How to add on to a policy: *11-1-22*

1. Primerica App
2. Turbo Apps
3. Policy Change Form/Reinstatement
4. Click on blue Plus sign in bottom right corner
5. Search by policy number, SSN or Client Name and can pull up any current life application for anyone in Primerica, no matter who the agent is.
6. Once pulled up click on the client's name
7. At this point you will need social and DOB to make changes to or additions
8. App questions then no for practice application questions, click arrow in top right corner
9. Change agent or add an agent, click arrow in top right corner
10. All of current policy information comes up
    a. **TO ADD A CHILD RIDER:** Click on the pencil in the top right under Child rider if they have children, if not then click on the plus sign by add child rider.
        1. Click on blue plus button to add a child rider, then save through policy clicking arrow in top right all the way through.
    b. **To ADD coverage.**
        1. Click on pencil in top right by coverage details.
        2. Should say update existing coverage and hit next
        3. Adding new coverage hit YES
        4. Then select the product, insurance class, term and dollar amount you are adding. Next and next through child rider
        5. It will bring up the current coverages and the added coverage also with total for all of them, if it is correct hit save
        6. Hit arrow in top right corner
        7. Hit Accept Under Agent tasks and acknowledgement
        8. Go through all the questions and medical questions again like original app.
        9. When it asks if Life Insurance in Force, Do any of the persons applying for coverage have existing life insurance or annuities in force? This is referring to non-Primerica policies, so the answer is no if all they have is the Primerica stuff.
        10. Process through like an initial application; no money is required at the end because they already have all the clients bank draft information.