# HOW TO DO BUSINESS WITH PROTECTIVE

## Submission of Downline Producer Contracts:

- Please email your downline contracts with transmittal to contracting@igroupweb.com.

## Case Submission

- ALL new business applications should be faxed or emailed to your assigned Case Manager**:**

| | | | | | |
|---|---|---|---|---|---|
| Phone: | 800-488-9861x 131 | Phone: | 800-488-9861 x134 | Phone: | 800-488-9861 x199 |
| Fax: | 540-301-5129 | Fax: | 540-301-5129 | Fax: | 540-301-5129 |
| Email: | amber@igroupweb.com | Email: | andy@igroupweb.com | Email: | dbailey@igroupweb.com |

## Helpful Tips:

- When faxing or emailing applications, please keep the original application for no less than 90 days. Please note that the original may be requested during this period for audit purposes.
- ON APPLICATIONS WITH MONEY PLEASE WAIT FOR YOUR CASE MANAGER TO EMAIL YOU WITH THE POLICY #, AND WRITE IT IN THE MEMO SECTION OF THE CHECK:
- If you do not receive an acknowledgment memo of receipt via email within 1 business day, please call for confirmation of receipt.
- **DO NOT** SEND APPLICATIONS TO Protective as they will not be processed.

## Overnight Checks to:

Attn. **New Business**
**iGROUP Processing Center**
**11166 Fairfax Blvd., Suite 300**
**Fairfax, VA 22030**

## Checking Case Status:

- Please register on Protective website at www.protective.com
- Contact your case manager.

## Requirements:

- **ALL** Requirements must be faxed to your case manager**.**
- All requirements are sent to Protective as they are received, however, please allow 3-4 business days for website updates.
- Please be sure to check the website before calling and allow 1 business day for a response.

## Illustrations and Marketing Support

- Please contact Protective at 877-778-3500 Option 2