

Run a Disability Income Insurance Illustration Reference Guide

Navigating a Fully-Underwritten Multi-Life Disability Income Insurance (DI) Illustration

Use this document to review the procedures for running a Fully-Underwritten Multi-Life Disability Income Insurance Illustration.

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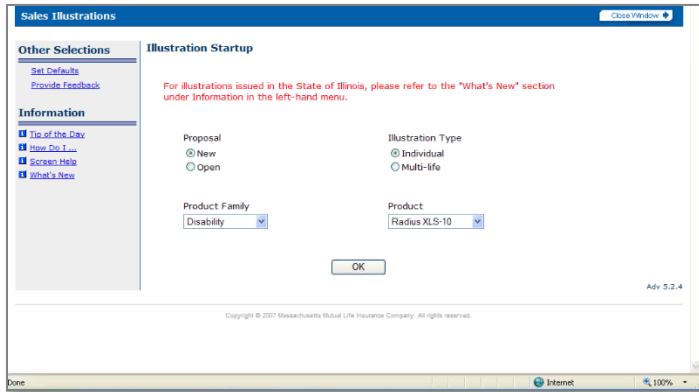
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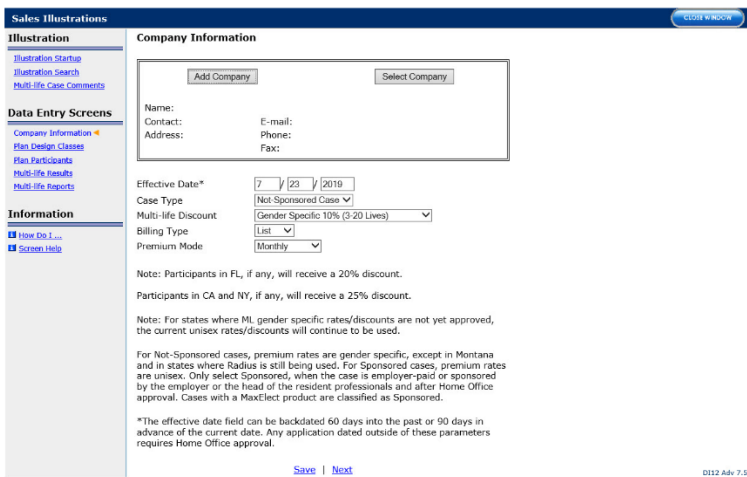
Illustration Startup Screen

Running an illustration for a multi-life DI policy is very similar to running an illustration for an individual DI policy. Additional information must be entered with multi-life illustrations including information for the company and for each participant within the case.



On the Illustration Startup screen, choose **Multi-life** from the **Illustration Type** selections. Select your choices for the other fields and then click **OK**.

Company Information



On the Company Information screen, you will find the **Add Company** button to add a new company and the **Select Company** button to select an existing company.

To add a new company, click the **Add Company** button. The New Company Information screen appears.

The New Company Information screen contains the fields for entering the company's name, address, phone number and e-mail address as well as contact information. Minimally, a name is required.

After you enter the information, click **OK**.

The new information will appear on the Company Information screen.

Whether you are adding a new company or selecting an existing one, on the Company Information screen, you will need to enter the following information about the company and the policy:

Name	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>		
State	<input type="text"/>	Zip Code	<input type="text"/>
Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>	Fax	(<input type="text"/>) <input type="text"/> - <input type="text"/>
E-mail	<input type="text"/>		
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- **Effective Date:** This field defaults to the current date. This allows for the most accurate calculation.
- **Case Type:** This field defaults to **Not-Sponsored Case** but can be changed to **Sponsored Case**.

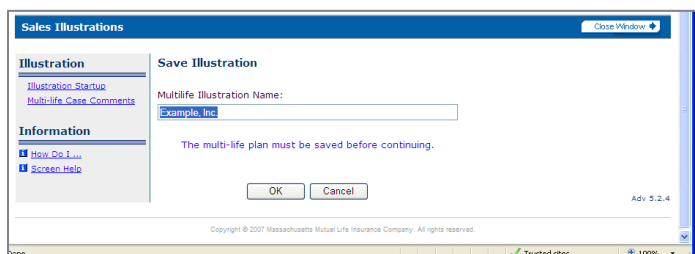
Note: When MaxElect is the selected product on the Startup screen, the Case Type field defaults to Sponsored Case and cannot be changed.

- **Multi-life discount:** On the Illustration Startup screen, when you select **Multi-life** as the **Illustration Type** and **Case Type** as **Sponsored Case**, the system will automatically establish unisex pricing, and either a 15% or 25% discount depending on the location and number of lives of the issued policy:
 - 25% for CA, FL and NY only
 - 15% for all other available states on plans with 3 to 20 lives, or 25% on plans with 21 or more lives
 - 35% employer-paid guaranteed standard issue with no underwriting

When you select **Multi-life** as the **Illustration Type** and **Case Type** as **Not-Sponsored Case**, the system will establish gender specific pricing, and either a 10% or 20% discount depending on the location and number of lives of the issued policy, as detailed above.

- **Billing Type:** This choice will affect pricing. Make sure the client understands the difference in electing each. The choices are:
 - **List:** A single bill to employer
 - **Direct :** Employees to be billed directly
 - **Premium Mode:** The desired frequency for premium payments.
- Review the information and if all is correct, click **Next** to proceed.

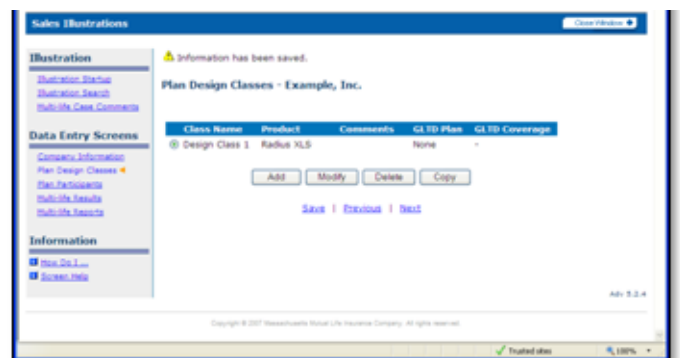
Save Illustration



On the Save Illustration screen, if you desire, change the name of the illustration and then click **OK** to proceed.

Plan Design Classes

On the Plan Design Classes screen, you can click the **Modify** button to modify the plan and add group LTD coverage.



Modify Plan Design Class

Class Name: Design Class 1 Product: Radius XLS

Guaranteed Standard Issue Offer*
 Taxable Waiting Period: 90 Days Benefit Period: To Age 65

Existing Group Long Term Disability Coverage

Include Group LTD Coverage

Taxable Waiting Period: 90 Days Benefit Period: To Age 65

Partial, Residual, Rehabilitative, or Return To Work Benefits Exist

Plan Information

DI Premium Payor: Employee (Non-Taxable) Full Participation

Concept: Custom

Premium Type: Graded

Issue and Particip: Graded

Use I&P Replacement Ratio
 Use I&P Table Limit

Social Security Offset Included in other existing Coverage
 Class of Small Business Owner Not Eligible for State Cash Sickness (CA Only)

On the Modify Plan Design Class screen, if the multi-life group has existing group LTD coverage, then select the **Include Group LTD Coverage** check box and then whether it is taxable and/or whether or not partial, residual, rehabilitative or return to work benefits exist.

For help understanding your client's group LTD coverage booklet contact your DI Internal Wholesaler.

If you select the **Taxable** check box, you will need to choose a **Waiting Period**, a **Benefit Period**, and click the **Benefit Formula** button in order to define the benefit calculation.

Indicate whether the group LTD plan uses the employee's base income only, or total compensation. Also what percentage of income is covered by the group's plan and whether or not there is a monthly cap amount.

In the **Plan Information** section, from the **Premium Type** drop-down list, choose **Level** if a level premium structure is desired or choose **Graded** to illustrate the graded premium structure. Note that this option is not available for all states or ages.

Sales Illustrations

Radius Choice: Radius XLS

Proposed Coverage Information

Base Coverage

Coverage	Waiting Ptd.	Benefit Ptd.	Amount	Min	Max
<input checked="" type="checkbox"/> Total Disability Benefit	90 Days	To Age 65	11,450	300	11,450
<input type="checkbox"/> SIR				200	1,350
Total Available Coverage: 11,450					

Optional Benefits

Coverage	Waiting Ptd.	Benefit Ptd.	Amount	Min	Max
<input type="checkbox"/> Ext. Partial	same as base	same as base	11,450	11,450	11,450
<input type="checkbox"/> COLA-3%					
<input type="checkbox"/> CAT	90 Days	To Age 65		300	9,363
<input type="checkbox"/> FIO				500	8,550
<input type="checkbox"/> SIR					
<input type="checkbox"/> SLR*	90 Days	10 Year		100	2,500
<input type="checkbox"/> OwnOcc				11,450	11,450
<input type="checkbox"/> RetireGuard	180 Days	To Age 65		0	0
<input type="checkbox"/> RGR-FIO				0	0
<input type="checkbox"/> RGR-COLA-3%					
<input type="checkbox"/> STR 1	90 Days			100	11,450
<input type="checkbox"/> STR 2	180 Days	6 Months		100	11,450

*The actual Reimbursement Amount paid for the Student Loan Rider will be the lesser of the Monthly Benefit and the amount requested and verified at time of claim.
 **Period of time shown for Student Loan Rider represent Coverage Term length rather than Benefit Period.

Plan Design - Calculate LTD Benefit

Compensation Based On:

Base Income
 Total Compensation

Percent of Covered Compensation: %

Cap Amount:

Maximum Benefit Cap

Click the **Coverage Information** button in order to modify the base coverage and optional benefits. The Plan Design Coverage Information screen appears.

Note: If Case Type is Not-Sponsored Case, then DI Premium Payor defaults to Employee (Non-Taxable) and cannot be changed to Employer paid.

Plan Design Coverage Information

The selections you make on the Plan Design Coverage Information screen will affect the plan that you're currently in, as well as all participants currently part of this plan.

Note that if you choose the **Catastrophic** rider coverage, you will need to make sure that the waiting period matches that of the base waiting period. The benefit period has to match the base if the Cost of Living Adjustment (COLA) is on the contract.

Once you've made your selections, click **OK**. The Plan Design Classes screen will appear again.

If you have groups with separate plan needs, you can add multiple Design Classes. To do this, from the Plan Design Classes screen, click the **Add** button. The Add Plan Design Class screen appears.

Add Plan Design Class

On the Add Plan Design Class screen, you can modify the information from the previous design class, add a more descriptive class name, change the existing coverage and plan information (such as the Premium Type) as well as add comments.

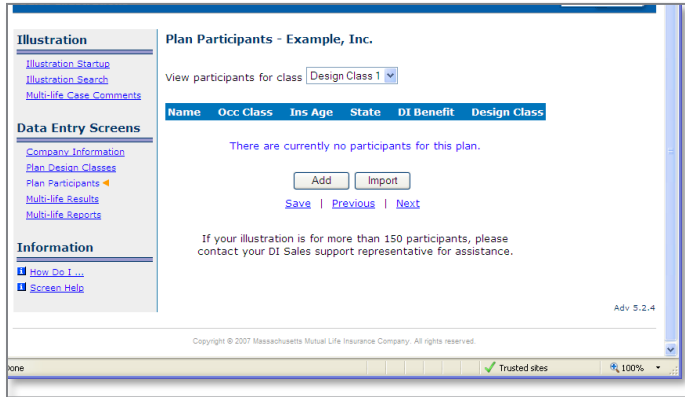
Just like the Modify Plan Design Class screen, the **Coverage Information** button will open a Plan Design Coverage Information screen for the Design Class you are currently working in.

Once you've made your selections on the Add Plan Design Class screen, click **OK**. The Plan Design Classes screen appears.

On the Plan Design Classes screen, you can add more classes, or delete any that you have previously created. If you are ready to proceed, click **Next**. The Plan Participants screen appears.

Note: *Deleting the Design Class will also delete the participants assigned to the class.*

Plan Participants



On the Plan Participants screen, you can either import a census or enter individuals.

Note: *If your illustration will have more than 150 participants, contact your DI Sales Support representative for assistance at 1(800) 767-1000 ext. 22222 or your DI Worksite Practice Consultant.*

Click **Import** to upload a CSV file list of the Design Class members.

Click **Add** to proceed to the Client Information screen, where you will enter the information for each member of the Design Class individually.

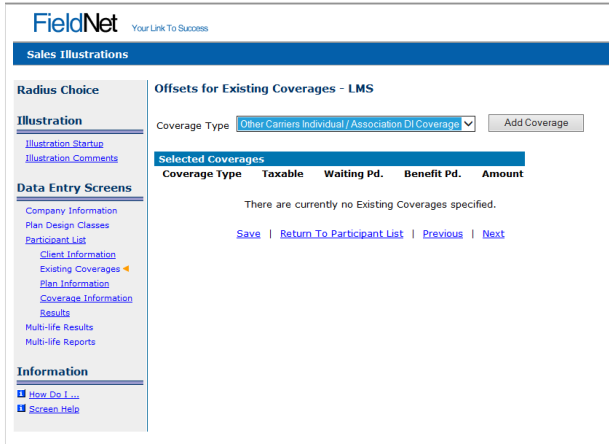
Similar to the individual illustration section's screen, you will be able to add each client's information, one by one by following these steps:

1. Click the **Add Client** button. The New Client screen appears.
2. Complete the information on the New Client screen.
3. If the information on the New Client screen is correct, click **OK**.

Now, the Client Information screen should show the information you've entered. If the information is correct, click **Next** to proceed. The Offsets for Existing Coverages screen appears.

Note: *If you need to add additional Plan Participants or review the information, use the navigation links under Data Entry Screens on the left side of the screen.*

Offsets for Existing Coverage



On the Offsets for Existing Coverages screen, enter any additional, non-Group LTD DI coverage.

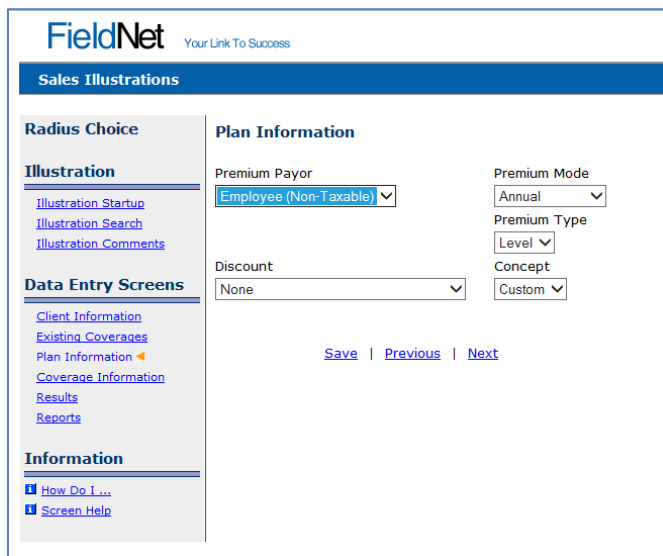
Note: Group LTD is not an option on this screen and should have been previously added in the Plan Design Class screen for multi-life cases.

To add additional, non-Group LTD coverage, click the **Add Coverage** button. The Add Coverage screen of the product type you selected will appear

You can modify or remove any additional coverage that is listed by selecting the coverage on the list and clicking either the **Modify** or **Remove** buttons.

Once you've made your selections on the Add Coverage screen, click **OK**. The Plan Information screen appears.

Plan Information



On the Plan Information screen, choose the **Premium Payor** from the drop-down list:

- **Employee (Non-Taxable)**
- **Employer (Taxable)**
- **Employer (Non-Taxable)**

From the **Premium Type** drop-down list, choose **Level** if a level premium structure is desired or choose **Graded** to illustrate the graded premium structure. If Graded premium does not appear as an option, that means the client is outside of the age range for this structure.

Note for California Illustrations: The Social Security Offset and Small Business Owner selections are for

California Radius policies only. If you are in California, you will need to check both boxes in CA if you do not want to offset for CA State cash sickness.

Once you've made your selections on the Plan Information screen, click **Save** and then click **Next**. The Proposed Coverage Information screen appears.

Proposed Coverage Information

On the Proposed Coverage Information screen, list any optional benefits, as well as corresponding information. Once you've made your selections, click **Next**. The Results screen appears.

Results

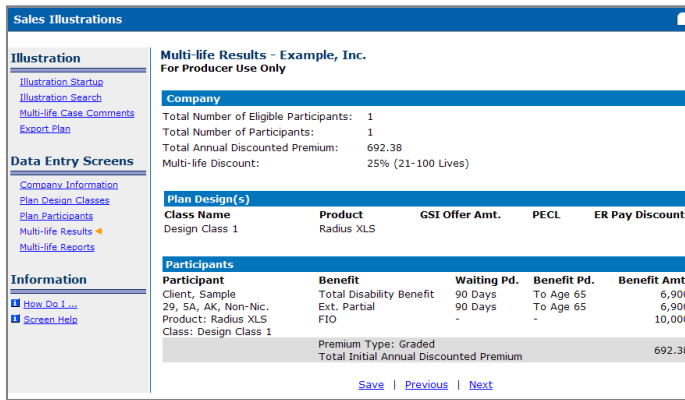
On the Results screen, review the client and benefit information. All optional benefits should be listed here.

If you see any errors, click **Previous** to make changes. Otherwise, click **Return To Participant List** to proceed to the updated Plan Participants screen.

At this point, you can add additional plan participants, and modify or delete existing ones by clicking the buttons below the list.

If your list is complete, click **Next** to view the Multi-life Results screen.

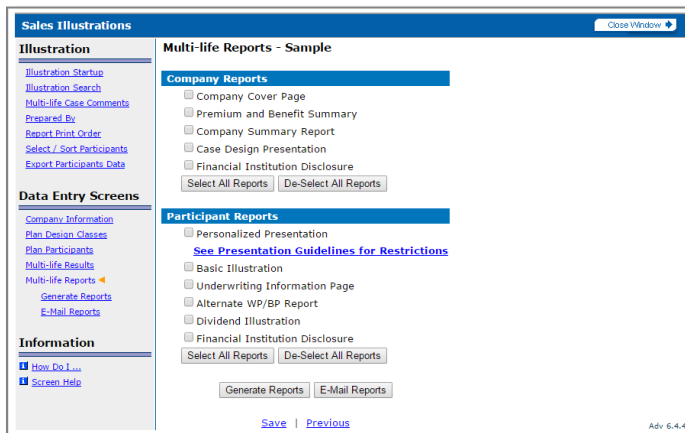
Multi-Life Results



The Multi-life Results screen shows the information you have entered so far for this case. It shows the eligible participants and discount illustrated.

Review the company, plan design and participant information before proceeding. Click Previous if you need to make edits, or Next to proceed. The Multi-life Reports screen appears.

Multi-Life Reports



The Multi-life Reports screen shows two types of report options:

1. Company Reports

Note: You can only generate a company report for an employer paid case

2. Participant Reports

You can choose any or all of the reports, but you can only run from one of these categories at a time. To print from more than one category, you will need to create the PDFs separately.

Company Reports: Creates a presentation for use with the company that includes a Premium and Benefit Summary report for each design class.

Participant Reports: Creates an individualized report for use with a plan participant.

Also, in the left navigation section, under **Illustration**, you can sort the order of, and select the plan participants you want to include by clicking the **Select / Sort Participants** link. The Select / Sort Participants screen will appear.

Select / Sort Participants Screen

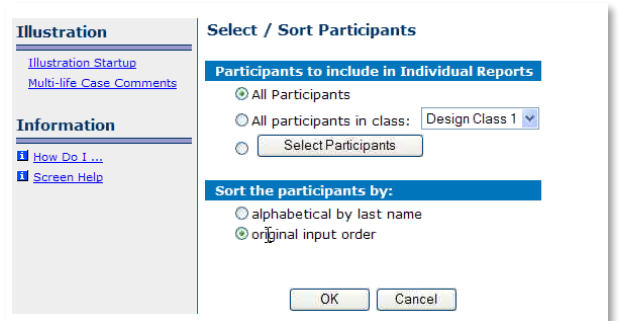
On the Select / Sort Participants screen, you can choose the participants you wish to illustrate, as well as sort them alphabetically or as illustrated.

Plan	Annual Rate	Annual Cost	Annual Benefit	Max Annual Benefit	DBL	FIC	DBL	DBL
DBL	\$100,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
DBL	\$100,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Total Monthly Premium for Design Class 1 with 1 Eligible Employee: \$302.38

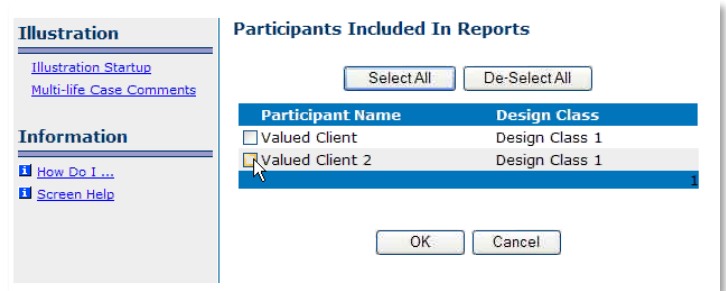
DBL = Extended Partial Rate; FIC = Future Insurable Cost Rate.

1. The amount at each row represents the total monthly cost amount for the 100% Insurable Cost coverage.



You can select All Participants, all of the participants in a certain Design Class, or make individual selections by clicking the **Select Participants** button.

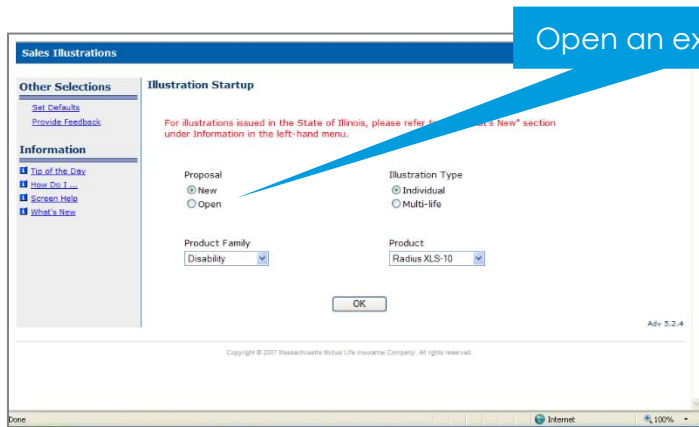
If you click the **Select Participants** button, the Participants Included in Reports screen will appear with a list of each individual participant. To select the participants you wish to include, select the check box to the left of their names and then click **OK**.



The Select / Sort Participants screen appears again.

Once you've made your selections, click **OK** to go back to the Multi-life Reports screen.

Open an Existing Case



At any point after completing and saving your illustration, you can click **Open** from the Illustration Startup screen and choose from a list of saved cases.

Note: If you are accessing a saved Multi-Life quote, make sure to update the effective date with today's date.

DI Illustration System Support

If you have any questions on running a pre-sale illustration on the DI Illustration system, contact The National Sales Desk at (800) 767-1000, ext. 22222.

If you have a need to run Inforce DI illustrations you will need to contact the Inforce desk in order to get help making those changes. Inforce policies cannot be run within the DI Sales Illustration system.

The Inforce desk can be reached by phone at 1(800) 767-1000 ext. 40662.

Navigating a Starting Professionals Program Illustration

Certain applicants in their final stages of training, or in the first two years of professional practice, may be eligible for special issue limits based on anticipated income.

Note: Limits may be offset by any existing DI coverage or GLTD inforce or applied for. For more information contact your DI Internal Wholesalers.

Follow these steps to run an illustration:

1. On the New Client or Modify Client screen, in the **Annual Income Base** field, enter **\$200,000**. (This entry will ensure you can select the proper coverage for your client.)
2. On the Proposed Coverage Information screen, enter the appropriate coverage amount based on the [Starting Professional](#) page on FieldNet.