

# HOW TO DO BUSINESS GUIDE WESTERN UNITED LIFE ASSURANCE



SENIOR MARKETING  
**SPECIALISTS**

**Website:** [www.manhattanlife.com](http://www.manhattanlife.com)

**Agent Services Email:** [csmesupp@manhattanlife.com](mailto:csmesupp@manhattanlife.com)

**Agent Services Number:** 800-877-7703

**New Business Fax:** 713-583-2738 or use “Easy Upload” in your agent portal.

## **First Time Logging in:**

1. Go to [here](#)
2. Click “I want to register.”
3. Follow the instructions to complete the new user registration.
4. You may need to log in with your username and password.

## **To Submit Business through E-app:**

1. Log in to your agent portal.
2. On the left side bar, click on “Agent Tools”.
3. Drop down appears click on “Individual Enrollment”.
4. Choose “WULA Medicare Supplement” and click on “Click to Begin.”
5. Begin application.

## **To Check Commissions:**

1. On left side bar in your agent portal, click on “Commissions”.
2. Click on “Commissions”
3. On far right click on “Statement”, blue box on right.
4. Select a Statement date from pull down.
5. Click on chosen date.

## **To Check Business:**

1. On the left side bar in your agent portal, click on “Enforce Business”
2. Click on “Agent Policy List”
3. Fill in information you are searching for and click “Apply Filter”.

**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](http://www.smsteam.net)