

# How to add Cigna Supplemental Products

## What you will need:

1. Your MyBenefitsComparison.com sign-on information including Email and Password.
2. Your Cigna Welcome Email (contains your Agent Writing Code).

**Step 1:** Go to [MyBenefitsComparison.com](https://MyBenefitsComparison.com) and click “Login”.

Enter your email address and password to access your account.

The screenshot shows the MyBenefitsComparison.com website header with the logo on the left and a 'Login' dropdown menu on the right. Below the header is a white box containing the 'Agent Login' form. The form has two input fields: 'Email:' and 'Password:', each with a yellow label. Below these fields is a yellow 'Submit' button and a blue link for 'Forgot Password'.

**Step 2:** Once you are logged in, you will see your “Dashboard” screen below. Click “Products” at the top.

The screenshot shows the MyBenefitsComparison.com Agent Dashboard. At the top, there is a navigation bar with 'Dashboard', 'Products' (highlighted in yellow), 'Clients', 'My Agency', and 'Support'. Below the navigation bar, it says 'Welcome, Casey Miller! Exit User'. The main heading is 'Agent Dashboard'. A blue notification bar at the top of the dashboard content says: 'Your Products are missing information. Click here to complete your product setup'. Below this is an 'Activity Report' section with a dropdown menu set to '60 Days'. There are three large colored boxes showing statistics: a green box for 'Visits to my custom URL' with a value of 822, an orange box for 'Accounts where I'm the agent' with a value of 467, and a red box for 'Quotes created for my clients' with a value of 767. At the bottom, there are three orange buttons: 'Go to Your Custom URL with your client' (with a link 'What is my custom url?'), 'Create a Proposal to send to your customer', and a social media sharing section with icons for Facebook, LinkedIn, Twitter, and Email, with the text 'Share your custom URL'.

## Get Started

**Step 1:** Complete Contracting [Let's Go](#)

**Step 2:** Complete Training [Get Started](#)

## Updates

- [MBC Agency Revenue Model](#)
- [Agent Commission Schedule](#)

**Step 3:** Click “Add Products” below.

## Products

### Manage Products

Manage the products you are selling. Assign the integration method, select the commission type and activate them for sale under your account.

### Add Products

Select new products to sell.

### Training

Access training materials for the products you are selling.

### Contracting

Access and complete the required forms to begin selling your products.

**Step 4:** Click “Add” on Cigna and hit “Save”, then click “Dashboard” at the top.

## Add Products

Add the products that you want to sell.

For any new products you want to sell, you will need to complete [contracting](#).

Commissions should be payable to: (this can be changed on a per product basis once your account is created)

The agency I work for  Myself (the agent)



**Ameritas**  
fulfilling life.

Products: Dental & Vision Insurance  
More Info: [www.ameritas.com](http://www.ameritas.com)

[add](#) [details](#)



**LegalShield**

Products: Identity Theft & Legal Plans  
More Info: [www.legalshield.com](http://www.legalshield.com)

[add](#) [details](#)



**Cigna**

Products: Accident, Cancer, Critical Illness, Medicare Supplement, Whole Life  
More Info: [www.cigna.com](http://www.cigna.com)


[add](#) [details](#)



**ILLINOIS MUTUAL**

Products: Disability Income Insurance  
More Info: [www.illinoismutual.com](http://www.illinoismutual.com)

[add](#) [details](#)



**Principal**

Products: Disability Income Insurance  
More Info: [www.principal.com](http://www.principal.com)


[add](#) [details](#)



**EMBRACE**  
PET INSURANCE

Products: Cat & Dog Insurance  
More Info: [www.embracepetinsurance.com](http://www.embracepetinsurance.com)

[add](#) [details](#)



**THE IHC GROUP**

Products: STM Secure & STM Secure Lite

[add](#) [details](#)

[Save »](#)

[Cancel](#)

Step 5: Click “Products”.

MyBenefitsComparison.com

Dashboard **Products** Clients My Agency Support

Welcome, Casey Miller! [Exit User](#)

### Agent Dashboard

• [Your Products are missing information. Click here to complete your product setup](#)

#### Activity Report

(Last  Days)

**822**  
**Visits**  
to my custom URL

**467**  
**Accounts**  
where I'm the agent

**767**  
**Quotes**  
created for my clients

Share your custom URL

**Go to Your Custom URL**  
with your client  
[What is my custom url?](#)

**Create a Proposal**  
to send to your customer

**Get Started**

**Step 1:** Complete Contracting [Let's Go](#)

**Step 2:** Complete Training [Get Started](#)

**Updates**

- [MBC Agency Revenue Model](#)
- [Agent Commission Schedule](#)

Step 6: Click “Manage Products”, keep the browser window below open, and proceed to Step 7.

## Products

### Manage Products

Manage the products you are selling. Assign the integration method, select the commission type and activate them for sale under your account.

### Add Products

Select new products to sell.

### Training

Access training materials for the products you are selling.

### Contracting

Access and complete the required forms to begin selling your products.

**Step 7:** Access your Cigna Welcome Email and register for “Agent View”. Click “GET STARTED TODAY”.

# WELCOME TO THE FAMILY

We're happy to have you.

Name: [REDACTED]

**Writing Number(s):** ARLIC: AGENCY CB46887/ IND SYSCB46887  
LOYAL: AGENCY CB46887/ IND SYSCB46887  
CHLIC: AGENCY CB46887/ IND SYSCB46887

**States(s) To Be Appointed in:** STATE: ALL APPLICABLE STATES  
STATE: ALL APPLICABLE STATES  
STATE: ALL APPLICABLE STATES

All of us on the Cigna team are excited that you have decided to be a part of our ever growing family at Cigna Supplemental Benefits. You can be confident that you're offering your clients competitive products from a trusted source!

Your agent writing number is listed above. Don't forget to reference it on all new applications for Cigna Supplemental Benefits. When you submit your first piece of business, we will appoint you in that state.\* You will not be appointed in a state until you submit business in that state and appointment fee(s) will be debited from your bank account within 7-10 days thereafter.

If you do not submit business within 6 months from this email, you will need to submit a new contract. If you requested appointment in PA you will be appointed immediately. Certain distributions will also be appointed immediately, regardless of state.

We look forward to helping you grow your business as we will continue to grow ours with additional supplemental solutions in the future. Once again, welcome to the Cigna Supplemental Benefits family!

Get started now to finish setting up your new Cigna Supplemental Benefits broker account.

**GET STARTED TODAY ▶**

**Questions: Contact our Agent Resource Line at 877.454.0923 (Monday - Friday, 8:00 am - 8:00 pm ET)**

\* Please submit to us completed insurance applications immediately after solicitation to allow for processing of your appointment and to avoid the return of the application.

## LET'S GET STARTED

Tools to help you build your business



### How to do business with us

Watch our quick presentation to learn more about how to work with Cigna Supplemental Benefits.

- ▶ [Click here](#) to watch our "Welcome" video to learn about Cigna Supplemental Benefits.
- ▶ [Click here](#) to view our "Doing Business with CSB" document.



### AgentView, your online office

AgentView is your most important resource with easy access to Express App, product forms, customer information and commission statements.

- ▶ [Click here](#) to register for AgentView.
- ▶ **If you have already registered for AgentView, you do not need to register again.**
- ▶ If you are appointed as a corporation, enter the licensed principal's information. Add "SYS" to the beginning of the agent number.
- ▶ Complete registration instructions are available [here](#).

Step 8: Click “Create Account”.



## Supplemental Benefits

AgentView > Log in

- Log in
- Create an account**
- Reset my password
- Retrieve my user name
- Help

### Log in

User name

Password

**Submit**

If you need help logging into AgentView, please [click here](#)

Step 9: Complete the information requested and click “Submit”.



## Supplemental Benefits

AgentView > Create an account

- Log in
- Create an account**
- Reset my password
- Retrieve my user name
- Help

### Create an account

Please enter your information to create an account. Upon completion, you will be automatically logged into the site.

#### Create an account

User name

Password

*Password must contain at least 1 number*

*Password must contain at least 1 lower case character*

*Password must contain at least 1 upper case character*

*Password must be at least 6 characters long*

#### Personal information

Email address

First name

Last name

SSN

#### Security information

What is the name of the first grade school you attended?

What city were you born in?

What is your father's middle name?

Who was your first employer?

**Submit**

**Step 10:** Once your “AgentView” registration has been confirmed after clicking “Submit” above, you must activate “Express App”. Follow the steps below.

## Logging in from AgentView

Welcome

Agency Management Business Building Products Forms & Materials Benefits & Incentives Training Notices **EXPRESS APP**

home > welcome to agentview

### Welcome to AgentView

Daily updates for New Agent registration, Policy data under the My Customers section, Commission data, and Production Reports will be updated after 1:00 pm CST.

**PREPARE FOR LIFE WITH INDIVIDUAL WHOLE LIFE**

Click for more information

• ○ • •

Log in to AgentView and click on Express App link to get started.

## Express App

Welcome

Agency Management Business Building Products Forms & Materials Benefits & Incentives Training Notices **EXPRESS APP**

home > express app

### EXPRESS APP

**Learn How to Use EXPRESS APP in 5 Minutes!**

This quick video will show you step-by-step how to use our revolutionary online quoting and application system, *EXPRESS APP!* In just 5 minutes we will show you how to:

- Access EXPRESS APP
- Setup your info
- Quote a product
- Add additional products for a combo-sale
- Send proposals
- Complete an application
- Access sent proposals, saved quotes and where to find submitted applications

Click [here](#) for the Training Video Web Link

Click [here](#) for the Mobile Devices Training Video Link

**EXPRESS APP**

Choose your company and product EXPRESS APP link.

ARLIC  
**EXPRESS APP**

LOYAL-H&L  
**EXPRESS APP**

**CLICK HERE for ARLIC/LOYAL - Medicare Supplement, Whole Life, Cancer, Heart, Critical Illness, Accident Quote and take applications with EXPRESS APP online and for the iPad.**



## Agent setup

- Setup a profile by entering agent information into the required fields
- Click 'Verify' to make sure the required fields have been correctly filled in
- When finished, click 'Save'
  
- Agent can come back to this screen at any time to update information, by clicking on agent name in top right corner of Quote/Apply screen

### Agent Setup

Agent Number	CONSERV000		Phone	(555) 555-5555	Ext	5555	Alt. Phone	
First Name	MI	Last Name	E-Mail Address					
JULIETTE		QUOTE	BROKER@SALES.COM					
Address			Verify E-Mail Address					
11200 LAKELINE BLVD, SUITE 100			BROKER@SALES.COM					
Address 2			<input checked="" type="checkbox"/> Notify me when client views a proposal					
			Agency Name					
City	State	Zip Code	Cigna Supplemental Benefits					
AUSTIN	TX	78717						

**Step 11:** Enter your Cigna Agent Code from your welcome email in Step 7 above.

**PLEASE DO NOT ENTER "SYS" in your MyBenefitsComparison.com account. Enter only the Agent Code (CB46887). Click "Save".**

**Cigna**

Carrier Agent Code:

CB46887

Active:



Commission Type:\*



Myself (the agent)



The agency I work for

**Save »**

Cancel

Congratulations! Your MyBenefitsComparison.com Private Exchange is now ready to accept sales for Cigna Supplemental Products.

Happy Selling!