

# Launch Electronic Medical Questionnaire

## For Producers

Thank you for choosing to submit your client's Full Underwriting Application Supplement using The Standard's<sup>‡</sup> Electronic Medical Questionnaire.\*

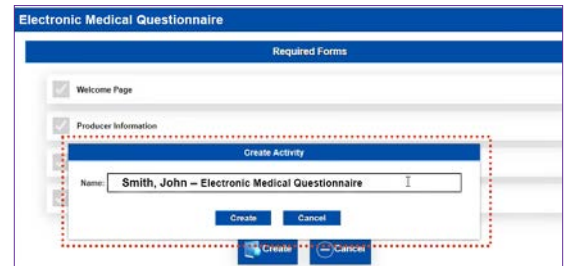
### 1 Go to The Standard's eApp platform.

- From the same list used to launch eApp, you can select to launch the Electronic Medical Questionnaire.

Select the **Electronic Medical Questionnaire**, then click **Create**.

In the **Create Activity** dialogue box, **rename** "New Application" to your client's name.

For example, **rename** "New Application" to "Smith, John."

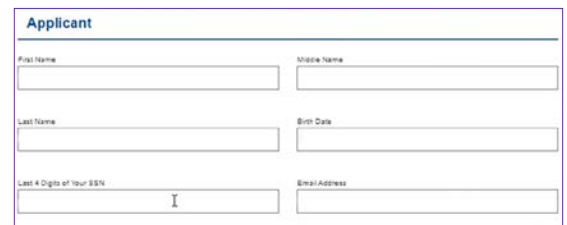


**Note:** Rename the application with your **client's name** in the Create Activity dialogue box. This allows your General Agent and The Standard to match the questionnaire with the corresponding application and PIR.

If not renamed, this may cause processing delays.

### 2 You'll fill in the client information in the initial screen:

- State in which the applicant lives
- First and last name
- Date of Birth (mm/dd/yyyy)
- Last four digits of Social Security Number
- Email address
- Cell phone number



\*The Electronic Medical Questionnaire is not available for use in SC.

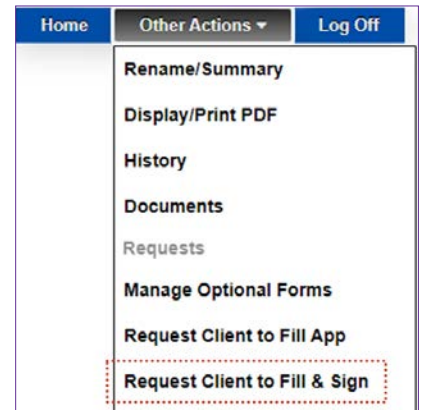
‡ The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon, in all states except New York, where insurance products are offered by The Standard Life Insurance Company of New York of White Plains, New York.

**3 Generate the Electronic Medical Questionnaire link to send to the client:**

- Request the **Fill and Sign** option from the **Other Actions** drop down at top right of screen.

Note: You must select **Fill and Sign** to enable your client to sign and submit the questionnaire.

If another option is selected, your client will not be able to complete or submit their questionnaire.



- The client information prepopulates here:

You can send your client an email greeting and a link to the Electronic Medical Questionnaire or create a unique questionnaire link to send via text or email.

**4 The client has up to 30 days to complete the Electronic Medical Questionnaire.**

If your client has any questions, they may send a message from inside the questionnaire. All communications while in the questionnaire will be directed to the person who initiated the questionnaire.

**5 After the client signs the questionnaire, the Electronic Medical Questionnaire is submitted to The Standard.**



**Producer**

Submits request to start EMQ, adds client information. Next, sends a unique link to the questionnaire to client by email or link in email or text.



**Client**

Client completes the Electronic Medical Questionnaire and signs.



**Home Office**

Standard Insurance Company | The Standard Life Insurance Company of New York | [standard.com/di](http://standard.com/di)

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