HOW TO DO BUSINESS WITH SYMETRA

Submission of Contracts:

- Please email your Downline Contracts to contracting@igroupweb.com

New Business Submission:

- ALL new business applications MUST be emailed or faxed directly to your Assigned Case Manager:

Phone:	800-488-9861 x131	Phone:	800-488-9861 x199	Phone:	800-488-9861 x134
Fax:	540-301-5129	Fax:	540-301-5129	Fax:	540-301-5129
Email:	amber@igroupweb.com	Email:	dbailey@igroupweb.com	Email:	andy@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.
- For applications with CWA, please wait for your case manager to email you the policy number. Please make sure you write the policy number in the memo section of the check.
- **DO NOT** SEND APPLICATIONS TO Symetra as they will not be processed.
- If you do not receive an acknowledgment memo of receipt via email within 1 business day, please call your case manager for confirmation of receipt.

Overnight Checks to:

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

Checking Case Status:

- Please register on the Symetra website at: www.symetra.com
- Contact your case manager via email or call 800-488-9861.

Requirements and Monies:

- Requirements MUST be faxed or emailed to your case manager.
- All requirements are sent to Symetra 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 Symetra Sales Support at 800-392-9920 Option 1.