

HOW TO DO BUSINESS GUIDE MANHATTAN LIFE DENTAL, VISION, AND HEARING



Website: www.manhattanlife.com

Agent Services: 1-800-999-2971

Online Enrollment Problem Helpline: 888-441-0770

First Time Logging in:

1. Go [here](#).
2. Click "I want to register."
3. Follow the steps for new user registration.
4. Once you have completed, you may have to log in with your username and password.

To Submit Business through E-app:

1. Log in to your agent portal.
2. On the main page, click "Click to Launch" in the blue box.
3. On the right side, click "Get Started."
4. Here you can quote and enroll clients.

To Upload an App:

1. Log into your agent portal.
2. On the main page, scroll down a little to "Easy Upload."
3. Select the product and applicant's name and birthday.
4. Click "Upload" to select your attachment.
5. Once you upload it, you will have to click "Select."

To Check Commissions:

1. Log into your agent portal.
2. On the left side, click on "Commissions".
3. Click Commissions.
4. On the far right click on the blue button to check commissions by Statement or Transactions.

To Check Business:

1. Log into your agent portal.
2. On the left side bar, click on "Inforce Business
3. Click "Agent Policy List".
4. Filter for a policy or see list of policies below.

Senior Marketing Specialists

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

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To set up a Personal URL:

1. Log into your agent portal.
2. On the left side bar, click on “Agent Tools.”
3. Click on “Enrollment Links.”
4. Scroll down to *Dental Vision and Hearing Insurance 2019*
5. Either right click on link and select COPY option from context menu or just press CTRL+C and copy to your website, social page, or email to your client.

Other Resources:

- Under “Agent Tools,” you can order supplies, have access to their training library, and more!

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

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