

# **QUICK START GUIDE**

**Get started with IntegrityCONNECT in two easy steps!** If you need help, click the Live Chat button at the bottom right of your screen.

# **Step 1: Confirm Your Appointed Carrier List**

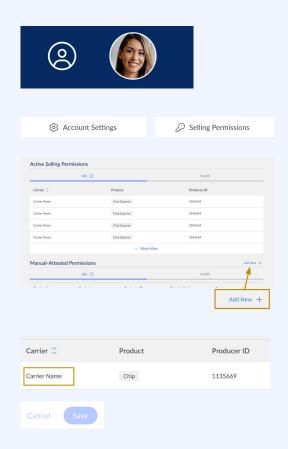
- 1. Click your **Profile Icon** in the top-right corner.
- Click Account, then choose Selling Permissions.
  Review the list of carriers and products added to your
  Active Selling Permissions. Is something missing?
- If yes, click Add New + in the Manual-Attested Permissions section.
- 4. Select the **Carrier** and **Product**, type in your **Producer ID**, then click **Save**.
- 5. Now it will show up in your Manual-Attested Permissions and when you run a quote!

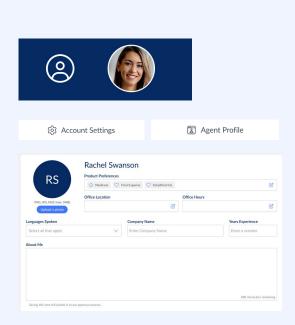
# **Step 2: Your Personalized Agent Website**

IntegrityCONNECT lets you personalize your Personal Agent Website by adding helpful information!

#### **Personalize your Profile:**

- 1. Click your **Profile Icon** in the top-right corner.
- 2. Click Account, then Agent Profile.
- Click the Edit Icon in Product Preferences to select Life and/or Health product(s) — this will determine the brand and products available to you and your clients.
- Upload a professional photo and fill in your details, such as office location, office hours, languages spoken, company name, years of experience, and about me, then click Save.
- 5. Check the **Submission Guidelines** to make sure your profile is compliant.







### **Share your Website:**

- 1. Scroll to the **Agent Website Link** section.
- Click Copy Link and paste it into an email, social media, text message or other marketing materials to send it to prospects and clients.

#### **Share your Personal Agent Phone Number:**

- 1. Scroll down to the **Agent Phone Number** section.
- 2. Copy the phone number and paste it into an email, social media, text message or other marketing materials.
- 3. This phone number will be displayed on your Personal Agent Website.

## **Send Business Calls to your Cell Phone:**

- Go to Availability Preferences on the right side.
- Click Edit in the Forward Calls To section, type the phone number in that you want to forward your calls to, then click Save.

#### You're all set to start using IntegrityCONNECT!

