

Launch Electronic Medical Questionnaire

For Producers

Thank you for choosing to submit your client's Full Underwriting Application Supplement using The Standard's[‡] 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.

Home	Other Actions ▾	Log Off
	Rename/Summary	
	Display/Print PDF	
	History	
	Documents	
	Requests	
	Manage Optional Forms	
	Request Client to Fill App	
	Request Client to Fill & Sign	

- The client information prepopulates here:

Request Clients to Complete Filling and Signing Application

Your Name: Subject:

Your Email:

Primary Insured

Name: Email:

Last 4 Digits of SSN/Government ID: Birth Date: Mobile Number:

<Client Name>,
Thank you for applying for individual disability insurance from The Standard.
<a href=<URL_LINK>>Please complete your electronic application here
Please enter your birth date and the last four digits of your Social Security number to log in. You'll be asked to accept the disclosure terms and consent to conducting business electronically.

The primary signer will receive an email message with instructions to complete the forms and signature.
After the primary signer completes the signature, other signers will receive an email with instructions to complete their signatures.

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

‡ The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of 1100 SW Sixth Avenue, Portland, Oregon, in all states except New York, where insurance products are offered by The Standard Life Insurance Company of New York of 445 Hamilton Avenue, 11th floor, White Plains, New York. Product features and availability vary by state and company, and are solely the responsibility of each subsidiary. Each company is solely responsible for its own financial condition. Standard Insurance Company is licensed to solicit insurance business in all states except New York. The Standard Life Insurance Company of New York is licensed to solicit insurance business in only the state of New York.