How to do Business Guide
Gerber Life Final Expense

Agent Portal: www.gerberlife.com

Agent Support: 800-428-4947

Pre-Sale Support Email: gerberlifeagencysales@gerberlife.com

Underwriting Email: glic.agency.underwriting@gerberlife.com

New Business/Underwriting Fax: 877-608-4634

New Business Mailing Address:

Gerber Life Insurance Company

445 State St.

Fremont MI 49412

First Time Logging in:

1. Go to the Agent Portal
2. In the top menu click **Gerber Life Agent Portal.**
3. Your **User ID** is the 8-digit Agent ID provided in the Welcome Letter from Gerber Life Contracting – without the dash.

- If you are an **Agent**, the Initial **Password** is your last name, or the first 8 letters of your last name (Agent).
- For **Agencies**, the Initial **Password** is the last segment of the Agency name as shown on the Welcome Letter (including punctuation). For example, if the Agency name on the letter is XYZ Agency INC., the initial password is INC. (including the period).

To Submit Business through E-app:

1. Go to the Agent Portal
2. On the home screen choose the product you wish to apply for by clicking **Start a Quote.**
3. A box **Top Reasons Adult Whole Life Applications are Declined** will pop up click **Continue**.
4. Fill out the required information and click **Continue**.

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To Check Commissions:

1. Go to the [Agent Portal]
2. Click on **Commissions & Appointments**, this will open a new browser tab.
3. Hover your mouse over **Commissions**, click **Commission Details**.
4. Select **Statement from Date** and **Statement to Date**.
5. If you have down-lines, you can in the searchable box **Show All My Agents**, by selecting **Yes** this allows you to view all writing agents in your down-line; while selecting **No** allows you to view all commissions generated to the ID logged in as.

To Check Pending Business:

1. Go to the [Agent Portal]
2. Hover your mouse over **My Customers**, click **My Case Status**.
3. Use the **Case Status Search** Options to select a specific case.
4. Use the **Case Status Grid** to select columns you want to view.
5. For exporting data, you can **Download as Microsoft Excel** document.

Products and Documents:

1. Go to the [Agent Portal]
2. Hover your mouse over **Documents**, click **Documents Dashboard**.
3. Here you can find **Product Documents** and **Agent Documents**.
4. By clicking on the Product, you can find: **Sales Ideas, Sales Materials, Training Materials, and Underwriting Guides.**

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