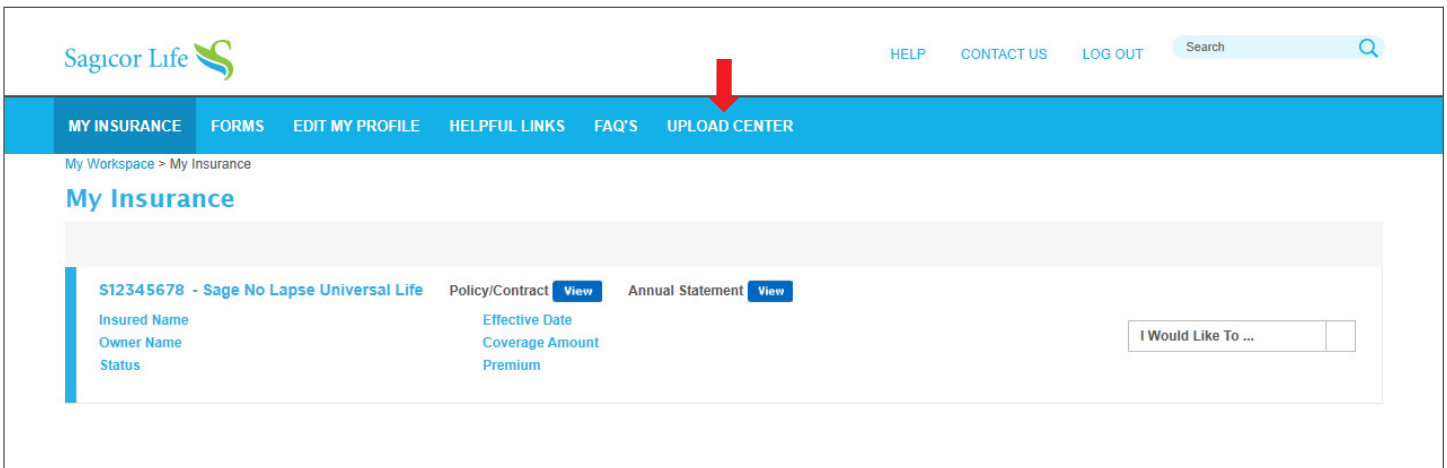


↑ UPLOAD CENTER

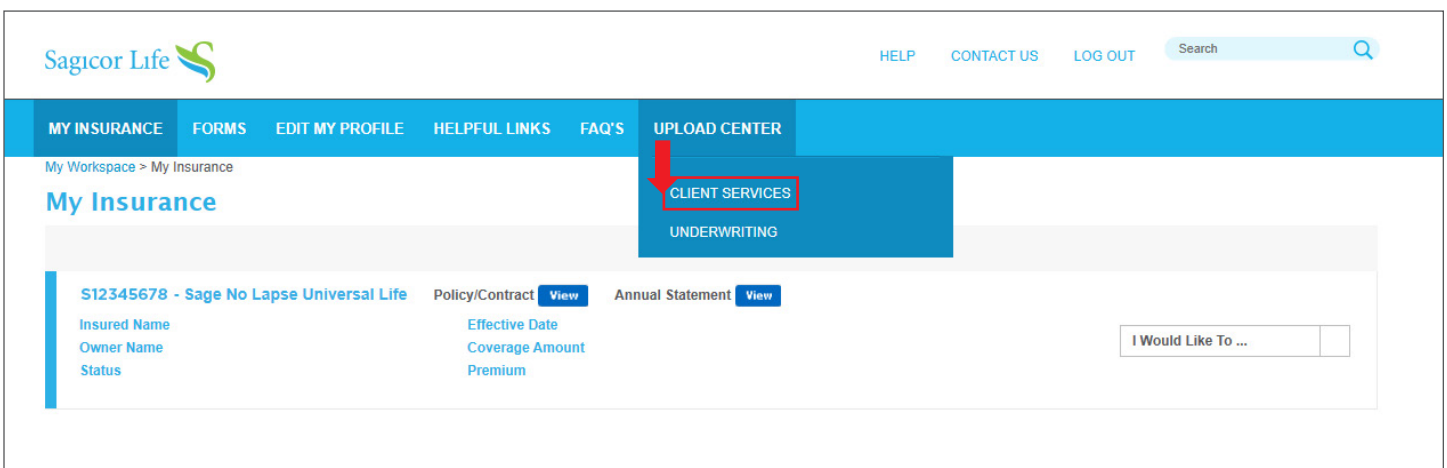
— HOW TO GUIDE —

1 Log in to the [Client Portal](#) from Sagicor.com.

2 Click on the UPLOAD CENTER tab.



3 From the UPLOAD CENTER tab, select CLIENT SERVICES.



4 Follow these simple steps to upload files.

MY INSURANCE FORMS EDIT MY PROFILE HELPFUL LINKS FAQ'S **UPLOAD CENTER**

Upload Center > CLIENT SERVICES

Client Services Upload Center

Welcome to the Client Services Upload Center. The Client Services Department is responsible for responding to all inquiries on in-force policies. This department also processes the following requests, which include but are not limited to: changes on in-force policies, address changes, beneficiary changes, loans, policy values, reinstatements, and withdrawals.

Required fields are marked with an asterisk (*).

For faster, easier processing, you can submit documents and inquiries here versus through email, fax or mail.

Policy Insured

Please select the Policy Number this request applies to :

Step 1: Select your policy number.

Request Type *

Please select the document type from the list of documents.

Additional Comments / Instructions:

Step 2: Select the appropriate document type here. Hover over each document type for more information.

Step 3: You may enter any additional information or special instructions in the Additional Comments box.

Documents *

For accurate processing, please be sure to include all relevant pages in a clear, legible format.

Note: Please note that only one file can be uploaded per upload. After a successful upload, you'll have an option to upload more documents.

Select file to upload or drag and drop below (Drag & Drop functionality is not available on Internet Explorer or Edge)

Step 4: Drag and drop the file you wish to upload into the outlined area. Or, click "Choose File" to browse and select a file to upload.

50MB max file size. Please use the following file types: PDF, JPEG or TIFF.
The file cannot include any special characters (i.e. \$, &, /, !, etc.)

Upload

If you wish to upload another document, you may click "Yes" and repeat the process.

Contact us if you need assistance

If you have questions or want more information, please call Client Services toll-free at **1-888-724-4267, extension 4610.**

Insurance and annuities issued by Sagicor Life Insurance Company and not available in all states. Home Office: Scottsdale, AZ. Sagicor is rated "A-" (Excellent) by A.M. Best Company (4th best out of 16 possible ratings), affirmed as of September 11, 2020. Rating and guarantees based on claims-paying ability of issuing insurer.