

HOW TO DO BUSINESS WITH AMERITAS

Contracting:

- For general questions and to upload contracting forms, visit Producer Workbench. Select “Alerts Center” click on the Unread Messages link to get into the Secure Messaging and then click on the Field Lic/Comp-IDC
- Fax: 513-595-2800
- For all questions regarding contracting, please contact Ameritas: 800-390-2361, Press 5

Commissions:

- For all questions regarding commissions, please contact Ameritas:

800-390-2361, Press 6

Email: AmeritasAgency@DXC.com

New Business:

All **new** business applications may be uploaded via website directly to Ameritas.

Visit Producer Workbench and click on “Gateway Portal” and “Upload Documents”.

Fastest way to submit an application - Use eApp to upload applications and forms.

<https://eappgateway.ameritas.com/eApps/>

NOTE: When you login to eApp use **Eapp2017** as your password or if using eApp for the first time, click "Forgot / Reset Password" to create a password.

Requirements:

Additional documents and requirements may be uploaded via website directly to Ameritas.

- Visit Producer Workbench and click on “Gateway Portal” and “Upload Documents”.

Applications, money and requirements may be mailed directly to Ameritas at:

- Client Service Office: P.O. Box 305086 – Nashville, TN 37230-5086
- Overnight: 100 Centerview Dr., Ste 100, Nashville, TN 37214

Checking Case Status:

Agents should register on line at www.producerworkbench.com then click on “Gateway Portal” to track all case updates and status.

For questions regarding pending New Business, go to the Gateway Portal and select “Pending New Business”.

Email: AmeritasNB@DXC.com

Underwriting/Quick Quotes:

800-390-2361, Press 3

Email: AmeritasUW@DXC.com

Illustrations, Product and Marketing Support:

800-390-2361, Press 1

Visit Producer Workbench to run illustrations and download sales material.

Illustration Access code: **17505**