

# HOW TO DO BUSINESS GUIDE MOO MEDICARE SUPPLEMENT AND ANCILLARY PRODUCTS



**Website:** [MutualofOmaha.com/broker](http://MutualofOmaha.com/broker)

**Sales Support:** 800-693-6083

**Sales Support Email:** [sales.support@mutualofomaha.com](mailto:sales.support@mutualofomaha.com)

**Underwriting:** 800-995-9324

**New Business Fax:** 866-799-9076 \*When initial premiums are paid through Automated Clearing House (ACH)

## **Addresses for Mailing New Business:**

### **Normal Mail Delivery:**

Mutual of Omaha  
P.O. Box 3608  
Omaha, NE 68103

### **Overnight/Express Address:**

Mutual of Omaha  
3300 Mutual of Omaha Plaza  
Omaha, NE 68175

### **First time Logging in:**

1. Go to [www.mutualofomaha.com](http://www.mutualofomaha.com)
2. Click on **Sign In** in the right corner.
3. Click **Sales Professionals Access**.
4. Click **Sign Up** at the bottom.
5. Follow the instructions. You need your seven-digit Mutual of Omaha production number to register.

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

1. Log into your agent portal.
2. Across the top bar, click **Sales & Marketing**.
3. Click **Electronic Applications**.
4. Click on blue box **Start or Continue e-App** for which product you want to write.

\*\*\***(Note)** below the blue box **Start or Continue e-App** you can practice writing apps by clicking on the **Sandbox** which is available for Medicare Supplements, Dental, Long-Term Care, and Disability products.

## **Senior Marketing Specialists**

801 Gray Oak Drive, Columbia, MO 65201 | (800) 689-2800 | [www.smsteam.net](http://www.smsteam.net)

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## To Check Commissions:

1. Login to your agent portal.
2. Across the top bar, under **Reports**, click **Compensation Information**.

Broker Compensation Statement Guide: [here](#).

## To Check 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 Mutual of Omaha Materials:

1. In your agent portal, across the top bar under **Sales & Marketing**, click **Forms & Materials**.
2. Fill in search information and click **Search**.
3. After searching, select the document name and download it as a PDF.
4. Click the green plus sign to the left of the document name to add the materials to a single package.
5. 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.

## Additional Information:

- Every 6 months, Mutual of Omaha offers 5,000 *FREE* Med Supp marketing pieces and 2,000 Final Expense with your information on them.

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

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