App Loader

## User Guide



## INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES<sup>SM</sup>

#### **Important Note**

Pages 1 – 4 illustrate how to create an account on the Agent Service Portal. If you have already created your account, you may skip to step 5 on page 4.

#### Step 1: Go to http://agentapps.royalneighbors.org Step 2: Click Begin Registration

1 Create Account	
2 Validate Agent Sta	tus
③ Customize Agent F	Profile
ed through a series of three steps to create, va gent App account. To get started, click the "Beg	

#### Step 3: Validate Agent Status

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INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES<sup>EM</sup>

### Create Agent App Account

1) Create Account

(3)

2 Validate Agent Status

Please provide the following details to confirm your contracted agent record with Royal Neighbors of America. Your agent record status must be validated and in an active status in order to proceed past this step of creating your account.

You will need to validate your identification by entering your Agent ID, last four digits of SSN, and your contracted email address.

Agent ID	BL08	
Last Four SSN 🕲	0381	
Contracted Email Address 🕲	joneshl@royalneighbors.org	
Cancel		Validate Agent Status

#### Step 4: Customize Agent Profile

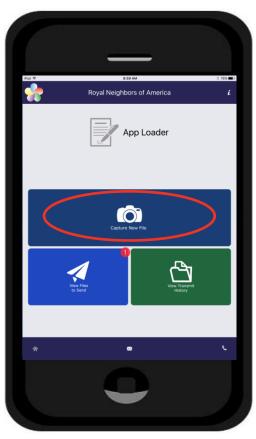
Create	SUPPORTING WOMEN	
Create	Agent App Ac	count
	1 Create Account	
	2 Validate Agent Status	
	3 Customize Agent Profile	
		st complete. Please provide a few more details so that we can customize perience with the Royal Neighbors Agent apps.
	Display First Name	Barry
	Display Last Name	LyonsSr
Customize your Agent	Mobile Access PIN 🕄	1234
Profile by entering your first and last name,	Email Settings	<ul> <li>Use my Account Username for notifications.</li> <li>Use my Preferred Email for notifications.</li> </ul>
your mobile access PIN, email settings and the name of your agency.	Company/Agency Name	RNA Test
	Cancel	Complete Account Registration
	© C	opyright 2015, Royal Neighbors of America Terms of Use

#### **Step 5: Mobile Application Center**

Once you go through the three step validation process, you will go to the "Mobile App Center." Simply choose if your mobile device is an Android or an iOS. on Center 🗙 🦳 ⊢ → C 🗋 agentappstest.royalneighbors.org/mobile-applicati NEIGHB Mobile Application Center AMER INSURING LIVES SUPPORTING WOMEN SERVING COMMUNITIES" Select your mobile device type Joseph Sparks Android 🗯 iOS A Edit Profile 🕒 Sign Out **MOBILE APP CENTER** If you choose Android, If you select the iOS option, you you may download App will need to click the "Get Usage Loader directly from the Code" link. **GooglePlay Store.** This link will allow you to download the app from the Apple B2B Store (if you are already on n 🔎 - 🖴 👶 🙀 Mobile Application Center I https:/ your mobile device). If you are on a Eile Edit Yiew Fgvorites Lools Help computer, you will have the option O Share Browser WebEx \* to have the link emailed to you so NEIGH that you may access the app store Mobile Application Center later on your mobile device. AMER INSURING LIVES Using your Agent App Account, you have access to the following mobile app offer specific features to support the important activities you perform as a published by Royal Neighbors of America. These apps SUPPORTING WOMEN tracted Agent SERVING COMMUNITIES Select your mobile derice type: **Ruben Enriquez** Android ¢ ios 🛔 Edit Profile 🕪 Sign Out d Agent Access CAPP Loader Tool to photo capture a paper application to subm t electronically to MOBILE APP CENTER Provides access to key agent tools including the Quick Quote Calculator Royal Neighbors Underwriting ✓ SUPPORT Get Usar (note: One usage code required per device) (note: One usage code required per device) Copyright 2015 Royal Neighbors of America

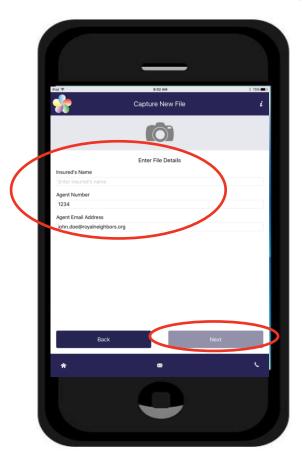
The following pages illustrate how to use App Loader

#### Step 1: Capture New File



Take a photo of your client's application, check, or ID.

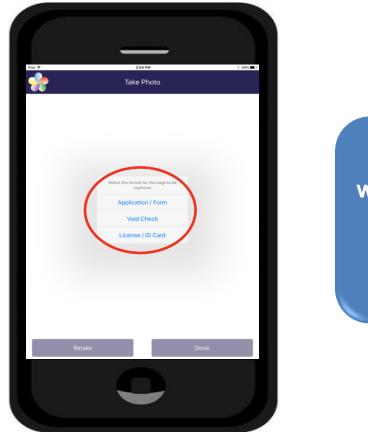
**Step 2: Enter File Details** 



Fill out the insured's name, your agent number, and your email address that Royal Neighbors has on file.

Click Next to select a file type.

#### Step 3: Select the Format for the Page to be captured



Select whether you want to take a photo of your client's application, voided check, or license/ID

#### **Step 4: Capture Application Forms**

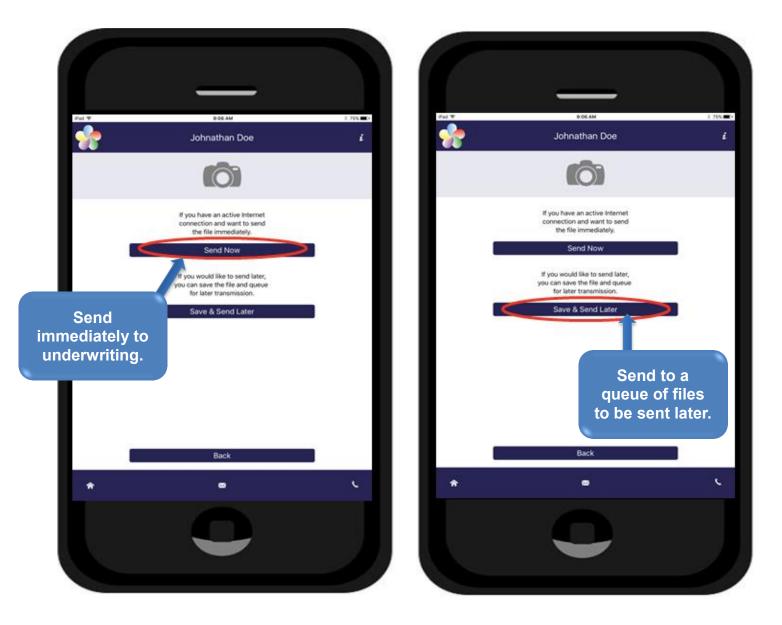
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Form 2484; Rev. 9-2016

#### Step 5: Adding Additional Pages

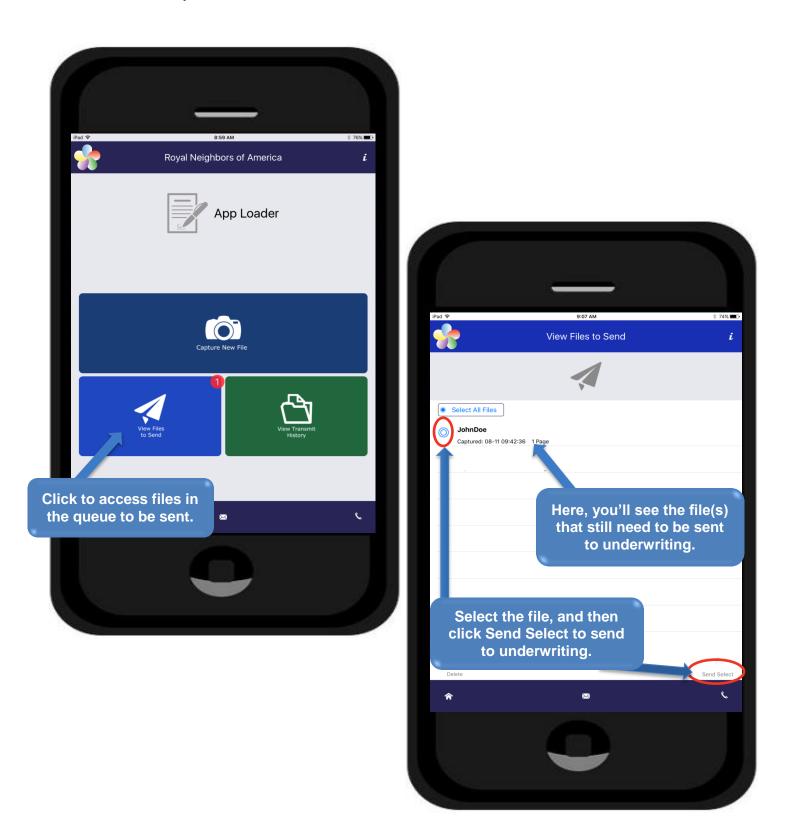




#### Step 6: Send New File (Continued)

#### **Optional Step: View Files to Send**

If you chose the Save and Send Later Option (Step 6), you may click on the View Files to Send button and then choose which files you want to send.



## Additional App Loader questions? We're here to help!

# <u>CONTACT SALES</u> <u>SUPPORT</u> (800) 770-4561 Option 1, Option 5

AVAILABLE, MONDAY – FRIDAY; 8 A.M. – 5 P.M. CENTRAL TIME