



Fax Application Transmittal Cover Sheet

IMPORTANT:

- If possible, please submit applications using the "Upload Documents" link via **Document(s) Upload** on the Agent Portal – *see page 2 for an outline*
- Use this transmittal cover sheet for **NEW** application submissions
 - If submitting outstanding requirements (i.e., replacement forms, 2nd applications, etc.) or corrections for an existing application, utilize the "Upload Documents" feature via **Document(s) Upload** on the Agent Portal
 - Please utilize a new transmittal cover sheet for each different application
 - Only applications paying the initial premium by bank draft should be faxed
 - DO NOT collect premium with an application that is being faxed
 - Do not mail in applications/forms once you have faxed them, original copies should be maintained in case of fax transmission problems
 - Complete all Agent information in the box below

Fax NEW application submissions ONLY to: 1-855-226-4101

Agent Name: _____ Agent Writing # 0000 _____
Agent Phone Number: _____ Agent Fax Number: _____
Total number of pages being faxed (include cover sheet): _____

Forms sequence:

- ☐ Application
- ☐ Replacement form (if applicable)
- ☐ Other state specific required forms (if applicable)
- ☐ Guaranteed Issue documentation (if applicable)
- ☐ Signed bank draft authorization
- ☐ Copy of a voided check or deposit slip on a separate sheet of paper

Applicant First & Last Name	Plan Applied For:	Initial Premium Amount to be drafted

All application questions should be directed to the Underwriting Department at 1-844-301-0395, select Option #4 and then Press #2

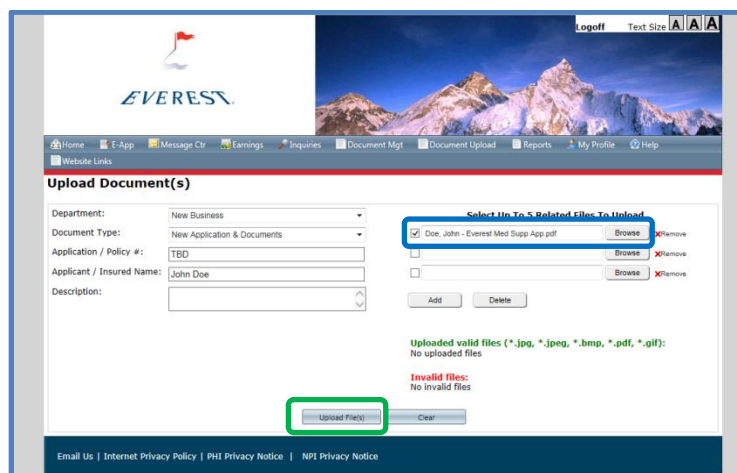
SUBMIT EVEREST PAPER APPLICATIONS ONLINE

If possible, please submit paper applications using the “Upload Documents” link via **Document(s) Upload** on the Agent Portal

- Log into the Everest Agent Portal and click on the “[Upload Document\(s\)](#)” link (**red box**)



- Select “New Business” from the Department drop down
- Select “New Application & Documents” from the Document Type drop down
- Type in **TBD** in the Application/Policy# field
 - If submitting a “Wet Signature” application from the E-Application platform, enter the Application number provided by the E-App system
- Type the Applicant Name in the Applicant/Insured Name field
- Click a “Browse” button (**blue box**) then locate and upload the application file
 - The upload is completed when the file name displays in the field
- Complete the process by clicking the “Upload File(s)” button (**green box**)



NOTE: Agents do not receive an email confirmation when they upload an application. However, they will be able to confirm a successful upload by viewing the “[View Uploaded Document\(s\)](#)” link (**red box**).