HOW TO DO BUSINESS WITH PACIFIC LIFE:

Submission of Downline Producer Contracts:

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

Submission of New Business:

- eApp - PL Express App is available through the following ticket platforms
  - iPipeline IGO
  - ApplicInt
- ALL new business applications must be emailed or faxed directly to your assigned Case Manager:

Phone: 800-488-9861 x131
Fax: 540-301-5129
Email: amber@igroupweb.com

Phone: 800-488-9861 x199
Fax: 540-301-5129
Email: dbailey@igroupweb.com

Phone: 800-488-9861 x134
Fax: 540-301-5129
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.
- ON APPLICATIONS WITH MONEY PLEASE WAIT FOR **Y**OUR 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 Pacific Life 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 the PAC Life website at: https://plexpress.pacificlife.com/pro-web/login.html
- Contact your case manager at 800-488-9861.

Requirements:

- **ALL** Requirements **MUST** be faxed to your case manager.
- All requirements are sent to Pacific Life 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. Please be sure to provide a policy number and client name when calling.

Ilustrations and Marketing Support

- LynInternalSales@PacificLife.com
- (844) 238-4872, Option 3
- Click HERE for the Product & Sales Kit Link