

Step by Step Instructions for Processing of KWIK Enrollment Critical Illness and Life

- Client:**
- a) Calculates individual rate by using online rate calculator choosing the coverage they would like.
 - b) Prints personal illustration created by rate calculator
 - c) Completes application in full either online or after printing.
 - d) Presses “print” button to print application to sign and send original by mail along with payment information to FutureBright 260 Queen Street West 4th Flr. Toronto, Ontario M5V 1Z8
 - e) To speed up processing presses “submit” button on application to email copy to FutureBright
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Broker:
Must have Unity Contract Completed

- a) Receives emailed notification of new application from FutureBright with scanned client application attached.
- b) Each Broker will have their own PDF copy of the Broker Section. Upon receipt of emailed confirmation of an application from FutureBright, print and sign Broker Section.
- c) Fax and then Mail original Broker Section to FutureBright
Fax: 416-367-5827 or email scanned Broker Section to: msemple@futurebright.ca
Mail: 260 Queen Street West 4th Flr Toronto, Ontario M5V 1Z8

****Please note that Broker may quote and fill out form on behalf of client and forward to client for signature by email, mail or fax.**

FutureBright:

- a) Emailed application received or Original application received by client: email will be sent to Broker for notification along with a copy of the scanned application.
- b) Receives Broker Pages from Broker by fax/ email and forwards for processing. Original signed copy received from Broker after processing begins and forwards to Insurer.
- c) Monitors processing of application
- d) Receives policy and forwards to Client unless otherwise notified.