HOW TO DO BUSINESS GUIDE
ACE MEDICARE SUPPLEMENT

Website: www.acemedicaresupplement.com

New Business Mailing address:

ACE Property & Casualty Insurance Company
Medicare Supplement Administration
P.O. Box 10856
Clearwater, FL 33757-8856
Overnight Address: (FOR USE ON OVERNIGHT MAIL ONLY)

ACE Property & Casualty Insurance Company
17757 US HWY 19 N, Suite 660
Clearwater FL 33764

Claims, Underwriting, Customer Service and Commissions:1-800-601-3372

Underwriting Fax # 1-877-755-7370

New Business # 1-877-373-4562

Marketing Support & Agent Licensing: 1-866 454-0809 Ext 114582

Accessing Agent Portal: Click Here

- First time users will need to register.
- Click on **Agent Login** in the top right corner of the screen.
- Click on **Register here** under **First Time User?** In the middle of the page.
- Fill out the **Profile Information** and **User Details** and click **Submit**.

To Submit Business:

- Login to the Agent Portal using the **User Name** and **Password** you created and click **Login**.
- The **eApp** menu can be accessed from the navigation bar at the top of the screen or the home page.
- Each provides options to **Get a Quote**, **Create New eApplication**, or view the **eApp dashboard**.

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To Check Commissions:

- Login to the Agent Portal using the **User Name** and **Password** you created and click **Login**.
- The **Earnings** menu can be accessed from the navigation bar at the top of the screen or the home page.
- Click on **Commission Statements.**
- Click the **(+) Search Records** and select a date range.

To Check Pending Business:

- Login to the Agent Portal using the **User Name** and **Password** you created and click **Login**.
- The **Inquiries** menu can be accessed from the navigation bar at the top of the screen or the home page.
- You will be able to check **Applications, Policies**, and view **Agent Hierarchy**.
- Click the **(+) Search Records** and fill out the **Search Parameters** and click **Search**.

To access sales and marketing supplies:

- Login to the Agent Portal using the **User Name** and **Password** you created and click **Login.**
- The **ACE Med Supp Store** can be accessed from the navigation bar at the top of the screen.

For questions, please call Senior Marketing Specialists at 800-689-2800.

Senior Marketing Specialists
801 Gray Oak Drive, Columbia, MO 65201 | (800) 689-2800 | www.smsteam.net