

HOW TO DO BUSINESS GUIDE PAN AMERICAN LIFE



SENIOR MARKETING
SPECIALISTS

Customer Service: 855-777-0400

Fax Number: 888-433-4795

Address: Pan-American Life Insurance Company Administrative Office

PO Box 27248

Salt Lake City, UT 84127-0248

First Time Users:

1. Go to: <https://pan.admin-portal.org/>
2. Click "Agent."
3. Click "Create Account."
4. Fill in all required fields and click "Create Account" once you are finished.

To Check Business:

1. Log into your agent portal at: <https://pan.admin-portal.org/>
2. Click "Client Policies List" on the side left.
3. You will be able to search your clients written by you, or any of your downline agents.

To Check Commissions:

1. Once you are logged into your agent portal, click "Document Center" on the left side.
2. Then click "Commission Statements"
3. You will be able to search by agent number or date.

To Enroll Using E-app:

1. Once you are logged in to your agent portal, click "Electronic Application" on the left side bar.
2. To start a new application, select your writing number and "Electronic Application with FireLight." Then click "Launch FireLight."
3. Click "Application" under "Start New."
4. Follow the steps to finish enrolling your client.

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Other Resources:

- Agent Portal User Guide: [here](#)

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