

# E-Applications

The process is simple. Complete and submit applications while meeting with your clients in person or remotely. With E-App, you can:

- Simplify and speed up the application process
- Avoid copying redundant information form after form
- Minimize errors and not-in-good-order apps



## 1 How to use E-App (all products except Bridge)

- Go to Agents.EquiTrust.com and log in with your secured access (your IMO's secure website may have a dedicated Firelight platform available for your use).
- If you're a new website user, set up an account using your agent number, last four digits of your SSN, ZIP code on file and your email address.
- "E-App" appears in the Quick Links. From the E-App page, you may:
  - Build a new application packet
  - View and manage applications already in process
  - Set up your preferences

## E-Signature

- The Owner's email address is required and is used to review and sign the application documents. **Important:** Use of agent's email for the client's signing ceremony is not allowed.
- When you are finished entering all required information, click on Use E-Signature to initiate the signing process. The completed application packet will be sent to the client via email for their electronic signatures.
- Once all signatures have been applied, click Submit. The application packet will be electronically entered into the New Business queue at EquiTrust.

## Procedure to send a check for E-App

When submitting a check for an E-App, mail the check to EquiTrust and include the following information:

- Indicate the check is for a pending application
- Full client name
- Agent name, EquiTrust agent number and contact information

### Standard Mail:

EquiTrust Life Insurance Company  
PO Box 14500  
Des Moines, IA 50306-3500

### Overnight:

EquiTrust Life Insurance Company  
7100 Westown Pkwy Suite 200  
West Des Moines, IA 50266-2521

## 2 Completing a Bridge application

From the Bridge microsite ([Agents.EquiTrust.com/Bridge](https://Agents.EquiTrust.com/Bridge)), link to the Bridge New Business & Illustration System via the top navigation. Click New Business/Illustrations.

You won't need to log in if you're already logged in to the agent website. There's no right or wrong way to get started, and it's relatively intuitive to get to any of the processes you need. In the top right, you'll see several choices. The way you begin is up to you and may vary by client.

- Create client
- Create illustration
- Start underwriting
- Create application

The application wizard will guide you through the entire application process, including reviewing the completed forms, then the signing of the app by you and the client.

The Owner's email address is required and is used to review and sign the application documents. **Important:** Use of agent's email for the client's signing ceremony is not allowed.

Once all signatures have been applied, click Submit.

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**Questions? Give us a call at (866) 598-3694 or visit  
our agent website at [Agents.EquiTrust.com](https://Agents.EquiTrust.com).**

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