Ready to submit an application? Here's how!

Electronic Applications for most products are available on our website http://www.simplicitymedfordlakes.com/Lincoln. Click on the blue **"Agent Center"** button to access **LifeLink** and **iPipeline's iGO e-App**.

If you're having trouble finding the right application or form- call us at 877-377-5281 for help!

Life/LTC/Hybrid Applications

- ☐ For the fastest processing, complete an electronic application in **LifeLink** or **Ipipeline's iGO eApp**. Once the application is complete, select "print to PDF" to create a PDF file of the application to include with your Lincoln Work Item. **Do not use "save as a PDF".** Once the application is complete in **LifeLink** or **iGO e-App**, Simplicity Medford Lakes releases the application directly to the carrier.

- ☐ If you can't find your carrier in **LifeLink** or **iGO e-App**, go to **iPipeline Forms**, the carrier website, or call us for a paper application. Once the paper application is complete, the Financial Professional must scan the document to create a PDF file of the application and email the PDF file to us at info.medfordlakes@simplicitygroup.com or use our secure upload feature by clicking here. Be sure to include check copies and any additional paperwork. **Regardless of instruction given on internal Lincoln forms, make sure you send a copy of the application to Simplicity Medford Lakes so that we may confirm receipt of application by the carrier.** (You may also fax applications to 609-552-7297, or mail to: 2 North Main Street, Suite 303, Medford, NJ 08055.)

- ☐ If you are holding a check to be submitted with the application, send the check, with a copy of the first page of the application, directly to the carrier via UPS or FedEx.

Don't forget, for commissions to be paid appropriately, you will also need to complete the following:

- ☐ On Lincoln's platform, create a Direct Sponsor Account work item in Account Central, complete the compliance forms required, and upload the PDF of the electronic application.

- ☐ Obtain any necessary signatures from your client on Lincoln's compliance forms.

- ☐ Submit the work item to Lincoln for approval.

- ☐ Upon approval of the transaction, the financial professional will receive an email from Lincoln indicating that the work item is complete.