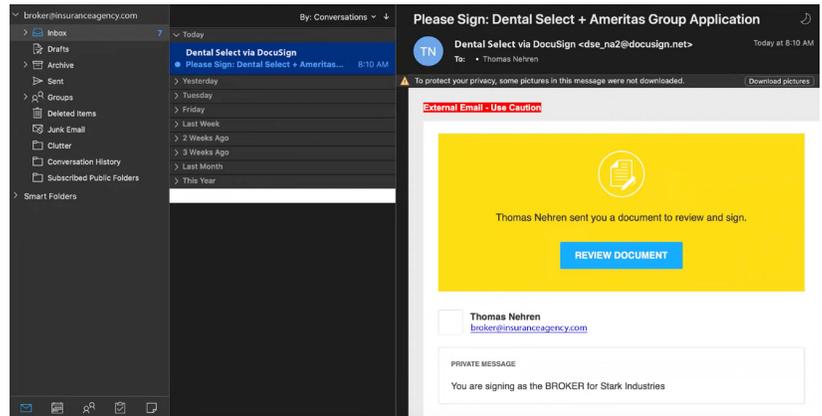


How-to: Dental Select Group Rewrite

Dental Select’s acquisition by Ameritas Life Insurance Corp. requires that all insured policies be rewritten from Chubb to Ameritas paper. To help effectuate this change, we ask that all groups provide a new signed Ameritas application. This document provides a step-by-step review of the required steps to complete the application rewrite.

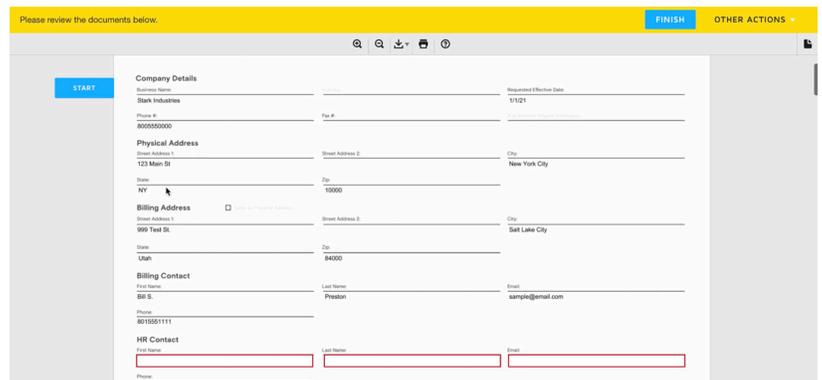
Step 1

- Receive email from rewrite@dentalselect.com.
- Whitelist this address to ensure you’ll receive it in your inbox.
- You’ll get an email for every group you are the writing agent for because we’ve pre populated most of the application information from our system for you.



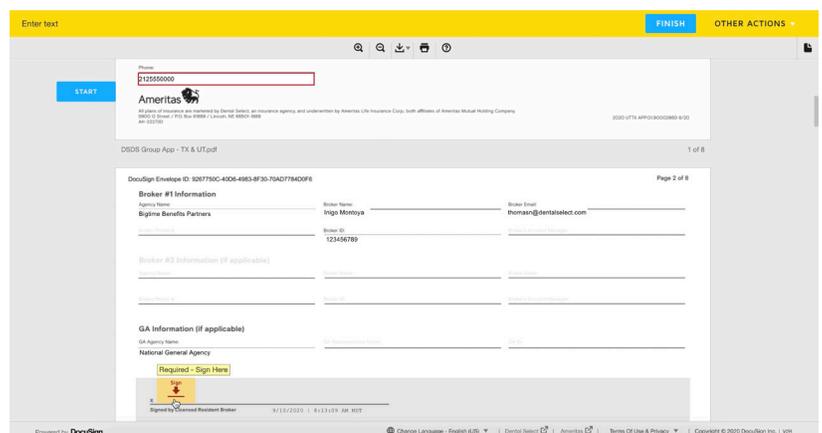
Step 2

- Click “Review Document” button to open DocuSign.
- Application emails will go to the first broker of record in our system when more than one broker is attached to a group. If you’d prefer to forward the application, select “Other Actions” to reassign the responsibility appropriately.



Step 3

- Look for the red outlined fields to complete.
- First complete the HR Contact section. This will assign the application to the authorized group benefits administrator for signing in the next phase. Include first name, last name, direct email address, and direct phone number for follow-up as needed.
- Finally, add your signature.
- You are done!

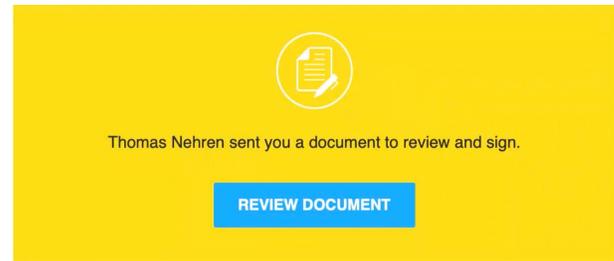


Step 4

- Dental Select will receive the application that you just signed and will redirect it to the contact you specified.

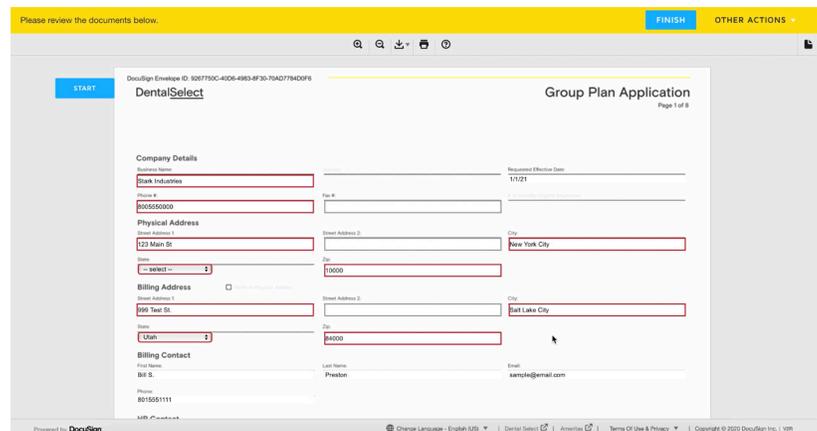
Step 5

- The group benefits administrator will receive the email from **rewrite@dentalselect.com**.



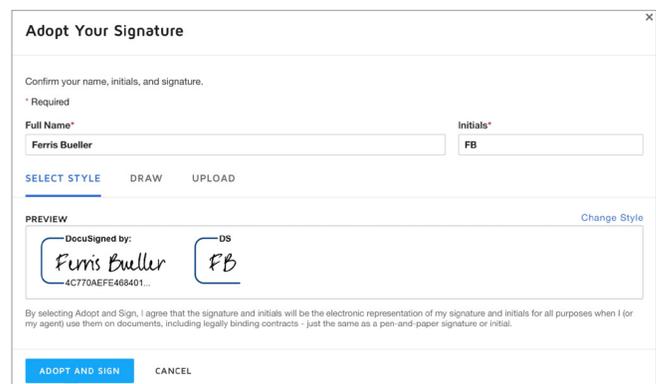
Step 6

- Click the “Review Document” button to open DocuSign.
- Look for the red outlined fields to review/revise/complete:
 - If any of the contact information in the Company Details section has changed, please update those here. Otherwise, verify accuracy and move to the Signature section at the end of the form.
 - Plan details are included for review but grayed out. Plan revisions should be managed during Open Enrollment.



Step 7

- Sign the document, click Finish, and you're all done!



Step 8

- Once the application is complete the assigned broker, group benefits administrator, and Dental Select will receive a digital copy of the completed application for their records.



For questions on this Rewrite Process, please contact your Dental Select Representative or contact our Customer Care Team at 800-999-9789.