

HOW TO DO BUSINESS GUIDE WOODMENLIFE



Agent Portal: www.mutualofomaha.com

Agent Support: 800-693-6083

New Business/Underwriting Fax: 1-866-422-9139 (Automated Bank Account Withdrawal Applications Only)

Mailing Address:

WoodmenLife

PO Box 2944

Omaha, NE 68103-2944

Overnight/Express Address:

WoodmenLife

3316 Farnam St

Omaha, NE 68175

First Time Logging in:

1. Open your web browser (Chrome, Edge, Firefox, or Safari) and go to www.mutualofomaha.com.
2. Click on **Sign In** in the right corner.
3. Click **Sales Professionals Access**.
4. Click **Register** at the bottom.
5. Follow the instructions. You need your seven-digit WoodmenLife production number to register.

To Submit Business through E-app:

Electronic applications can be accessed through one of the following:

SPA: www.mutualofomaha.com/broker

WoodmenLife: www.insurancetoolsportal.com

1. Login to your [Agent Portal](#).
2. Hover your mouse over **Sales & Marketing**.
3. Click on **Electronic Applications**.
4. Click on **Medicare Center**.

Senior Marketing Specialists

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

HOW TO DO BUSINESS GUIDE WOODMENLIFE



To Check Commissions:

1. Login to your [Agent Portal](#).
2. Hover your mouse over **Reports** in the Top Menu.
3. Click on **Compensation Information**.

To Check Pending Business:

1. Login to your [Agent Portal](#).
2. On the home page, under **Case Status**, you can search by production number or policy number.
3. To check all other policies, under the left column click on **Policyholder Information**.
4. To check pending cases, hover over **Reports** at top of page and select **Case Monitoring**.

To Order WoodmenLife Materials:

1. Login to your [Agent Portal](#).
2. In your agent portal, hover your mouse over **Sales & Marketing**, click **Forms & Materials**.
3. Fill in search information and click **Search**.
4. After searching, select the document name and download it as a PDF.
5. Click the green plus sign to the left of the document name to add the materials to a single package.
6. When finished adding, click the **Show Forms Package** button at the top right and select if you would like materials emailed to you or available for print.

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