**New Case Number Request Process**

1. **Forms Needed to Request a Case Number**
   - AWD003A (Employers Acceptance of Voluntary Insurance)
   - AWD003B (New Account Setup Instructions)
   - New Case Number Request Form
   - Declaration Page (only if a commercial account under the ABI program)

2. If Requesting Contingent Guaranteed Issue (CGI)
   - Underwriting – Also Complete Form #ABJ7914
   - Fax all completed documents to your Marketing Coordinator or email scanned copies to them
   - A case number will be issued within 24 hours
   - CGI case numbers will be assigned & approved within 48 hours
   - Group Voluntary Guaranteed Issue tools will be turned on within 48 hours
   - If a case number is needed immediately for enrollment, we will make every effort to assign one (please note: based on the time of your request, you may not be able to get CGI)

3. If Requesting Group Voluntary Products – Also Complete Form #ABJ4040
   - Each Agent must also Complete Group Commission Agreement (AWD423-1) for: Group Indemnity Medical (GIM), EyeMed Vision, Guardian PPO Dental, SBS, Major Medical Complement (GAP), Group Term Life
   - **If just enrolling one of these products, paperwork can be emailed to Group Department at groupnewbusiness@allstate.com (cc your marketing coordinator & FBL if emailed or if faxed, fax a copy of the paperwork to them as well)**
   - **Group PPO Dental:** Each agent must be appointed with Guardian. And complete Employer Application (CMA2007, state specific)
   - **EyeMed:** Each agent must be appointed with Fidelity and complete Employer Application (01053MostSt-1)

4. WMC will assign the case number to the agent & send the setup forms to the necessary department(s) for processing
   - If CGI (case number & approval will come from underwriting)
   - If just offering One of the following: Dental, Vision, GIM, Gap
   - A case number will be assigned by the group department once all setup and enrollment forms have been submitted

5. Agent sets up the case in AllApp using the case number assigned and Enrolls the Group
## New Case Number Request Required Setup Forms

<table>
<thead>
<tr>
<th></th>
<th>AWD003A Employers Acceptance of Voluntary Insurance</th>
<th>AWD003B New Account Setup Instructions</th>
<th>New Case Number Request Form</th>
<th>Declaration page from Commercial Account</th>
<th>ABJ7914 CGI Request Form</th>
<th>ABJ4040 Request for Group Insurance</th>
<th>AWD423-1 Group Commission Agreement</th>
<th>Employer Application Guardian PPO Dental</th>
<th>CMA2007</th>
<th>Employer Application EyeMed 01053MostSt-1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workplace Simplified Issue</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contingent Guaranteed Issue (CGI)</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ABI Commercial Account</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Benefits in a Box Case</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group Voluntary Guaranteed Issue</strong></td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVAP1, GVAP2, GVCP2, GVCP3, GVCIP2, GVCIP3, GVS, GUL22, GVDI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group Voluntary Guaranteed Issue</strong></td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVSTD, GVLTD, GTL, GVCIP1, SBS, GIM, GAP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group PPO Dental</strong></td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EyeMed Vision Case</strong></td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

You are offering Critical Illness (Simplified Issue), GVAP1 and Group PPO Dental.

Setup Forms needed: AWD002A, AWD003B, Case Number Request form, ABJ4040, AWD423-1, CMA2007

You are offering GVAP1 only

Setup Forms needed: Case Number Request form and ABJ4040
Frequently Asked Questions

Q: Can I get a case number without submitting any or all of the necessary documents?
A: Usually No, however there could be exceptions depending on the circumstance.

Q: Where can I find an SIC code?
A: You can go to Manta.com & register (registration is free) or Google the SIC Code.

Q: What date do I use as the Date of First Deduction?
A: The employer will make that decision.

Q: What date do I use as the initial billing date?
A: AB Bills in the rear so it can be 25 days after the effective date.

Q: How many people make up a group?
A: A group is considered 2 people (unrelated) and 3 policies issued.

Q: Can I enroll using paper applications?
A: You can, however electronic submission is easier and fast. Also there is less room for error.

Q: What is the Future Purchase Option Rider (located on the D003A)?
A: FPO is an optional rider on Universal Life plans that automatically increases the plan premium and specified amount of the coverage on each of the first 3 or 5 rider anniversaries without providing EOI (Evidence of Insurability).
Key Points to Remember

- Only the EA or EFS can be the AOR on the D003. The Benefit Specialist is the Servicing Agent.
- If you plan to enroll an EA’s Agency, prior approval must be given before a case number can be assigned.
- The commission split section on the New Case Number Request form must be completed.
- Case numbers should only be requested if the case will enroll within the next 3 weeks.
- If CGI is requested the ABJ7914 must be completed and submitted.
- A signed ABJ4040 must be signed by the employer if group voluntary is requested.
- Electronic submission is the preferred method of enrollment.
- New Case Setup cannot release the business for processing without a copy of the signed paperwork.
- All documents must be signed and submitted before a case number can be assigned.
- If you are just enrolling the group in Vision or Dental, a case number will be assigned by the Group New Business Department once they receive all the signed setup paperwork and completed applications. A case number is NOT needed to setup and enroll the Dental or Vision in AllApp.