

## HOW TO DO BUSINESS WITH EQUITABLE

### Submission of Downline Producer Contracts:

- Please email your **Downline Contracts** to Joelle Huynh at [jhuynh@igroupweb.com](mailto:jhuynh@igroupweb.com)

### Submission of New Business:

- ALL new business applications must be emailed or faxed directly to your assigned Case Manager – **Andy Franklin**

**Phone:** 800-488-9861 x134  
**Email:** [andy@igroupweb.com](mailto:andy@igroupweb.com)  
**Fax:** 540-301-6353

### Helpful Tips

- When faxing or emailing applications, please keep the original application for no less than 90 days. Please note that the original may be requested during this period for audit purposes.  
**NOTE - only applications with no CWA can be faxed or emailed.**
- For applications with CWA, please wait for **Andy Franklin** to email you the policy number. Please make sure you write the policy number in the memo section of the check.
- **DO NOT** SEND APPLICATIONS TO EQUITABLE as it will not be processed.
- If you do not receive an acknowledgement memo with policy number via email within 1 business day, please call **Andy Franklin** for confirmation of receipt.

### Overnight Checks to:

iGROUP  
11166 Fairfax Blvd., Suite 300  
Fairfax, VA 22030  
**Attn: Andy Franklin**

### Checking Case Status:

- Please register on the EQUITABLE website at: <https://equitable.com/>
- Contact **Andy Franklin** 800-488-9861 x134

### Requirements and Monies:

- **ALL** Requirements **MUST** be faxed to **Andy Franklin**.
- All requirements are sent to EQUITABLE as they are received, however, please allow 3-4 business days for website updates.
- Please be sure to check the website before calling and allow 1 business day for a response.

### Illustrations and Marketing Support:

- Please contact EQUITABLE sales support at 800-316-9981 option 2, 1