

# Getting Started with GAC\*

### Instructions & Procedures

\*Scroll through or click any topic below to take you directly to the page you want.

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GAC Procedures

How do I login and access my agent portal and selling links?



1. Visit www.GACQuote.com and click on the agent login in the top right hand corner of the screen.

GAC Quote						
Agent Logi	n			×		
Userna	me: Enter user	name			te	
Passw	rord: Enter pass	word				
General Agent Center has b members nationwide. We we provide members with executent hassift	options from a var	icht of inour	anoo corriore	SUBMIT	ving thousands o Employers Assoc	f agents and ation to help
individuals, gro	oups, associations	and affinity	groups. GAC	is a one stop	shop.	Its WORK WITH

2. Enter your personal username and password and click 'submit'.

GAC Quote	AGENT
= MENU	
Erik Luni	Logout
Customers List	

**3.** Once logged in, **click** on the **menu tab** at the **top left hand corner** of the screen.

	GAC Quote			
Customers List				
Customer Search	_			
Your Product Links		Erik Lunt		
State Registered With				
Personal Information		Customers Lis	st	
Marketing Materials & forms				
Change Password		Product:	All	Ŧ
List Bill Information				
Commission Statements		No. 1.	JON DOE	UNCLELUNTY@GMAIL.COM

### **4.** It will drop down a menu of options and **select 'Your Product Links'**



**5.** Click on the Product link/application you're trying to use and select the plan you desire, it will automatically route you to the 'quote page'.



6. Enter State, Gender, Age, then click 'Quote now'



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## Navigating the GAC Agent Back Office

- Log in, click on the Menu Tab in the top left hand corner of the screen.
- You'll have various options to choose from:
  - Customer Search Search customers you've submitted online using your assigned link
  - Your Product Links Your secure personal assigned selling link(s)
  - State Registered with Your resident and non-resident licensed states
  - Personal Information Where you can update your personal email address or phone number
  - Marketing Material and forms Where to print useful brochures, etc..
  - Change Password For changing your personal 'password' for back office access
  - List Bill information Setting up a list bill of 5 or more individuals
  - Commission Statements Accessing your personal commission statement (as necessary)







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### Setting Up a List Bill on GACQuote

- Login to GACQuote back office
- Click on the **"List Bill Information"** link on **the Left Menu Dropdown**.

 A new screen opens and click on the "add" link on the right side and that allows you to add a new list bill group.

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Customers List	MEAN
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Commission Statements	

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Eril	k Lunt	Logout				
Lie	Bill List					
EIS	C DIII EISE			~	0 19.2	
					≻□	Add
	No. List	t Bill Number	Organization Name	Telephone	Status	Edit
			No Data Available.			
		Erik Lunt List Bill List	Erik Lunt   Logout List Bill List	Erik Lunt   Logout List Bill List No. List Bill Number Organization Name No Data Available.	Erik Lunt   Logout List Bill List	Erik Lunt   Logout List Bill List No. List Bill Number Organization Name Telephone Status No Data Available.

• Complete the required list bill information on that screen and click the "Save Changes" at the bottom.





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- This will generate a **list bill number** that will be used when entering each individual person in that specific group. The minimum is 5 for list bill.
- After the List Bill is set up, go to your quote link and start a quote/application







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• Fill out the Applicant Information, then at the bottom of the page Select **"Yes"**, then enter in the List Bill Number, and Hit Tab to proceed with the Application

Applicant Information		
Personal Information		
· First Name:	Middle Initial:	*Last Name:
Date of Birth:	Age:	Place of Birth:
(mm-dd-yyyy)		
Gender:	Height: Weight:	Occupation:
Male	Ft. In. Lbs	
* Address: Address, Apt #, Suite, Unit	City:	State: AZ Home Phone:
zip.	country.	xxx-xxx-xxxx
Work Phone:	· Email:	
XXX-XXX-XXXX-XXXXX	(Email Address Must be Applicant's)	1
	Select if applicant has no email.	
Physical Address if PO Bo	Above	
Physical Address if PO Bo	x Above	City
Physical Address if PO Bo Name:	Address:	City:
Physical Address if PO Bo Name:	x Above Address: Address, Apt #, Suite, Unit Zio:	City:
Physical Address if PO Bo Name: State: Select State	x Above Address: Address, Apt #, Suite, Unit Zip:	City: Country:

### Setting Up Agent Web Training

• To set up Agent Web Training Call: Erik at 800 366-2467 ext 132 or e-mail erik@generalagentcenter.com



We also offer YouTube Training Videos
 on our channel at: GAC Center
 <u>www.youtube.com/channel/UCSJ-2aF23nbVyXkBleMmcBA</u>





# Accessing GAC Commissions

- Go to www.gacquote.com.
- Choose "Agents" which is at the top of the home page, then choose "Agents Commission Statement's" from the resulting choices.

GAC	Quote	ном	AGENTS	МЕ
Ag	ents			
			Apply Online	
<b>Ə</b> 1	Products			
Ð	Agent's Commission Statements			
€	Request Your Online Enrollment Link			
<b>Ə</b> I	Marketing Materials & Forms			
<b>Ə</b>	Agent Testimonials			

- On the next page, you'll be asked for a **user name** and **password** to access the statement.
  - Your **username and Password is** E-Mailed to you from a GAC staff member after you have sold/produced your first enrollment
  - When you log in you may go to **"preferences"** and **change your password** (optional).
  - Also, in **"preferences"** enter your **name** in the appropriate fields, and add your **email address**.
  - Entering your email activates the **"New** Statement Notification" system; you will get an email notifying you each time a new statement is available. You can change the **"range**" of statements by changing the **"start date**" and **"end date**" fields which are near the top left.
- To open the statement for the dates listed, simply double click the yellow folder icon in the "Options" section.

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	Login	
User Name:	Password:	
	Login	



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AC Quote AGENT		GAC Quote	AGE	AGENT	
	HOLINI	Customers List			
		Customer Search Your Product Links	Erik Lunt	Logout	
		State Registered With			
Erik Lunt	Logout	Personal Information	Customers List		
		Marketing Marketians & forms Change Password	Product: All • Status: All		
Customers List		List Bill Information	No. Name Email City State Zip	View	
Check Print of United States		Commission Statements	1. JON DOE UNCLEUNTY@GMAIL.COM TEMPE AZ 85054	24HourPlan WD Q	

#### OR:

- Login to your 'Agent Login' back office. Click on the Menu tab at the top left hand corner of the screen and choose commission statement. Then follow these instructions:
- On the next page, you'll be asked for a **user name** and **password** to access the statement.
  - Your **username and Password is** E-Mailed to you from a GAC staff member after you have sold/produced your first enrollment
  - When you log in you may go to

"preferences" and change your password (optional).

- Also, in **"preferences"** enter your **name** 

in the appropriate fields, and add your **email address**.

- Entering your email activates the **"New Statement Notification"** system; you will get an email notifying you each time a new statement is available. You can **change** the **"range"** of statements by changing the **"start date"** and **"end date"** fields which are near the top left.
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### Important Commission Information

#### **New Business:**

Each day you submit business (Mon-Thur), we post/show each day's business on your Commission detail as 'pending progress' report the following day – it shows daily activity. We run a new business cycle each **Friday**\*. The Friday new business report on your commission detail – compiles all new business you submitted and was issued in the prior 7 days, showing your commissions paid.

#### Monthly:

Each month – on the 20th, we run a commission cycle for all business paying the 2nd month and thereafter. This monthly statement is also provided in the Commission Detail portal where you may view all statements.

(\*If the 20th falls on a weekend then renewals will run on the Friday prior to the weekend. New business may be run earlier in the week if needed to accommodate renewals or holidays.)

Important Contacts

- GENERAL AGENT CENTER Customer Service: 800-366-2467 or email support@gacquote.com
- SUPPLIES: Robin Anthony 800-366-2467 Ext #127 or email: supplies@generalagentcenter.com
- NATIONAL MARKETING:

Erik Lunt @ Ext #132 or email: <u>erik@generalagentcenter.com</u> Carl Fischer @ Ext #125 or email: <u>carl@generalagentcenter.com</u> Rick Smith @ Ext #129 or email: <u>rick@generalagentcenter.com</u>

- RECEPTION & LICENSING / CONTRACTING: Jeannett Montenegro @ Ext #114 or email: jeannett@generalagentcenter.com
- COMMISSIONS: Judee Macaulay @ Ext #198 or email: judee@generalagentcenter.com
- CUSTOMER SERVICE: Cody Sheridan @ Ext #115 or email: <u>cody@generalagentcenter.com</u>



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