

HOW TO DO BUSINESS GUIDE AMERITAS



Website: www.ameritas.com

Agent Services: (855) 517-5307 Option 4

Agent Services Email: agentservices@ameritas.com

Mailing Address:

Ameritas
PO Box 81889
Lincoln, NE 68501-1889

Fax: 402-467-7338

First Time Logging In:

1. Go to <https://producerportal.ameritas.com>.
2. Click **Register**.
3. Fill out all the registration steps, you will need the **last 5 digits** of your Agent/Agency number and your **business zip code**. (To access commissions paid to an agency, you must register with your Agency ID)
4. Create **User ID**, verify **email address**, and finish creating your account.

To Submit New Business:

1. Log into [Agent Portal](#).
2. Click the blue **Quote** button (upper right side of dashboard)
3. Click on **Quote for Individual Products**.
4. Go to your shopping site by clicking the **blue link** in the **URL column** or copy the **shopping URL** by selecting the **page icon**.

To Check Business:

1. Log into [Agent Portal](#).
2. Click on **Inforce Block** in the menu.
3. You can then search by **Policyholders** name or **Member ID**.

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To Check Commissions:

1. Log into [Agent Portal](#).
2. Click on **Compensation** in the menu.
3. You can then select **Statements** or **Reports**.

To Access Agent Marketing Toolkit:

1. Click Here: [Marketing Tool Kit](#).
2. You will be able to access marketing materials, educational materials, customer facing materials, social media content, and information about your Ameritas sales representatives and support staff.

Other Resources:

- How to check a status of an application:
Call the Administrative Team at 800-300-9566 or email at cs@ameritas.com.
- How to find in-network dentists:
<https://dentalnetwork.ameritas.com/classic>
- Product and Administrative Forms:
<https://www.ameritas.com/employee-benefits/forms/>

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