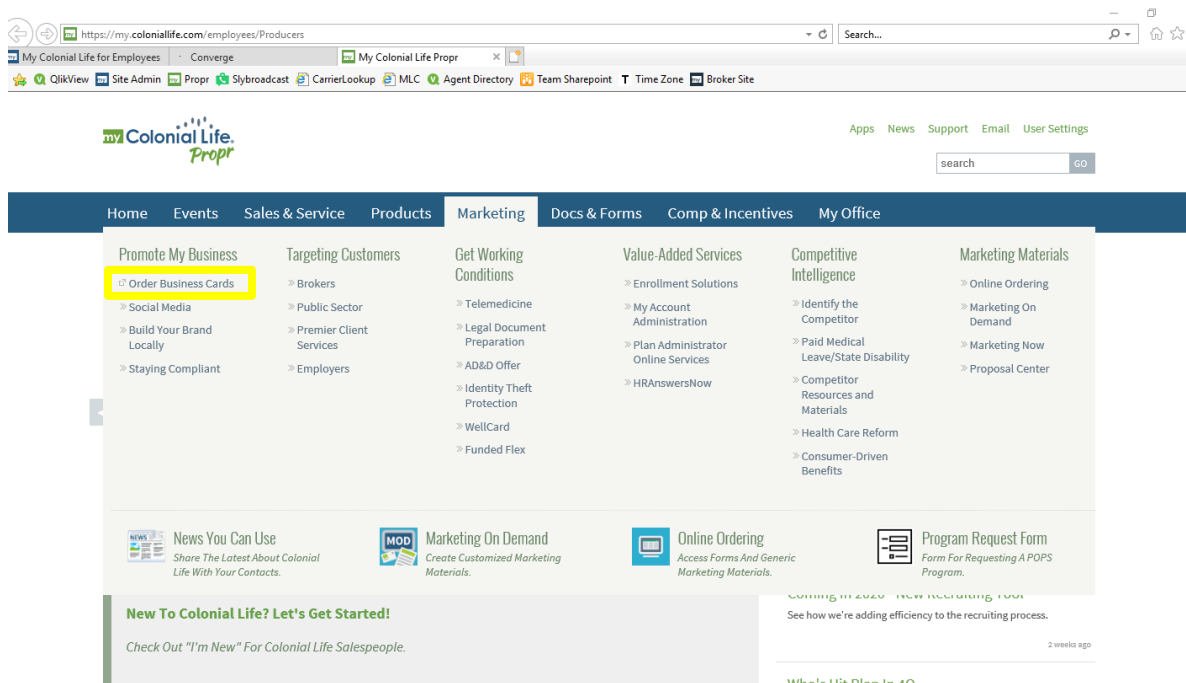


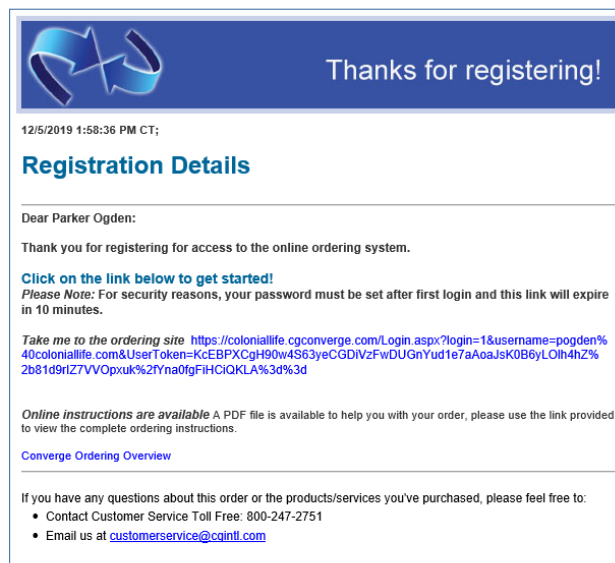
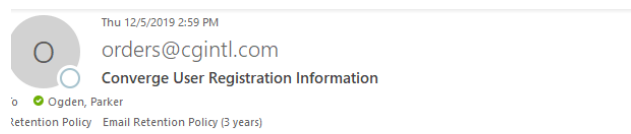
How to Order Your Colonial Life Business Cards

Each new representative/manager can order 500 complimentary business cards per CALENDAR year. Please see the steps below on how to complete your order.

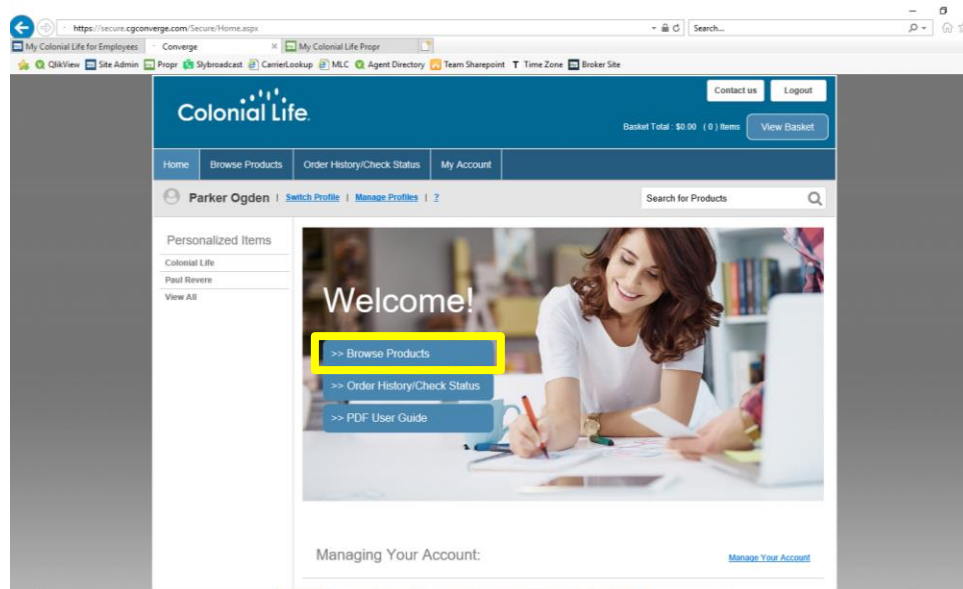
1. From the Propr home page under the “Marketing” tab select “Order Business Cards” found on your far left.



2. From the log in screen, you will click “Create an Account”.
3. On the “Creating a New User” screen, enter your Colonial Life email (all lower case) and then your first and last name. Click “Continue with Registration”.
4. You will then get an email with a log in link as pictured below. Click the link, select your agent type and create a password. Note, this email could take up to 10 minutes to receive.



5. From the home page, select browse products.



6. You will then select the first option “CL1(REP) - Standard Representative Card” OR “CL1(MGR) - Standard Manager Card” by clicking “Order This Item”.
7. Click Continue.
8. Complete the requested information that will appear on your cart:
 - a. A tagline is not required and can be left blank.
 - b. Professional designation can be left blank, if you do not have one.
 - c. Your address should be the Territory or District Office address and NOT your home address.
 - d. Your email should be your Colonial Life Email.
 - e. You only are required to enter ONE phone number and can be your personal cell if you wish.
 - i. Some agents like to add the customer support number as well (800-325-4368).
 - f. License number is only required to be listed if you live in Arkansas, California, or Minnesota. If you are do not live in these states you can leave this field blank.
 - g. Optional line can be left blank
9. After you have reviewed all your info for accuracy press “approve/continue”.
10. Click “View Basket” when prompted.
11. Enter your shipping information, which can be your home address.
12. Under the “Requester” section you will enter YOUR info.
 - a. Note that you are also the submitter when it asks for this info.
13. Check the box under “Completing Order” and then select place order.
14. You have now completed ordering your business cards.

* You can expect your new business cards to arrive within 3 to 5 business days after you receive the confirmation email from Converge.