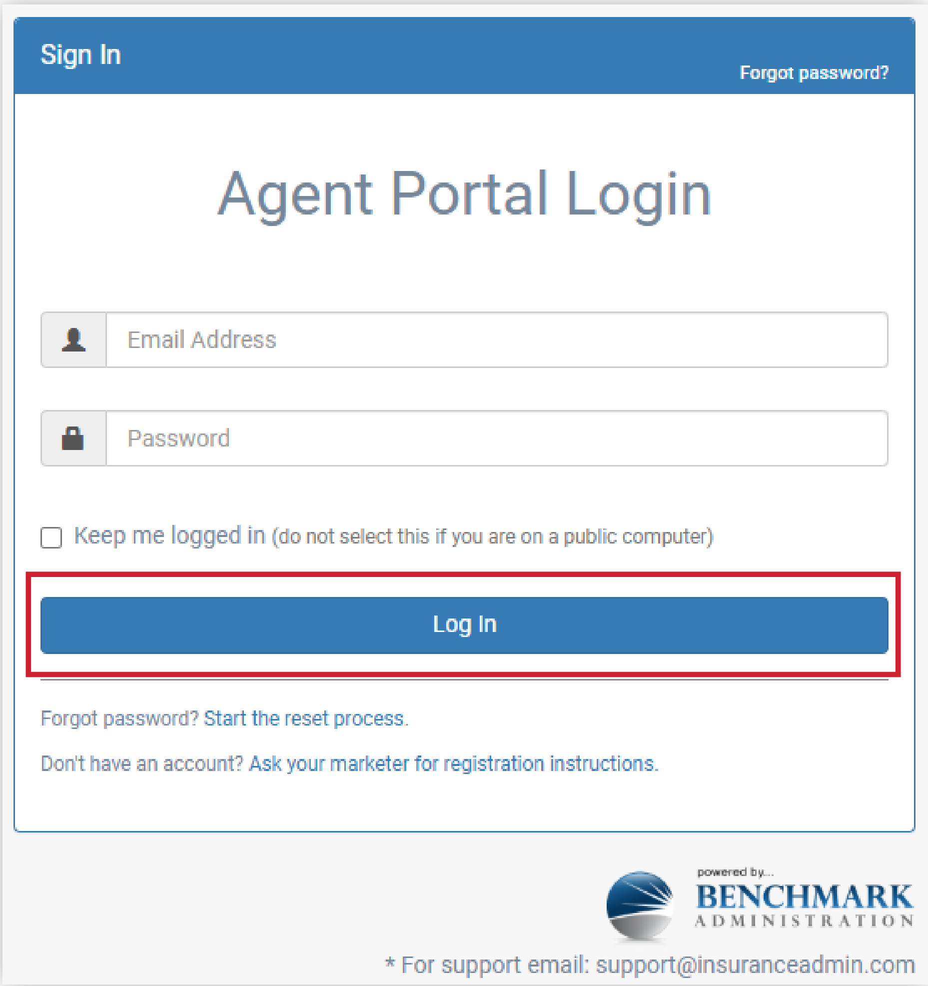
Getting Started

To login to the Benchmark agent portal, go to: www.prosperitylife.com/agents and click on **Login** under Benchmark.

Enter your credentials to log in.

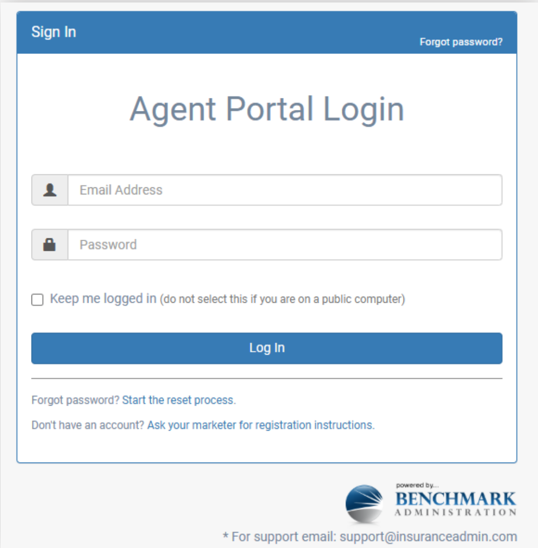
If this is your first time logging in to the Agent Portal, select **Start the reset process** beside **Forgot password**. Enter your email address and then select **Reset Password**. You will receive an email from insuranceadmin.com that will allow you to register.

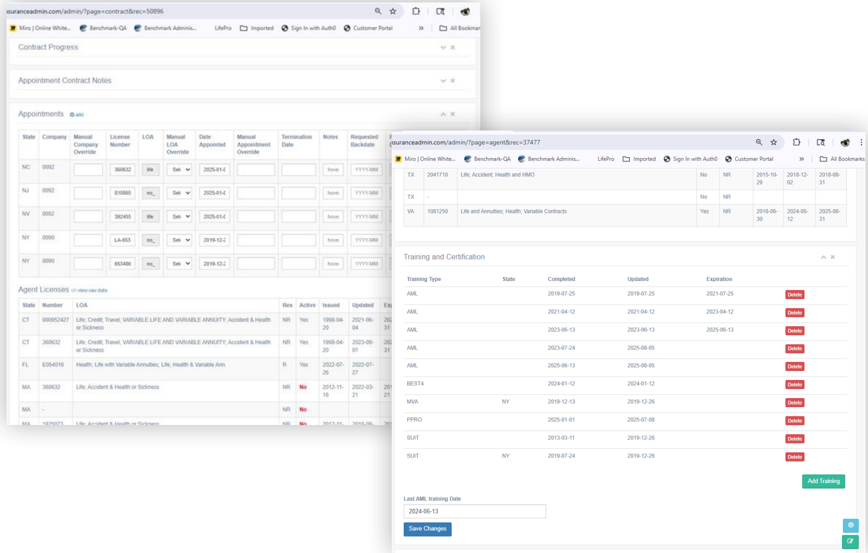


Note: Be sure you have completed Product Specific Training prior to submission. Please see Product Specific Training Instructions for details on starting the Product Specific Training.

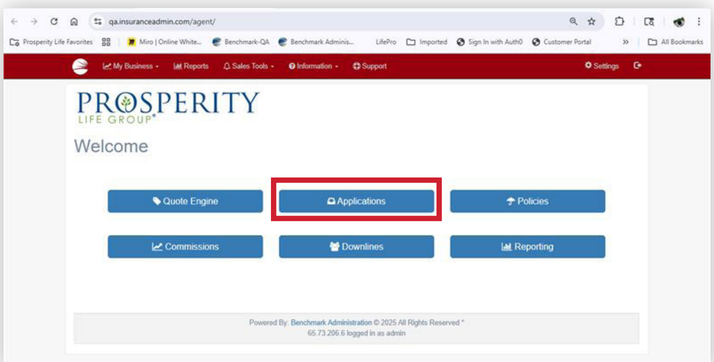
Agent Journey — Direct to Firelight eAPP

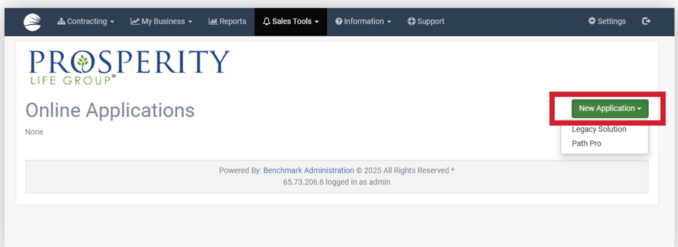
Agent Login → Agent Licensing / Appointment / Training



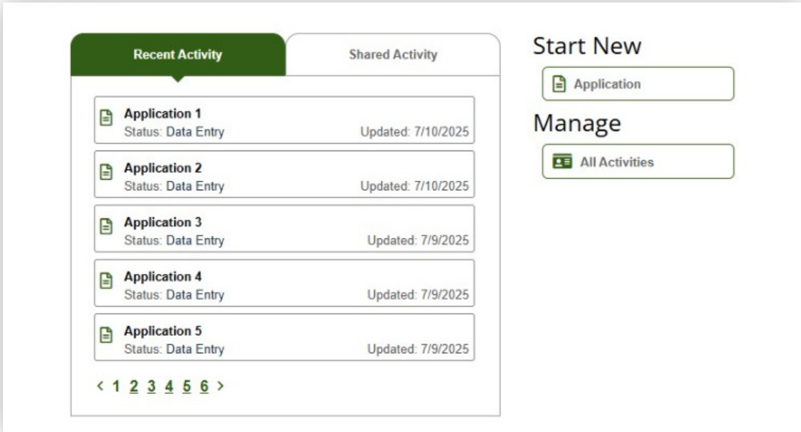


Launch eApplication → New Application



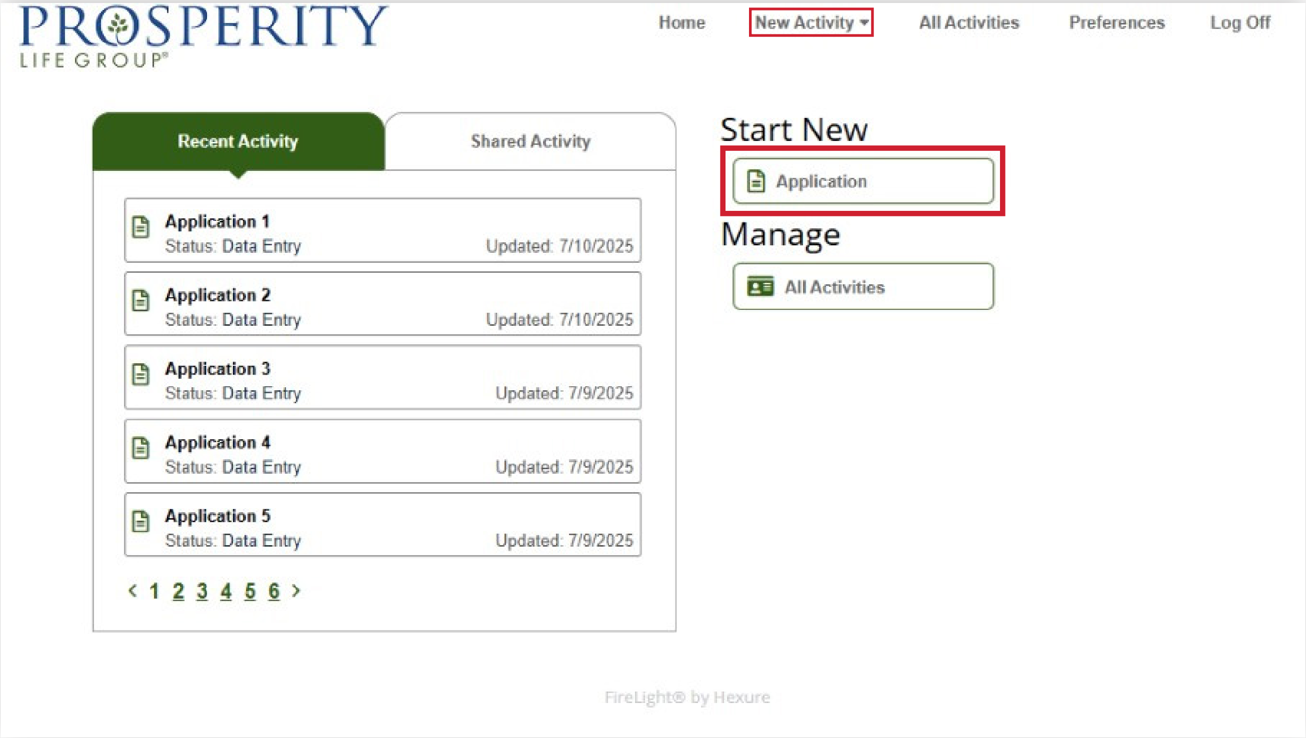


Land into FireLight Via SSO

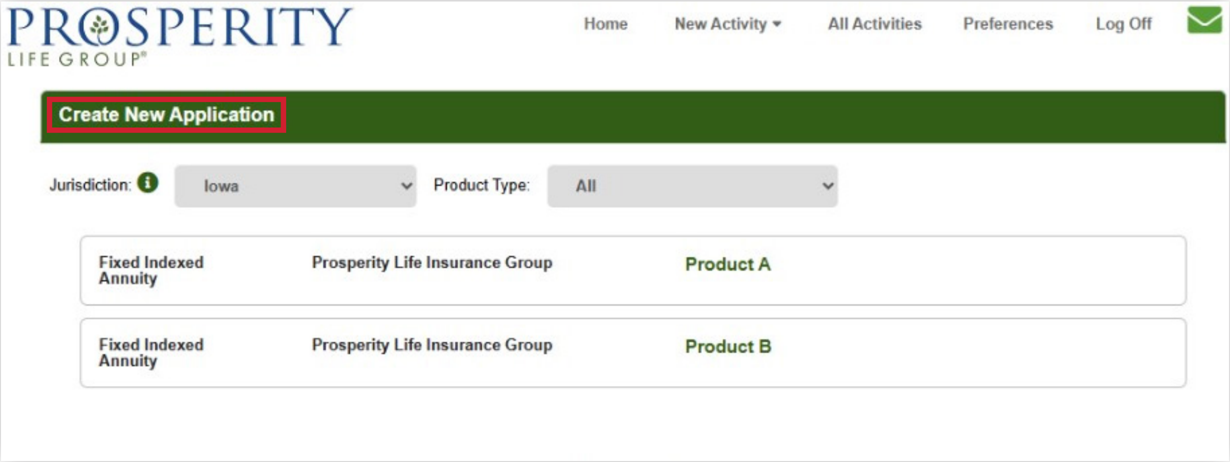


Start a New Application

A new application can be created by either clicking the **Application** button on the eApp dashboard or **New Activity** in the top toolbar.

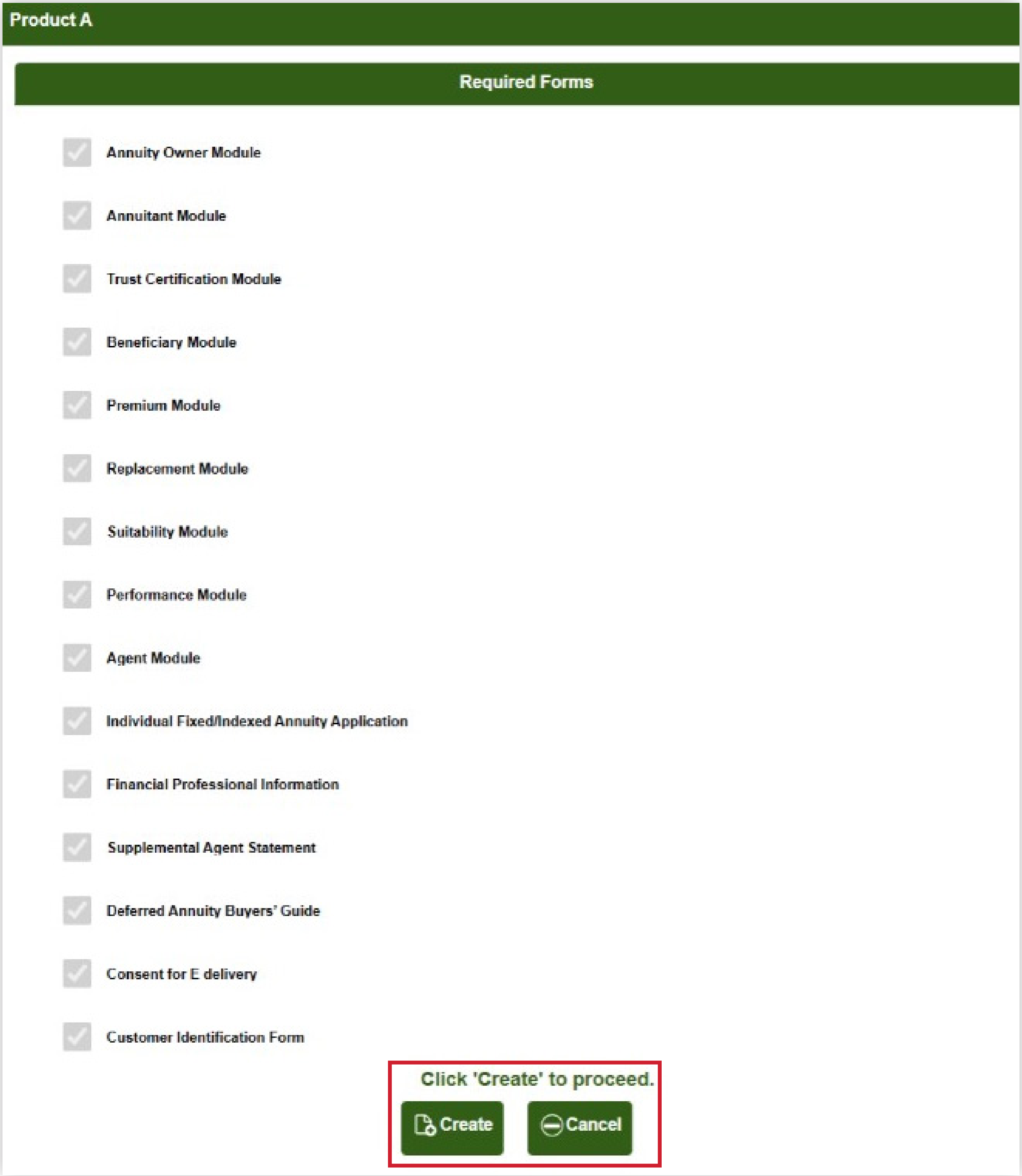


Select the jurisdiction where the application will be signed from the dropdown menu and choose from the available products listed.

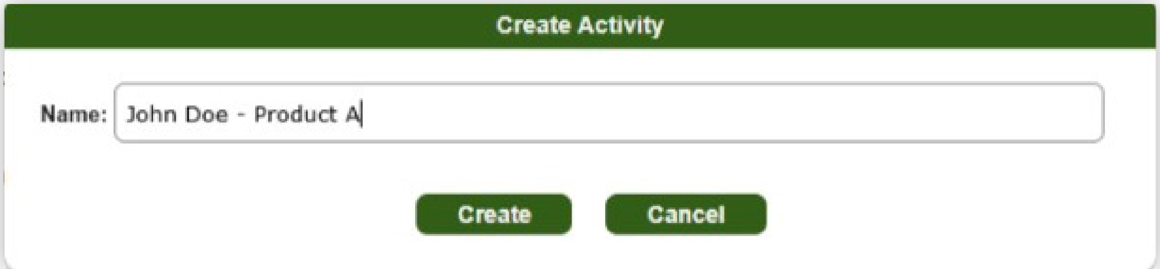


Start a New Application

Required and Optional forms will be displayed based on the selected jurisdiction and product. Click **Create** once all needed forms are selected.



Enter a name for the application to be used for future reference and click **Create** to continue.



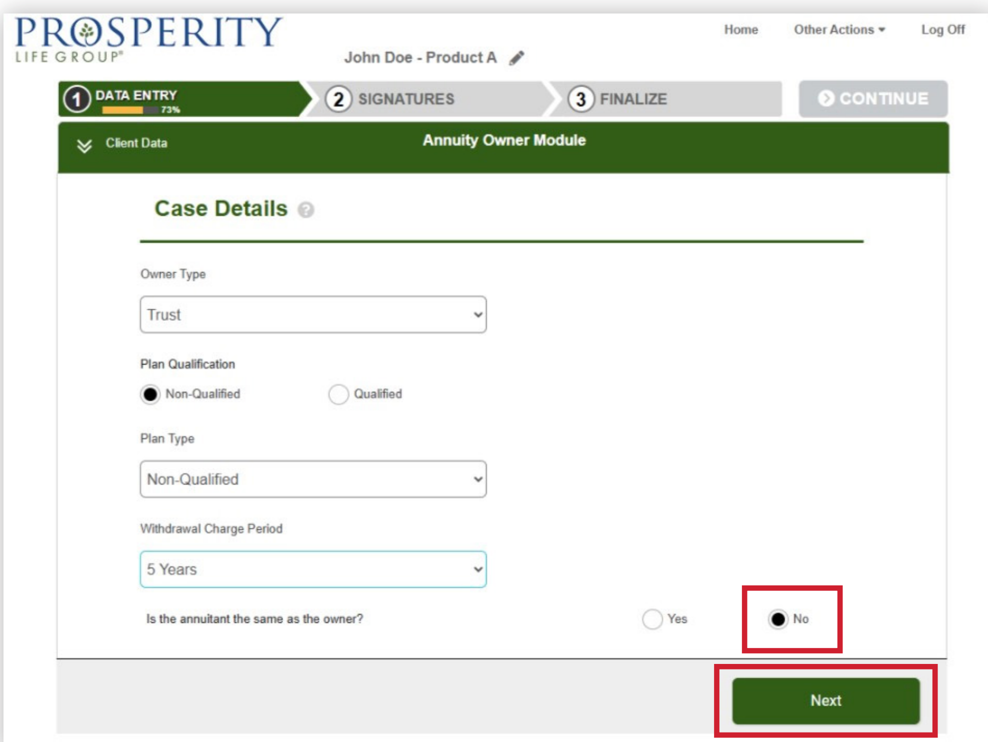
Cover Sheet

The **Guided Step Bar** provides application completion status. The active step appears highlighted. A green check mark indicates a completed step. The **Continue** button moves you to the next step when the active step is 100% completed.

Guided Step Bar

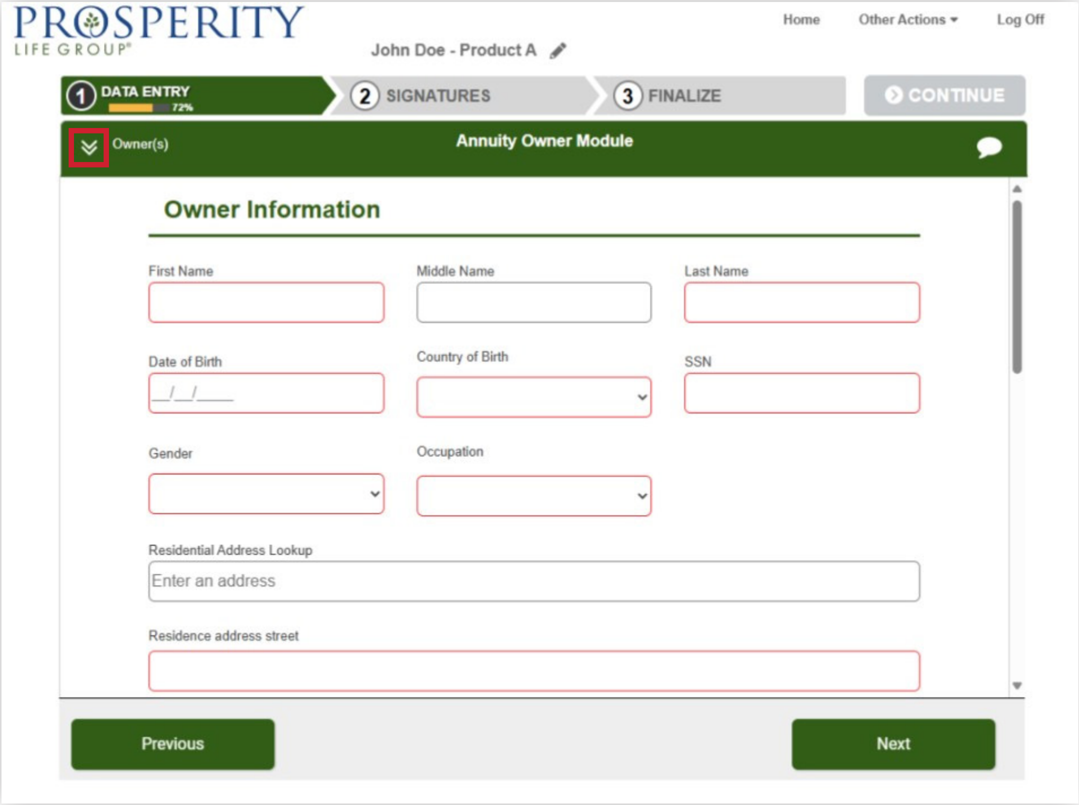
Case Details

Initial information is input on the **Case Details**. This helps determine supplemental forms that may be required later in the process. For example, an application with a Trust listed as owner will generate a Trust Certification Form to be completed.

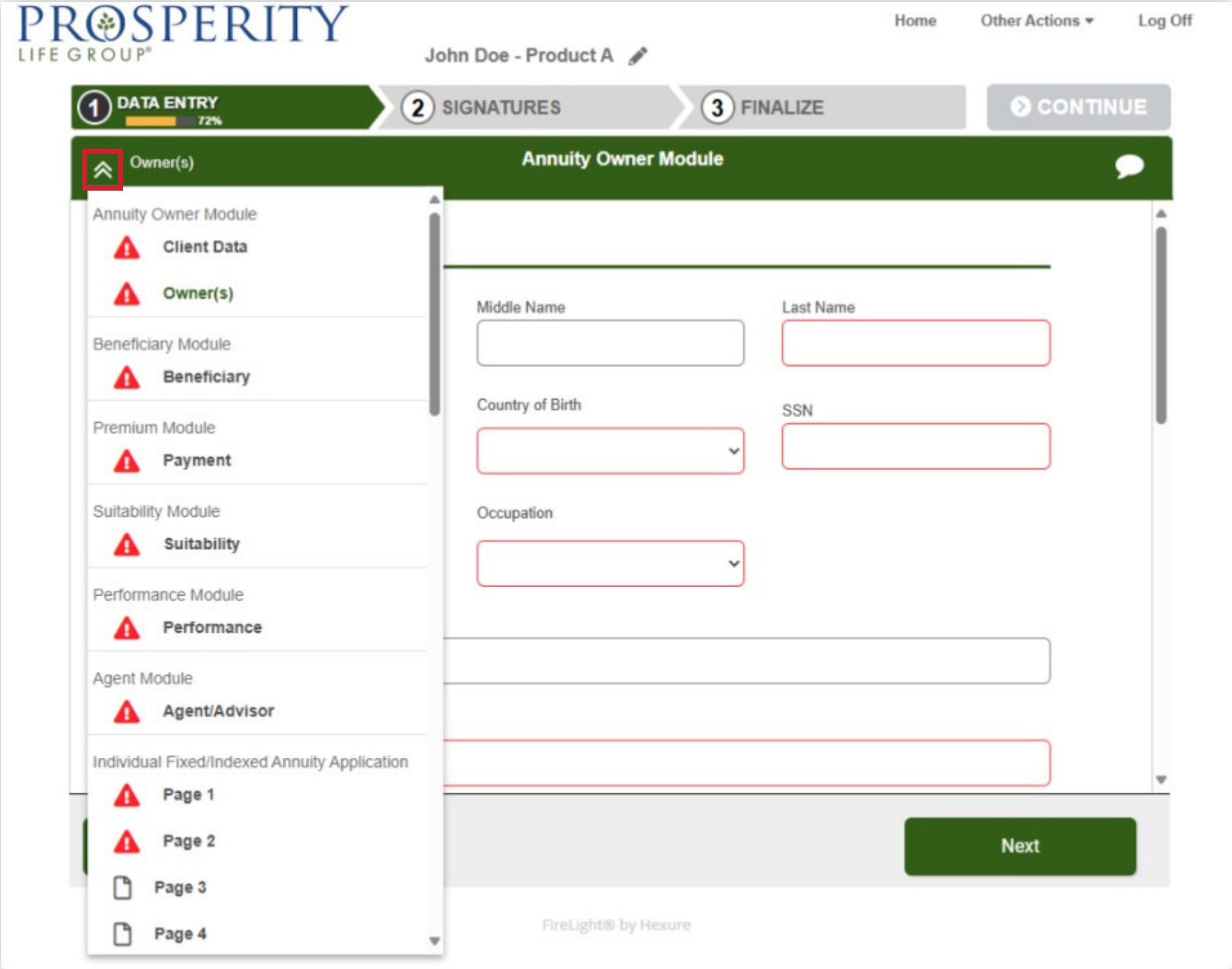


Data Entry

Complete the remaining wizard screens. Required fields are outlined / highlighted in red. Enter data in all required fields to obtain 100% in good order completion.

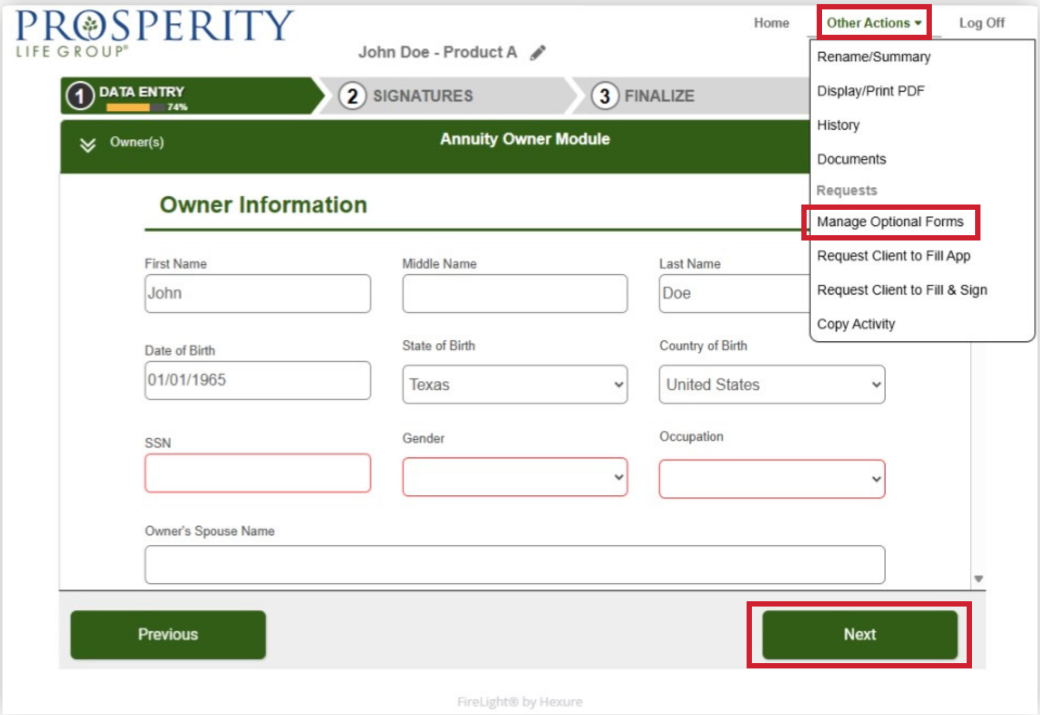


Navigate from one page to the next using the Previous and Next buttons at the bottom of each page or by jumping to specific pages by clicking the double chevron in the top left.

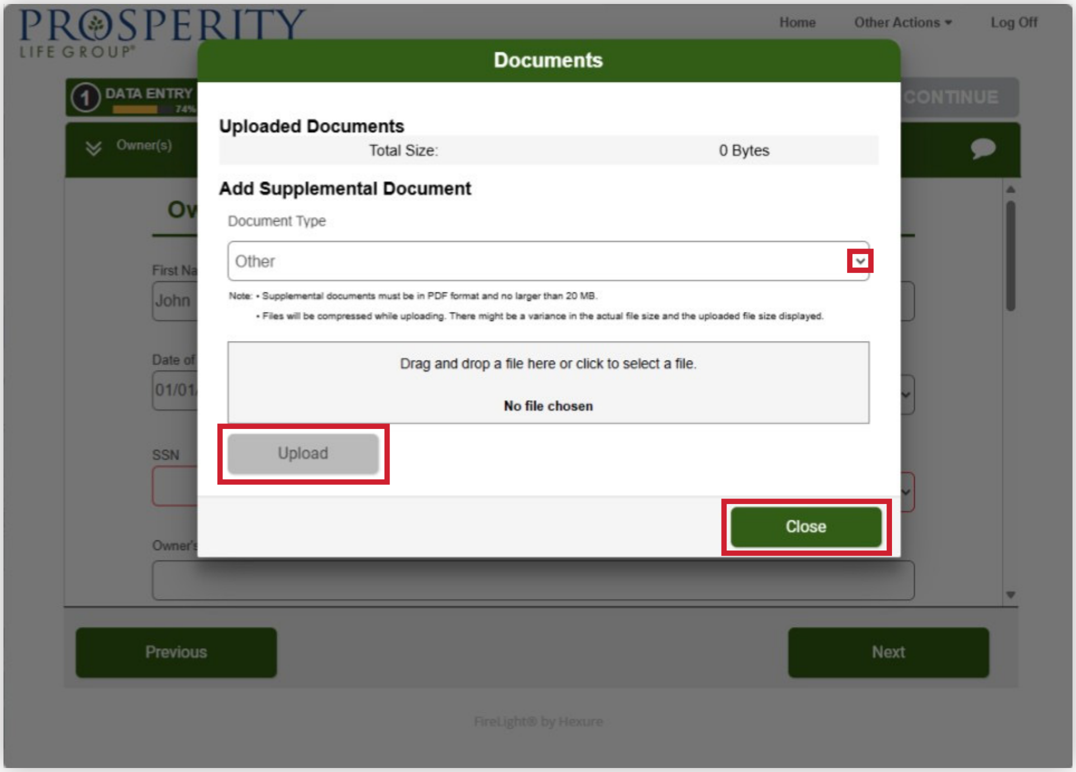


Other Actions

Additional documents (ID, account statements, etc.) can be uploaded at anytime throughout the process by accessing the **Other Actions** menu in the top right-hand menu.

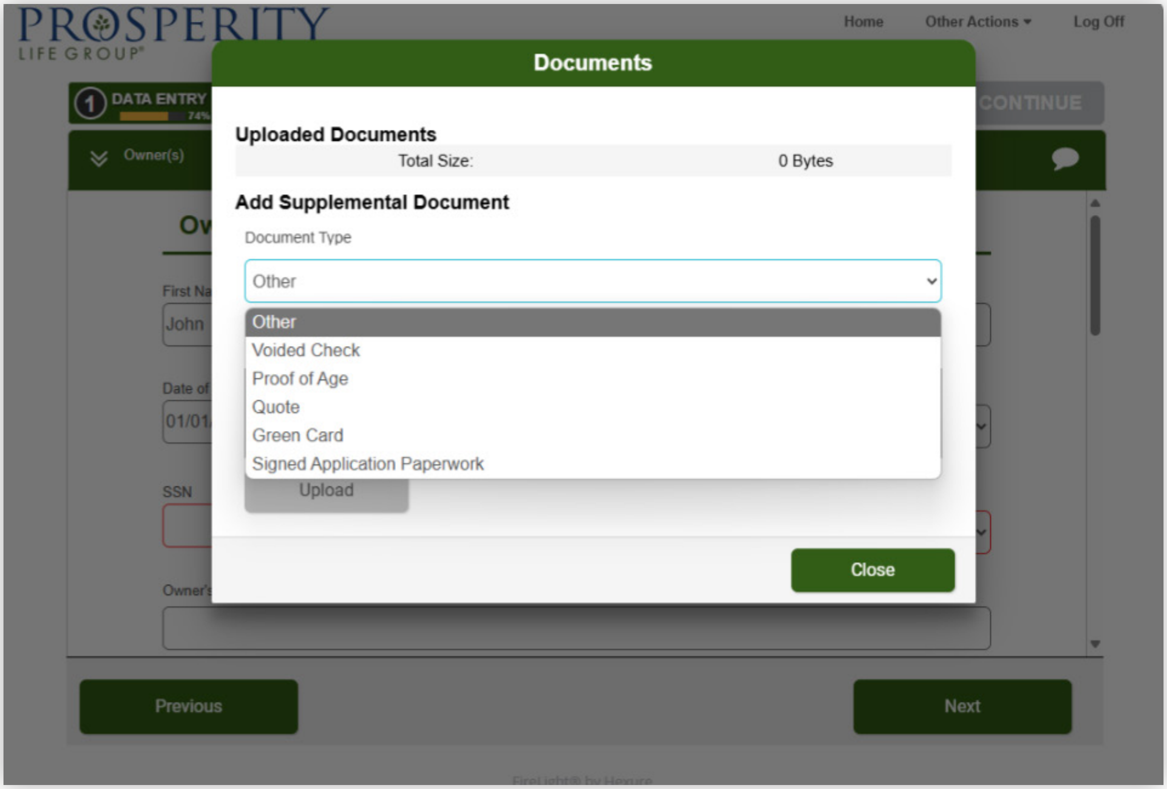


A dialog window will pop-up to prompt you to add any documents you want to submit with your application.

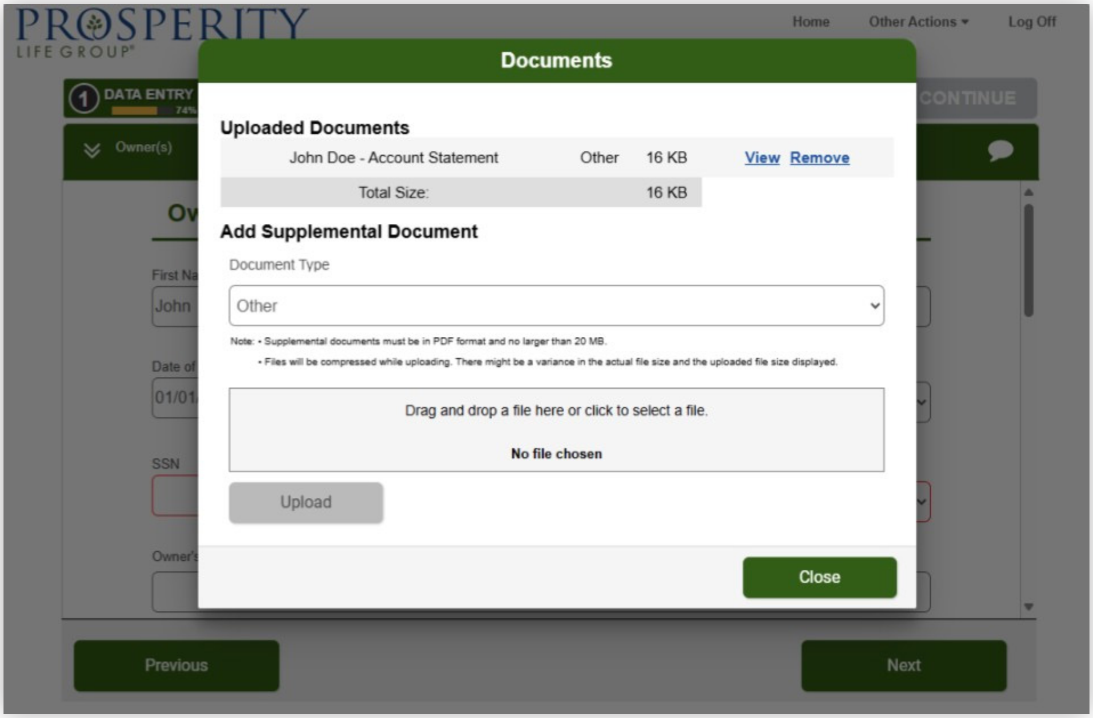


Other Actions

You can select the kind of document you are uploading on the **Document Type** and follow the same steps used to upload the illustration.



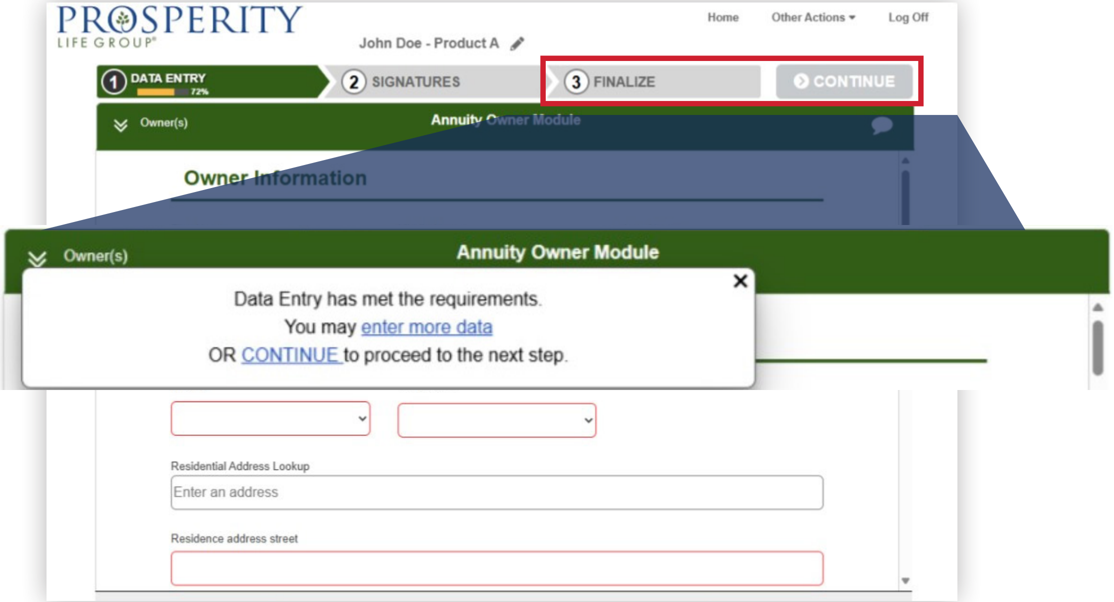
Uploaded Documents will list your files. You can upload additional documents by repeating the same steps in **Add Supplemental Document**.



Electronic Signatures

When all required information is input, a **Data Entry has met the requirements** message will be presented.

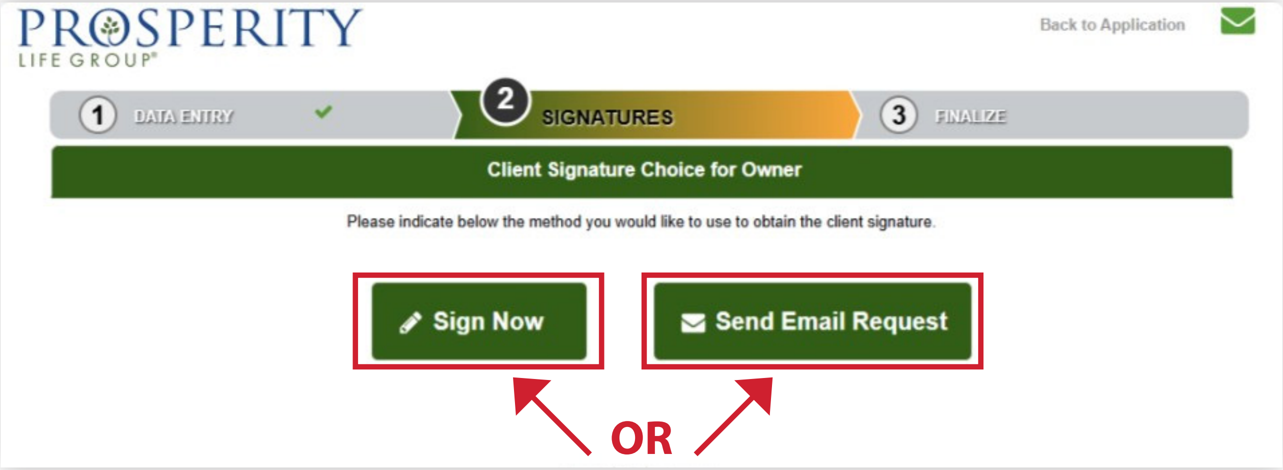
Clicking the **Continue** button will move the process onto the signature gathering activity.



Click on **Use E-Signature** to go through the process electronically. **Declining E-Signature** will prompt to print paper copies and collect wet signatures.

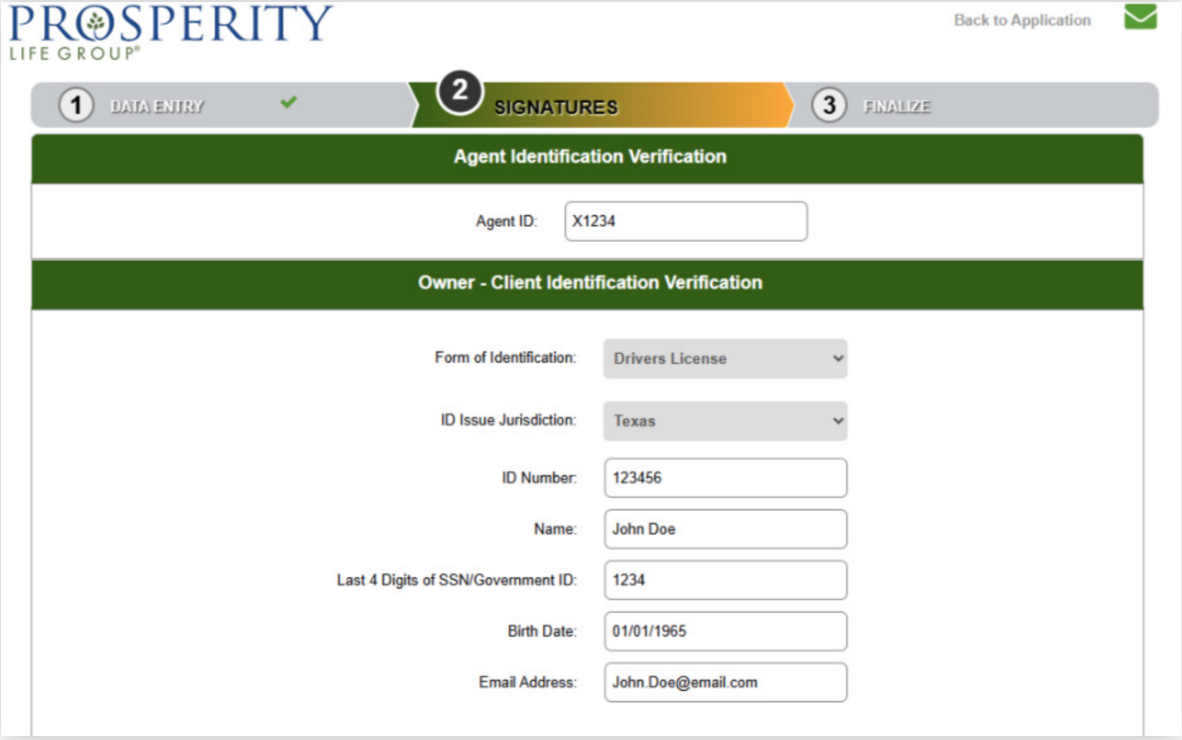
Electronic Signatures

Choose **Sign Now** if you are with the client in person, or **Send Email Request** to send an email link to the client to access and sign electronically.



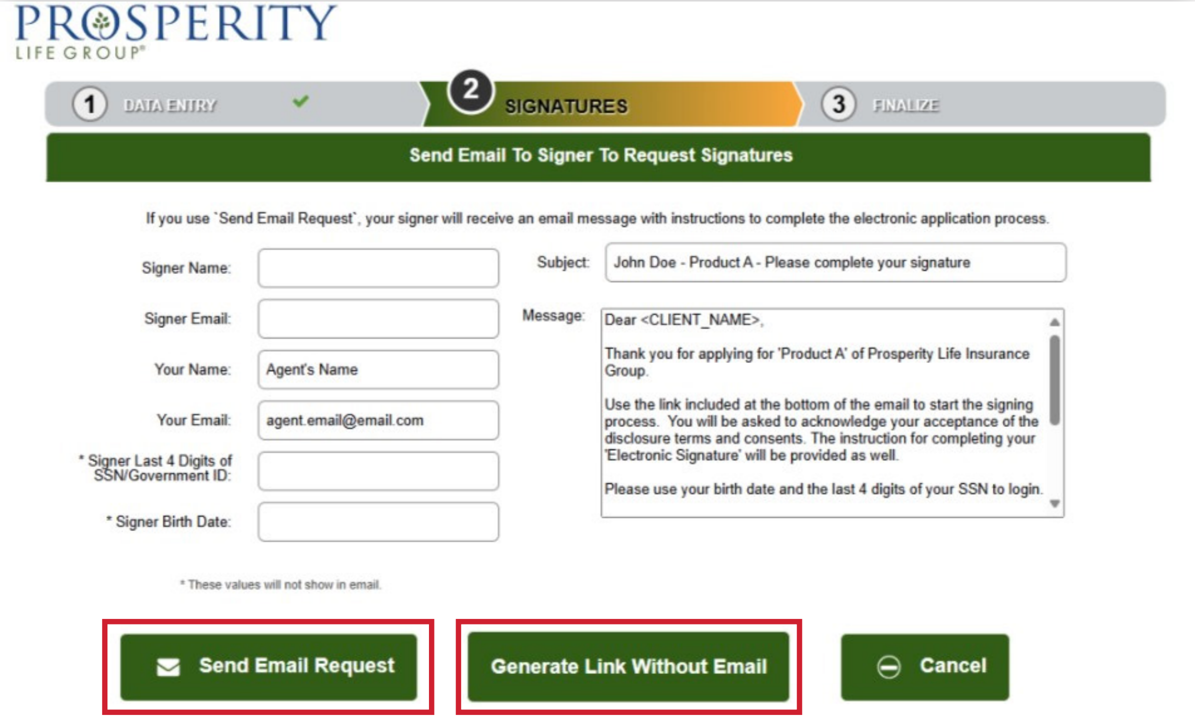
Owner Signatures — Sign Now

Enter the client's identifying information. This information will be required for the client to later access documents via the email link. Form of Identification can be Driver's Liscense, Passport, Resident Alien ID, or State Issued ID.



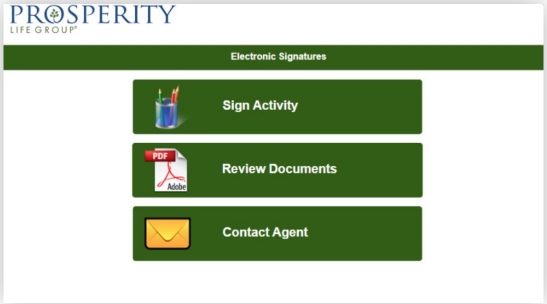
Owner Signatures — Send Email Request

Select **Send Email Request** to send a link via email or **Generate Link Without Email** to provide to the client directly. Enter the client's identifying information. **Your Name** and **Your Email** will be populated automatically using data from the **Preferences** screen *(available in the upper-right hand navigation on the Firelight homepage.)*



After clicking on the link, the client must enter their personal information to access the documents.

Then the client can review and sign documents.



eSign – Initials

Client must initial the documents *(if applicable)* prior to signing.

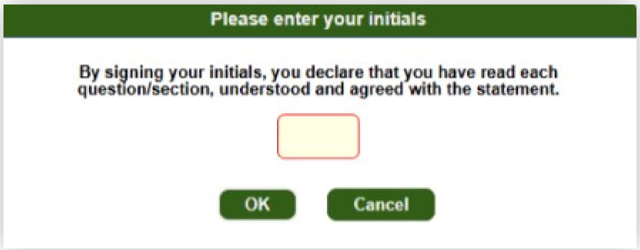
Use the arrows on the right to navigate to the page where initials are required.

Owner Initials Suitability Questionnaire

Click on the **blank box** next to the first statement to be initialed.

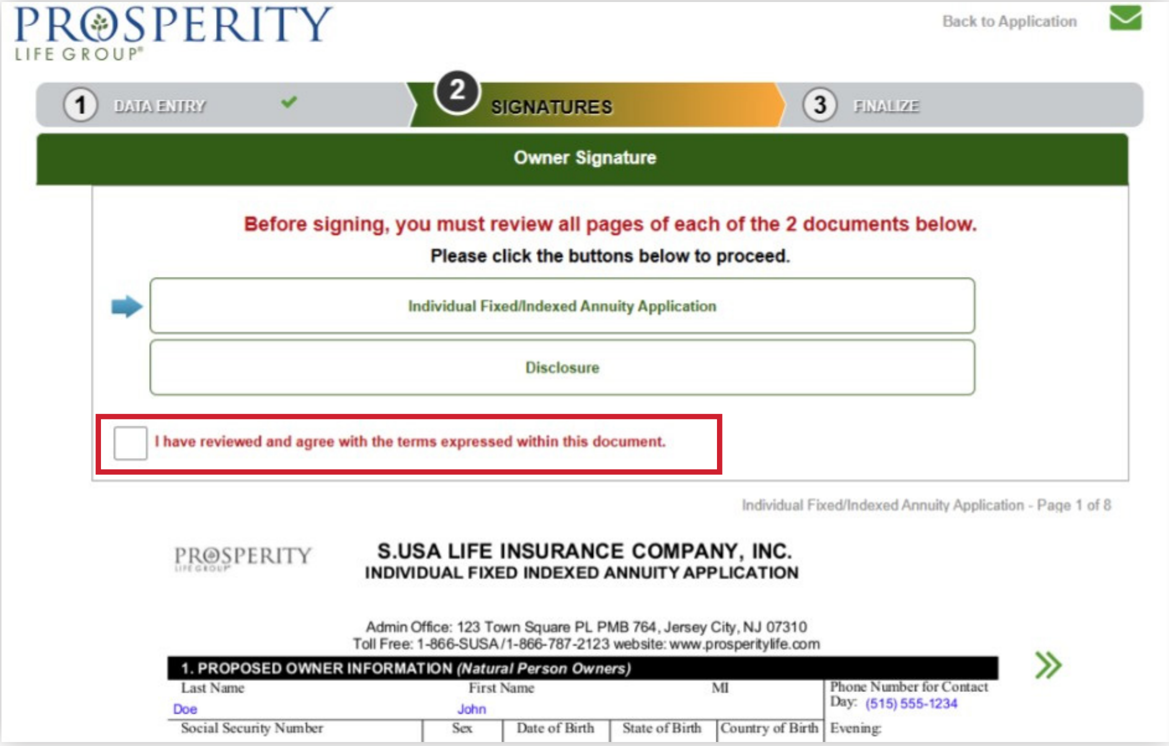
Client enters their initials into the window and clicks **Ok**.

Once the initials are entered for the first statement, the client clicks on the subsequent blank boxes to initial the remaining statements.



Review and Sign Documents

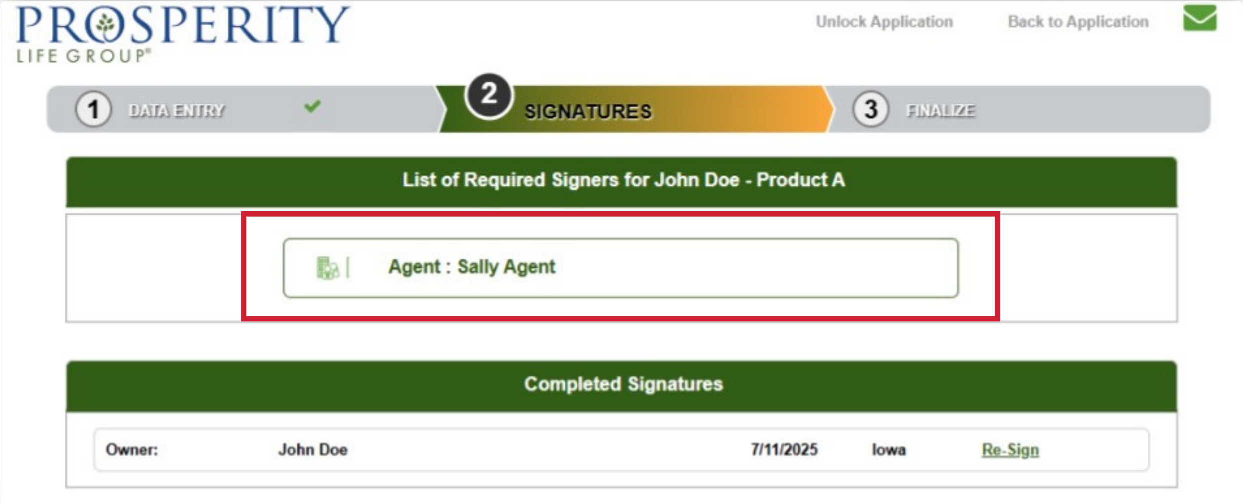
A list with the documents that need to be reviewed will be displayed. Click on **each form** to review all pages of each document. Click the **box at the bottom of the page** to acknowledge that the document has been reviewed.



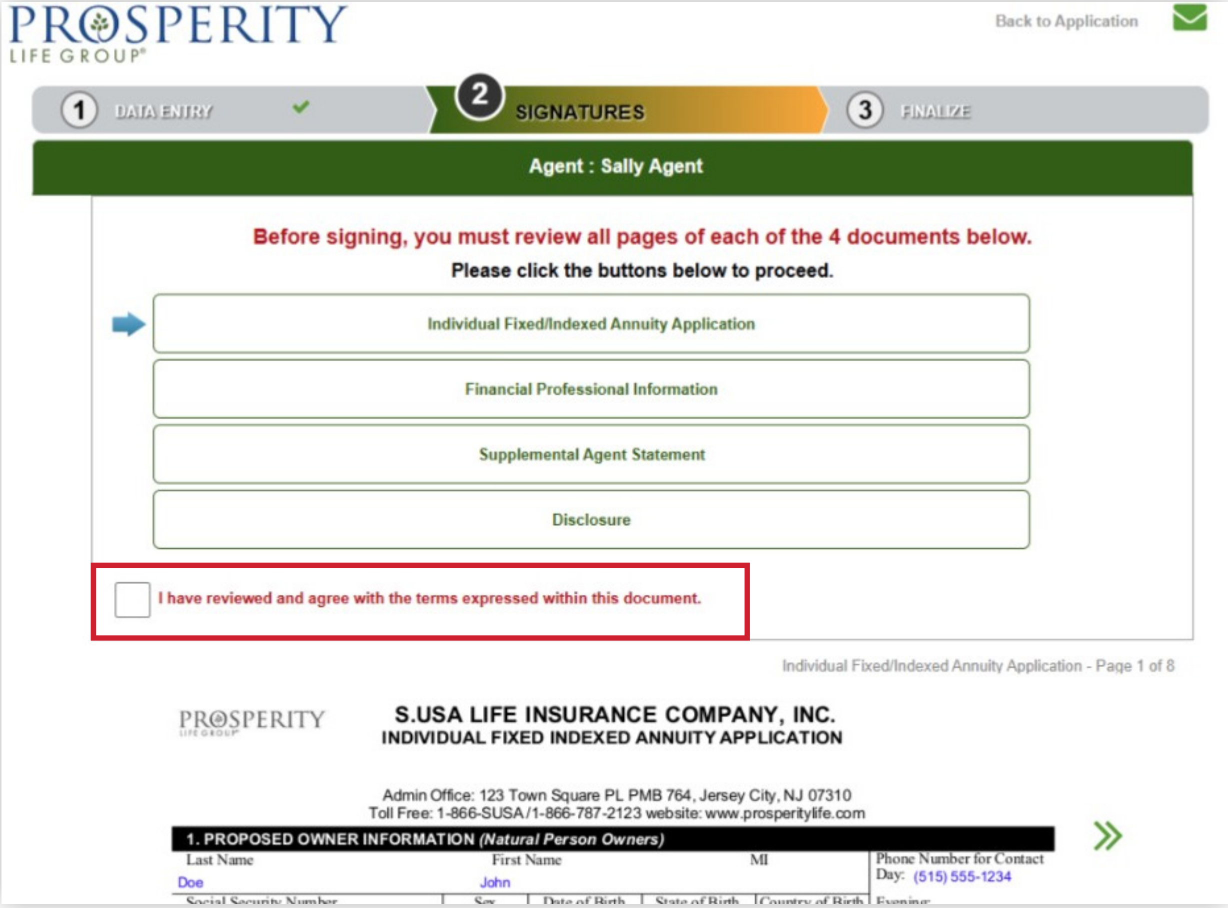
Default signature styles can be adopted, or each party can create a signature using the on-screen signature pad.

Review and Sign Documents

Agent review and signature process is the same as the client. Click the **Agent** button to begin the signature activity.

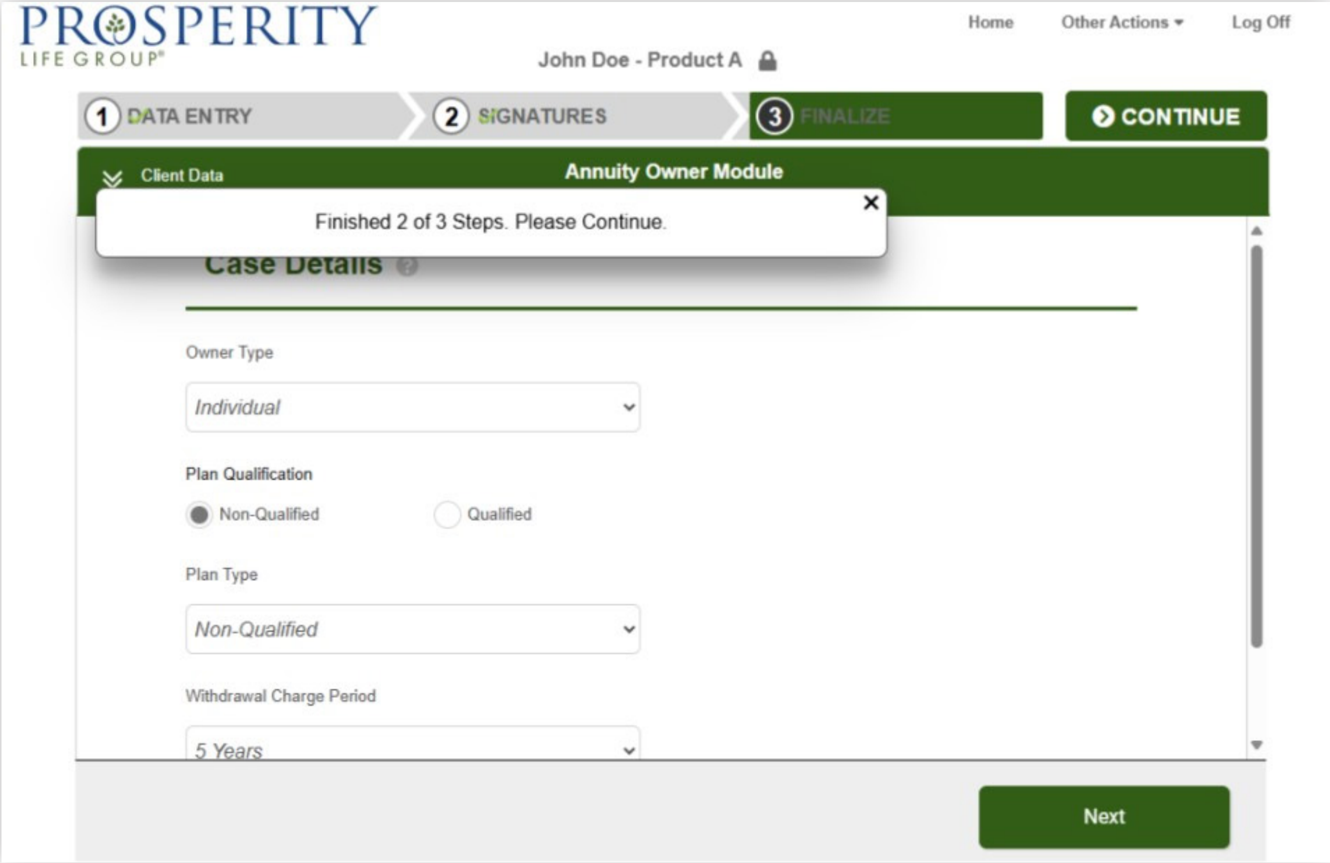


A list with the documents that need to be reviewed by the agent will be displayed. Click the **box at the bottom of the page** to acknowledge the document has been reviewed.



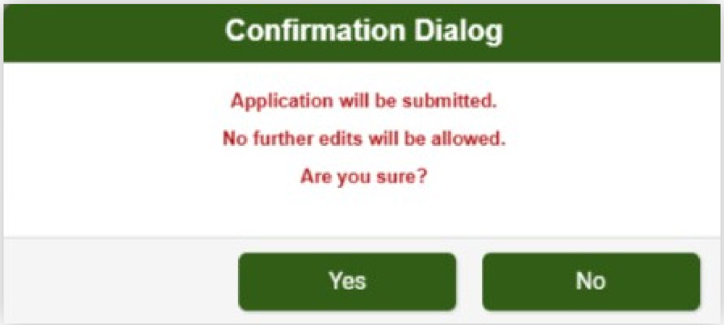
Submit

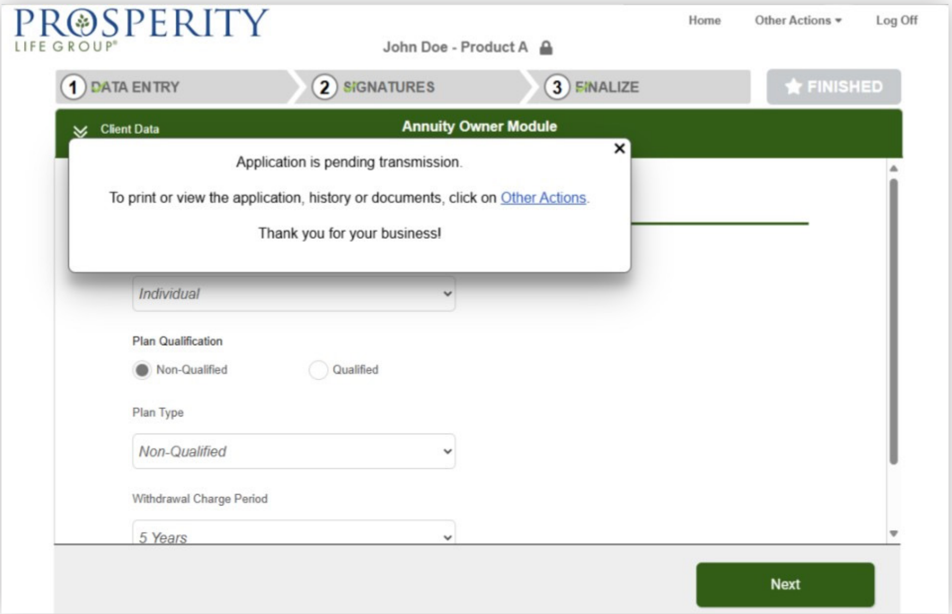
When all signatures are complete, you will be prompted to continue. Choose **Continue** to transmit the application to Prosperity immediately.



Submission

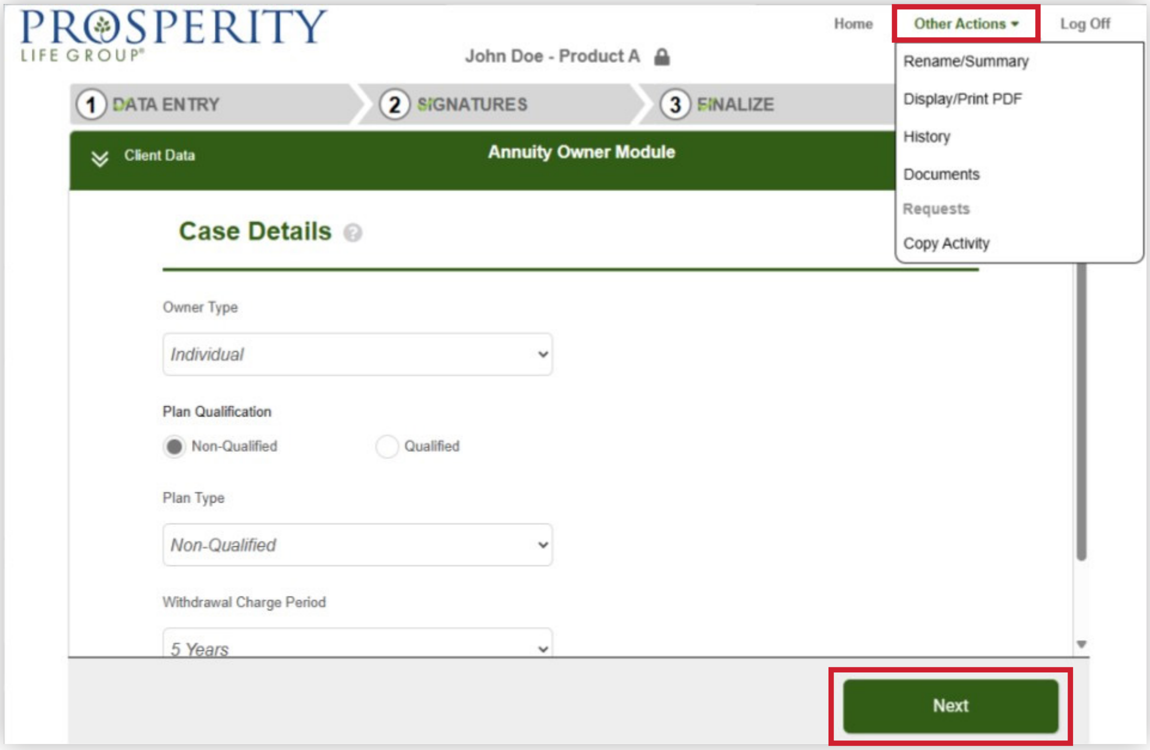
Confirm that the application is ready to be submitted to Prosperity Life Group. Once submission is confirmed, no further edits can be made to the application. After confirming, a message will appear stating the application is being transmitted.





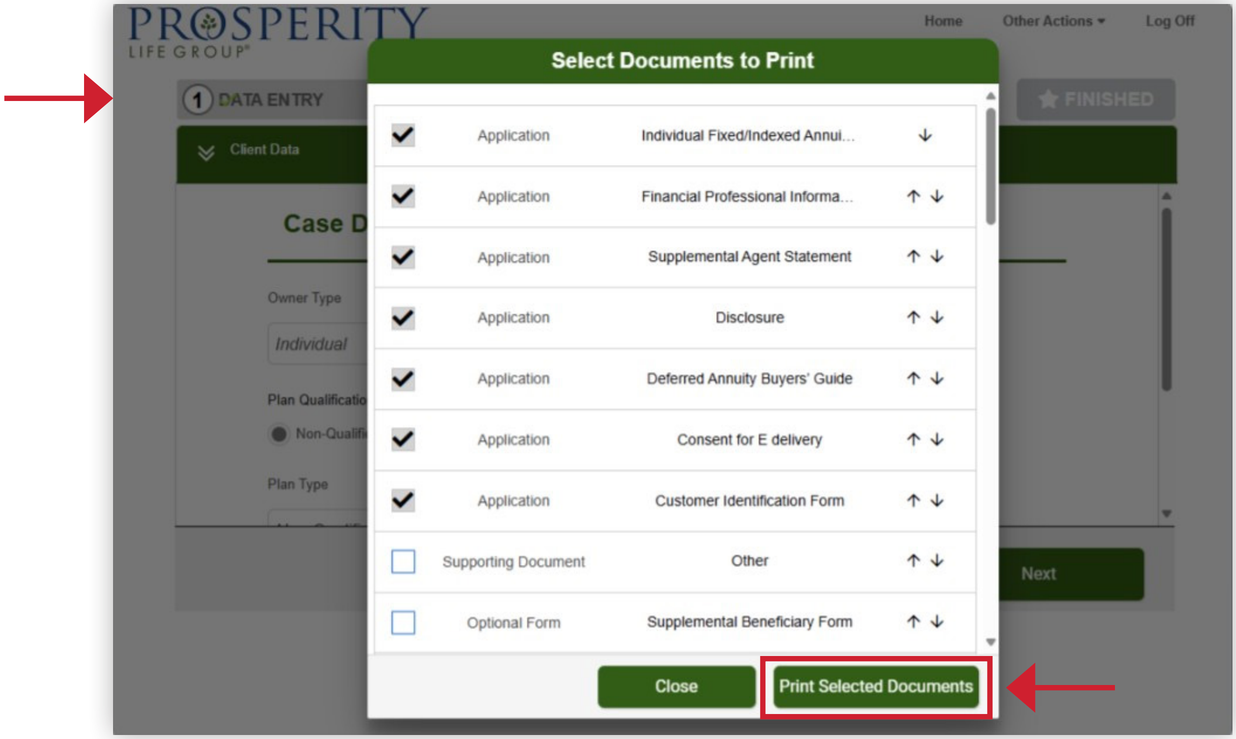
Other Actions

After submission, copies of the application can be printed or saved as a PDF through the **Display/Print PDF** option under **Other Actions**.

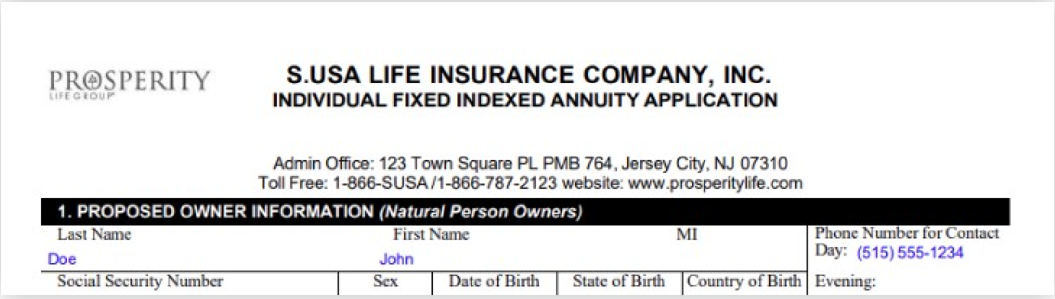


Other Actions

A pop-up window will show you the documents to be printed/saved. You may select the forms you want to print/save. Make sure your pop-ups are enabled. Once you click **Print Documents,** a new window will open with the document(s).



Print or download the PDF.



PROSPERITY LIFE GROUP

S.USA LIFE INSURANCE COMPANY, INC.
INDIVIDUAL FIXED INDEXED ANNUITY APPLICATION

Admin Office: 123 Town Square PL PMB 764, Jersey City, NJ 07310
Toll Free: 1-866-SUSA/1-866-787-2123 website: www.prosperitylife.com

1. PROPOSED OWNER INFORMATION *(Natural Person Owners)*

Last Name	First Name	MI	Phone Number for Contact
Doe	John		Day: (515) 555-1234

Social Security Number	Sex	Date of Birth	State of Birth	Country of Birth	Evening:

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Form# PLGM-2515-PLG