## FASTER ONLINE NEW BUSINESS APPLICATIONS

As part of our commitment to powering you through OneAnswer, we're reducing the time you spend on paperwork by enabling you to securely upload any outstanding documents produced during the online new business application process.

With OneAnswer Frontier's new document upload functionality, you can:

- Substantially improve the turnaround time to fully complete the new business process
- Reduce your mailing costs

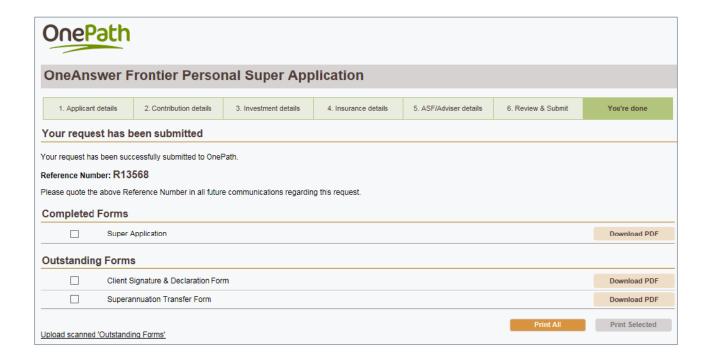
- Improve efficiency when establishing OneAnswer Frontier new business
- Reduce the risks associated with handling paper forms.

Over time, this solution will be further developed to include the upload of forms for other online processes, so stay tuned.

## Read this handy 'How to' guide to see how it's done

Complete and submit a OneAnswer Frontier online new business application following the existing process. If you have any or all outstanding documents saved on your PC as PDFs and ready to upload, you can commence the document upload process. Simply click on the Upload scanned 'Outstanding Forms' link at the bottom of the You're done page.

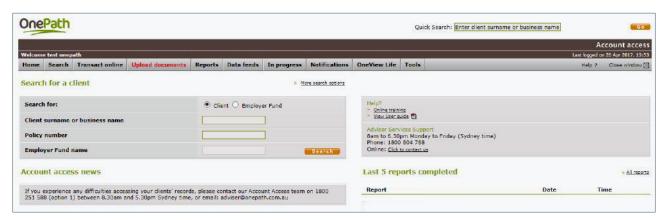
If you'd like assistance with online applications, view our helpful step-by-step video in the Product support area of Adviser Advantage.





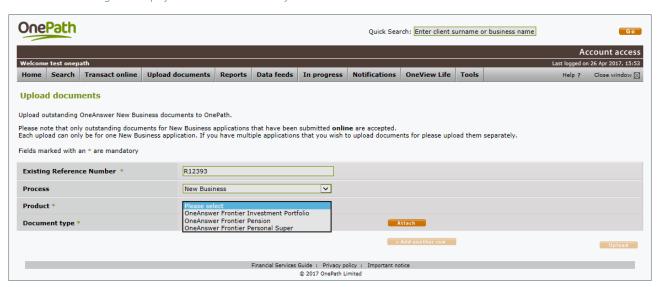
Alternatively, when you have an outstanding document ready for submission, log in to Account Access and select the Upload documents menu item from the main menu bar.

You don't need to wait until you have all of the signed outstanding documents – they can be submitted individually as soon as you have them ready.



Enter the online application reference number (located in the top right corner of the documents you wish to upload) in the Existing Reference Number field and select the relevant product from the Product drop-down menu.

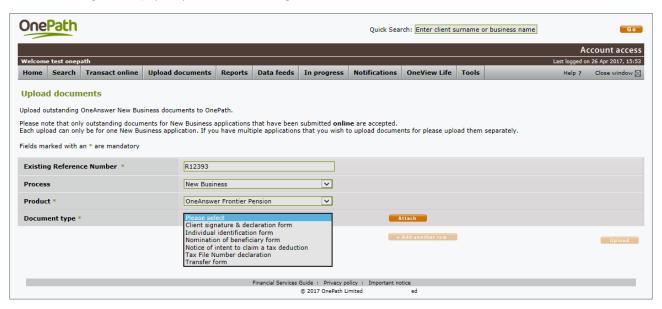
Note: an error message will display if the reference number you enter does not exist.



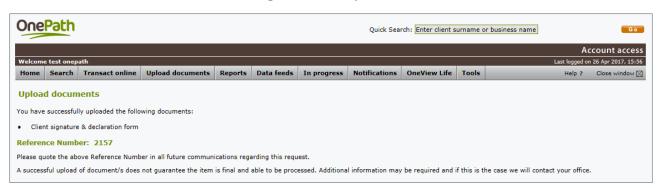
- 4
- Select the document type from the drop-down menu and attach the relevant file from your PC. The **Document type** menu will be specific to the Product you have selected.
- a) Select the document type from the drop-down menu
- b) Locate the scanned document on your PC
- c) Click the 'attach' button.

This step can be repeated multiple times depending on how many documents you wish to upload for the individual online application by selecting **Add another row**. You are able to remove attachments and/or entire rows if you require.

Note: error messages will display if any fields are outstanding.



- When you are ready to submit, click the **Upload** button. This button will only become active after all of the above steps have been completed correctly.
- 6 You will receive an onscreen confirmation message which includes your reference number.



For more information about OneAnswer, please feel free to:



