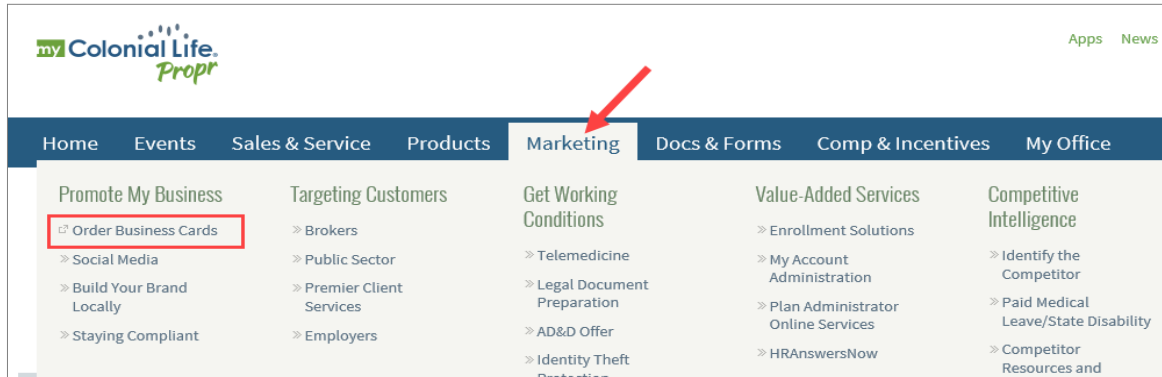
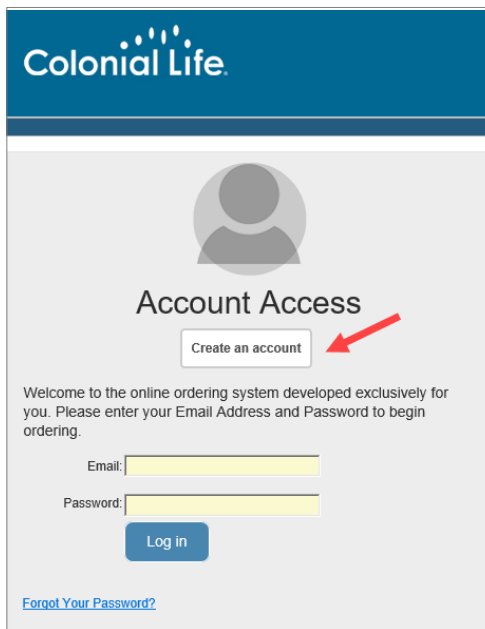


Each new representative or manager can order 500 complimentary business cards per calendar year. If you need assistance with ordering your business cards, contact your Regional Onboarding Manager or you can email [OnboardingServices@coloniallife.com](mailto:OnboardingServices@coloniallife.com).

1. From the Propr Home page, under the Marketing tab, click **Order Business Cards** on the far left.

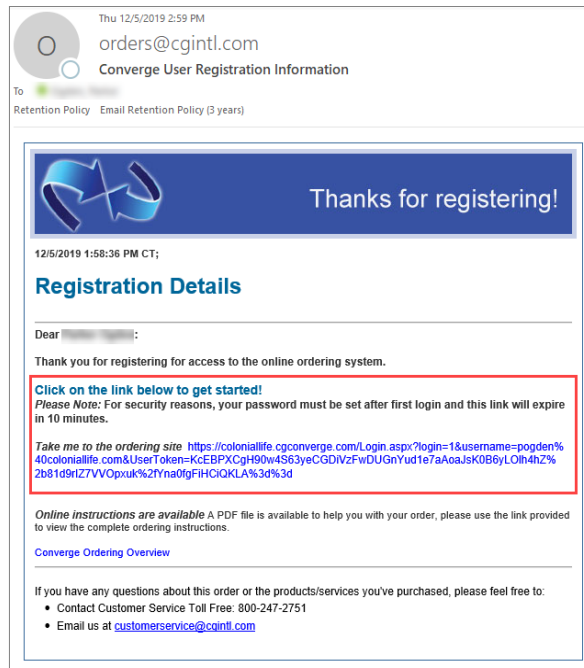


2. On the login screen, click **Create an Account**.

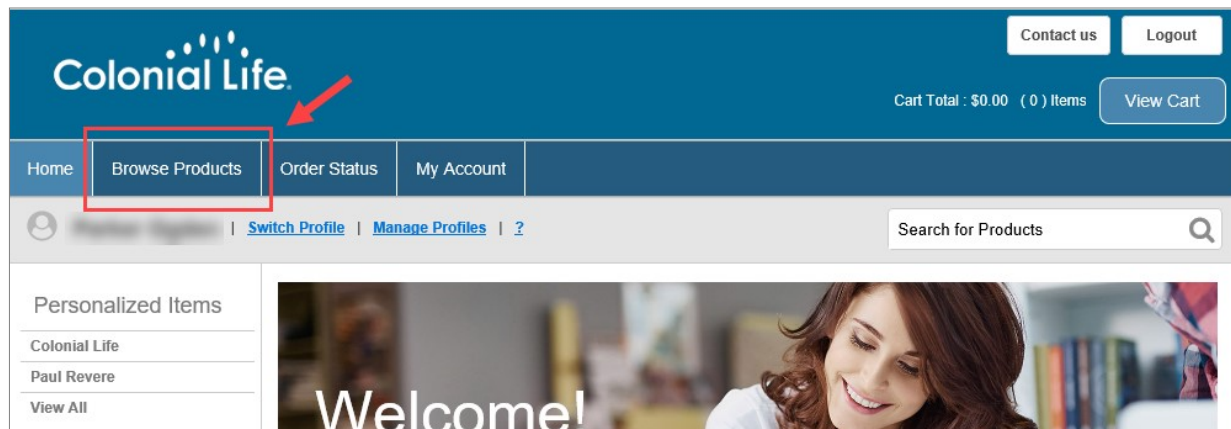


3. On the Creating a New User screen, enter your Colonial Life email address (all lowercase), then your first and last name.
4. Click **Continue with Registration**. You will be sent an email with a link to login. The email could take up to 10 minutes to receive.

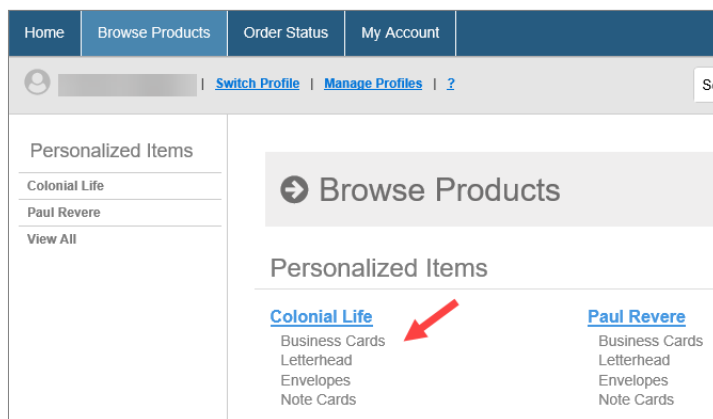
5. Click the link provided in the email.



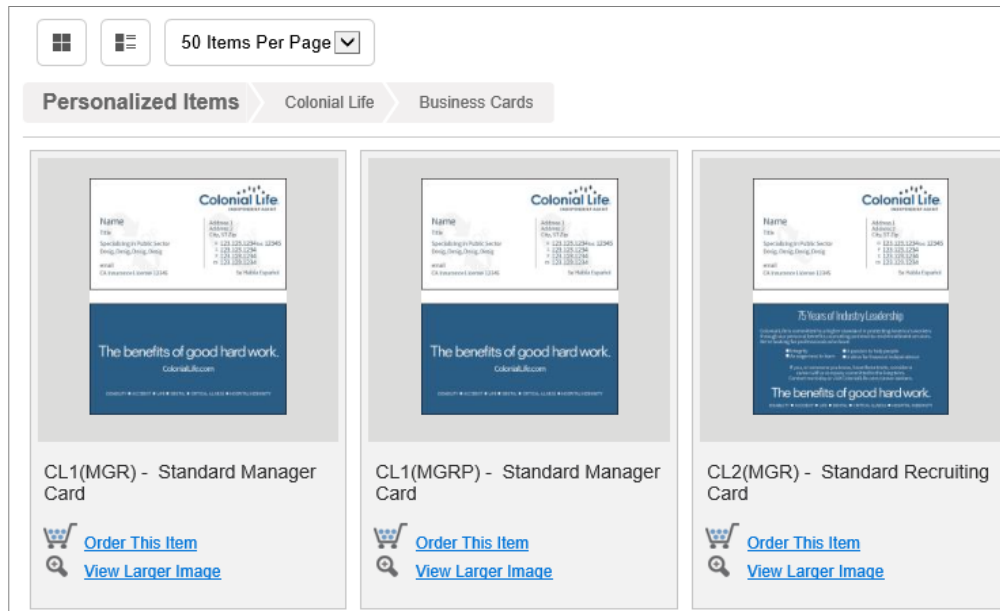
6. Select your **Agent Type** and create a password.  
7. From the Home Page, click **Browse Products**.



8. Under Personalized Items, click **Business Cards**.



9. Select the option for your role, **CL1(REP)-Standard Representative Card** OR **CL1(MGR)-Standard Manager Card**
10. Click **Order This Item**.



11. Complete the requested information to display on your card.
  - Tag line is not required and can be left blank.
  - Professional designation can be left blank, if you do not have one.
  - For address, enter the Territory or District Office address as your address, not your home address.
  - For email, enter your Colonial Life email.
  - Enter a contact phone number. You can enter your personal cell. Some sales representatives add the customer support number, 1-800-325-4368.
  - License number is required if you live in Arkansas, California, Minnesota or New Mexico. Leave blank if you do not live in these states.
  - Optional line can be left blank.
13. Review all of your information for accuracy, then click **Approve/Continue**.
14. Click **View Basket** when prompted.
15. Enter your shipping information. You can use your home address.
  - Under Requestor, enter your contact information.
  - For submitter, enter your information.
16. Check the **Completing Order** checkbox, then click **Place Order**.

You have just ordered your business cards. You will receive a confirmation email from Converge. Your new cards should arrive within 3-5 business days.