

# Medico...Anytime. Anywhere. MyEnroller.

Revolutionize your business by using this electronic platform to quote all products.

You can also submit electronic applications for:

- Medicare Supplement
- Dental, Vision & Hearing
- Short Term Recovery Care
- First Diagnosis Cancer
- Hospital Indemnity

*Every product other than our life product can be sold on the My Enroller.*



Corporate Office – Omaha, NE  
Administrative Services – PO Box 10386  
Des Moines, IA 50306  
[www.gomedico.com](http://www.gomedico.com)  
Toll-Free 1-800-228-6080

Checklist for Medicare Supplement

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### ***Remote Sales Process***

**Remote Sales Process (RSP)** is a way for you to sell our Med Supp policy over the phone, saving you time and money.

Our **Remote Sales Process** records the Personal Health Interview and the verification that the applicant has received all of the proper forms.

Our goal with the Medicare Supplement Product has always been, and continues to be, to offer competitively-priced plans and keep our annual rate increases as low as possible. Proper underwriting increases the chances of having more stable rates and more reasonable rate increases.

Completed RSP applications can be uploaded through our Medico Information Center (MIC) website. You may also mail or fax applications to our Administrative Office.

The procedure and checklist on how to use **RSP** is on the back side of this letter.

Give **RSP** a try!

(over, please)

## Remote Sales Process Checklist

This process records the client confirmation in place of the signature for Med Supp insurance.

**\*Note that this process is for Underwritten and Open Enrollment applications only. Other Guaranteed Issue situations must be submitted with a “wet signature.”**

1. If applicant has an email address, email the following forms to the applicant. If not, mail the forms and follow up to complete the application after the forms have been received by the applicant.
  - Application
  - Outline of Coverage
  - HIPAA-Compliant Authorization
  - HIPAA-Compliant Privacy Notice
  - Link to the MEDICARE BUYERS GUIDE (A Guide to Health Insurance For People With Medicare) (In Wisconsin, link to Wisconsin Guide to Health Insurance for People with Medicare)
  - Replacement Notice, if the replacement question is answered “yes”
  - State-Special Forms
    - Colorado: Commission Disclosure (MI25F-008)
    - Iowa: Senior Counsel Notice (MI9F-2590B)
    - Illinois: Policy Checklist (MI9F-4370)  
Notice Regarding Civil Unions (MI9F-4421)
    - Kentucky: Comparison Statement (MI9F-4372)
    - Louisiana: Genetic Information Disclosure (9F-4446)
    - Nebraska: Senior Counseling Notice (MI9F-4223)
    - Nevada: Lapse Notice (MI9F-2953)
    - Virginia: Attained Age Notice (MI9F-4376)
  - GLB-Compliant Privacy Notice
  - Payment Authorization
  - Electronic Consent and Disclosure
2. Once the applicant confirms receipt of the forms, complete the application (and any other forms) in their entirety. In the signature blanks, type the applicant’s name and add “Voice Authorization.” Write the applicant’s Social Security Number (do not use dashes or spaces, e.g. xxxxxxxx) in the upper right hand corner of the application. If the applicant declines to give his/her Social Security Number, the application will have to be completed with a “wet signature.”
3. Scan and/or save the PDF file. While saving the file, name the file with the applicant’s social security number without dashes or spaces (xxxxxxx). Upload the following forms to the Medico Information Center (MIC) website (you may also mail or fax the forms):
  - Application
  - HIPAA-Compliant Authorization
  - Payment Authorization
  - Replacement Notice, if applicable
  - State-Special Forms
    - Illinois: Policy Checklist (MI9F-4370)
    - Kentucky: Comparison Statement (MI9F-4372)
    - Nevada: Lapse Notice (MI9F-2953)
4. Once the application has been received by our Office, our underwriting team will call the applicant to verify the voice signature and complete the Personal Health Interview, if necessary.

**NOTE: The Producer must be licensed and the product approved in the applicant’s resident state.**

**Please use the Automatic Bank Withdrawal method or Credit/Debit Card Method (where available) of payment for RSP; either monthly or quarterly mode.**

# Using Medico's MyEnroller<sup>SM</sup>... easy as 1, 2, 3



## Step 1 Log into MIC GoMedico.com

## Step 2 Select the MyEnroller<sup>SM</sup> tab



## Step 3 Click to download or open



**MyEnroller<sup>SM</sup> Online** provides an online experience (internet connection required for use) to Quote all of Medico's products and submit Medicare Supplement, Dental, Vision & Hearing, Hospital Indemnity, Short-Term Recovery Care and Lump Sum Cancer applications. The online version will also require that you download Citrix or Citrix receiver to your computer, iPad or Android. To go direct to the online version go to enroll.GoMedico.com (no www).

**MyEnroller<sup>SM</sup> Offline\*** is a downloadable version of the software which installs on your supported PC, laptops or tablets and allows you to obtain rates and write applications without being continuously connected to the internet. Once an internet connection is available, a simple sync process initiated by you, submits your new business applications to Medico. You can then do enrollments online or offline when you click this icon on your desktop.

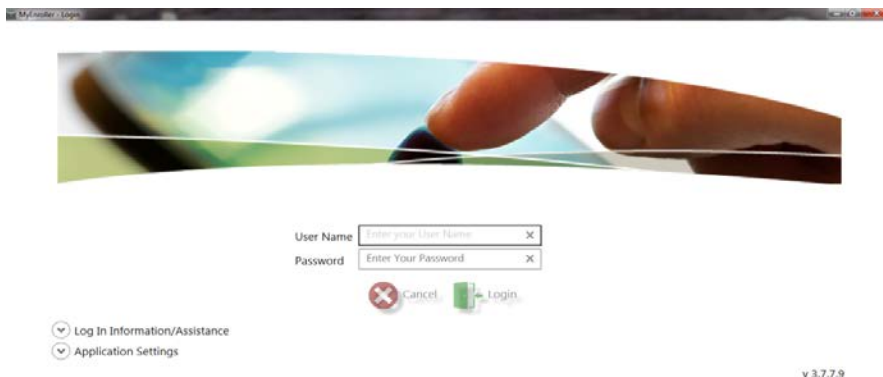


**This is the preferred process as it adds so much flexibility on how you can do business.**

\*This option is not available for iPads or Androids.

## You are ready to quote and enroll

Enter the same user name and password you use on our agent website Medico Information Center (MIC) [mic.GoMedico.com](http://mic.GoMedico.com) (no www)



For Agent Use Only