New Applicant

- Click on the Login link at the top right of the page
- Log on using the **Login** section.
    - Enter applicant's first name (Capital first letter, lower case thereafter)
    - Enter applicant's last name (Capital first letter, lower case thereafter)
    - Enter applicant's social security number (no dashes or spaces)
    - Create a personal password (3 to 12 characters)
    - Confirm the password
    - Enter the ***Client Package Code*** (the code is **LTC**) provided by the Insurer
    - Click on the **Log on to nomoreforms** button.

Returning Applicant

The first Login box can be used if the applicant is returning as well.

- Log on using the ***Returning Applicant*** section
    - Enter applicant's social security number (no dashes or spaces)
    - Enter the personal password
    - Enter the ***Client Package Code*** (the code is **LTC**)
    - Click on the **Log on to nomoreforms** button

Completing Applicant Forms

***Every required form MUST be completed before the applicant can submit forms or attachments*

***Clients WILL NOT see the forms in the Applicant Processing Center until the applicant has completed and saved every required form. They must hit the submit button. Forms must be printed, signed and mailed to WFG forprocessing.*

- Click on the first form, **National LTC Data Sheet** in the listing
- Complete the entire form - Note that **ALL RED FIELDS** are required fields and must contain data
- Click on the **SAVE YOUR INFO** button at the bottom of the document to save the form
- If the applicant has not completed all mandatory fields, they will have the option of either returning to the form and complete the required fields that are missing information and **SAVE YOUR INFO** again, or clicking the button **IF YOU NEED TO COME BACK LATER, CLICK HERE TO SAVE YOUR INFORMATION AND LOG OFF**. If the applicant elects to choose the second option, when they log in at a later time, their form will be partially completed based on the previous information they had supplied.
- Repeat this process for all required forms and again click on the **SAVE YOUR INFO** button as they are completed
- **PRINT ALL DOCUMENTS, SIGN THEM AND SUBMIT THEM TO New York/National Long Term Care Brokers**

State Licensing Requirements

Important Licensing Note: Several states do mandate that an agent take a special course(s) to be permitted to market/sell long-term care products in that state. Please reference the below requirements:

New York: As of April 1, 2005, The NY Partnership mandates that an agent be certified to market/sell a NY Partnership policy. Please visit www.nyspltc.org for more information. If you are certified, please be sure you have faxed a copy of your certificate to 518-371-6131, Attention: Jennifer.

California: All agents must take an 8-hour course to market any LTC in this state. Agents must also complete an additional 8-hour course to market CA Partnership.

Colorado: All agents must complete a one-time 2-hour LTC program, and receive certificate of completion.

Connecticut: All agents must complete a one-time 7-hour LTC program to market/sell the CT Partnership.

Illinois: All agents must complete a 6-hour course, and receive certificate of completion.

Indiana: Indiana agents only must take an 8-hour course to market any LTC in this state. Indiana agents must also complete an additional 8-hour course to market IN Partnership.

Maryland: Maryland agents only must take a 2-hour course to market LTC in this state.

New York: All agents writing the NYS Partnership plan must be certified.

North Carolina: NC agents must obtain a special LTC license. In addition to an L&H license, one must complete a 10-hour LTC/Medicaid course and pass a state exam to market LTC in NC. Non-resident agents marketing in NC are exempt but must apply for the LTC license.

Washington: All agents must complete a 6-hour course, and receive certificate of completion