

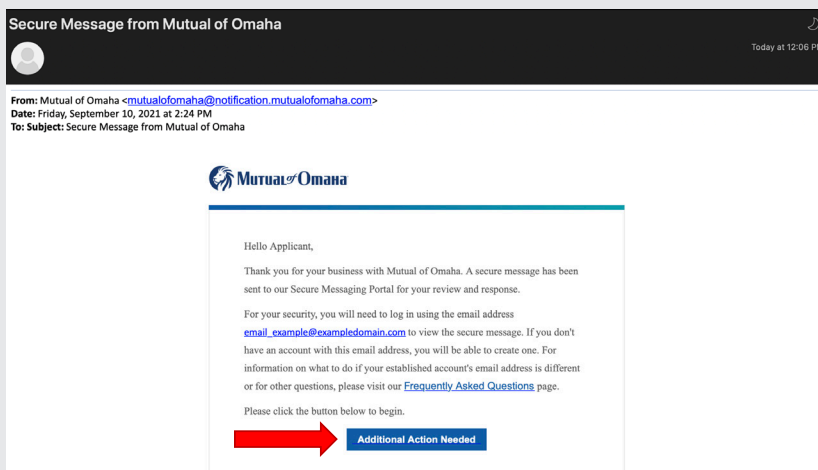
# Signing In to Your Secure Message Portal

Thank you for choosing to purchase a Mutual of Omaha disability income product to help protect you, your paycheck and your family. Now that you have completed your application, what's next?

1. You will be sent a secure message link to the email address you provided in your application.
2. Please access this link on a computer or smart phone using any browser except Internet Explorer.
3. Once you receive your secure message, click on the **"Additional Action Needed"** link in the message. This will take you to a secure site to log in or sign up for a Mutual of Omaha account.

## Secure Access Email

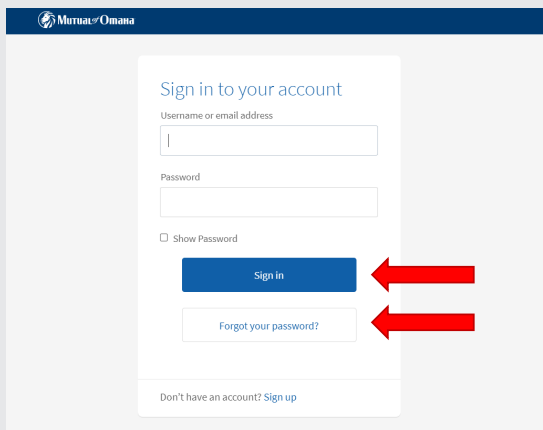
Once you have completed your application and are ready to electronically sign the e-App, a secure link will be sent to your email address. Click on the **"Additional Action Needed"** button.



## First Time Sign In

To begin, use the email address provided on the application as your username. If you don't have an account with Mutual of Omaha, select the **"Sign Up"** button and complete additional security steps to create an account.

If you already have an account and are unable to remember your password, click on the **"Forgot Your Password"** button.



Once you are signed in, you will be redirected to the **“Electronic Consent Validation”** page. You must view the **“Review Electronic Signature Consent”** notice before you can sign and **“Submit and Continue”** to move on to the **“Review Application Page.”**

Mutual of Omaha  
Secure Messaging Portal

Go to Dashboard Contact & Help Log Out

## Welcome, Applicant

### Electronic Consent

To begin the electronic signature process, please review the Electronic Signature Consent below:

[Review Electronic Signature Consent](#) **NOT VIEWED**

I have read the Electronic Signature Consent.

Please review the document(s) above

Sign  Decline

By clicking "Submit and Continue", I acknowledge that my responses will be submitted to Mutual of Omaha for review.

Submit and Continue

Selecting the **“Submit and Continue”** button will then take you to the final signature page.

You must review the application by clicking the **“Review the Application”** link before you can move on and complete the City/State fields. Once you have completed the City/State fields, you will sign and move on to **“Submit and Continue”** for completion.

Mutual of Omaha  
Secure Messaging Portal

Go to Dashboard Contact & Help Log Out

## Welcome, Applicant

### Review Application

Please review the application and all other forms in their entirety for accuracy, understanding and agreement. This application contains multiple pages and forms. If changes or updates to any information are needed, or if there are questions, please inform your producer.

[Review Client Application](#) **NOT VIEWED**

I acknowledge that I have read and understand all of the forms presented. I agree that the electronic signature I provide below shall be applied to the forms and will not be used for future transactions.

By clicking the 'Sign' button below, you, the client, are electronically signing all applicable forms. This button must be pressed by the client, and not by a third party on behalf of the client.

Please enter the city and state where you are signing the document(s)

City  State

Please review the document(s) and complete the required fields above

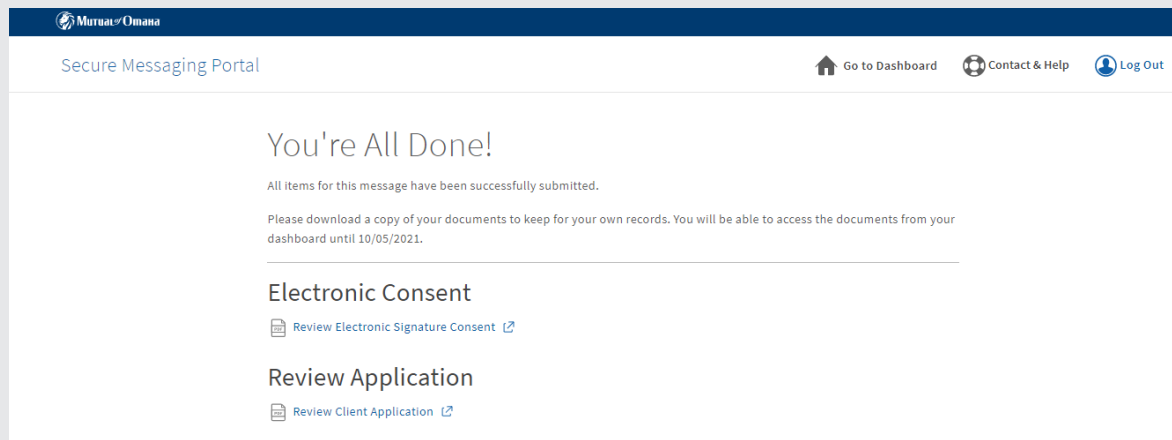
Sign  Decline

By clicking "Submit and Continue", I acknowledge that my responses will be submitted to Mutual of Omaha for review.

Submit and Continue

The **“Submit and Continue”** button will also finalize your application and send it to Mutual of Omaha for review.

Once you have signed and submitted your application, you will be able to view and download your application, which is retained in the Secure Messaging Portal for 90 days.



The screenshot shows the Mutual of Omaha Secure Messaging Portal interface. At the top, there is a dark blue header with the Mutual of Omaha logo on the left and navigation links for 'Go to Dashboard', 'Contact & Help', and 'Log Out' on the right. Below the header, the main content area has a white background. The heading 'You're All Done!' is prominently displayed. Below it, a message states: 'All items for this message have been successfully submitted. Please download a copy of your documents to keep for your own records. You will be able to access the documents from your dashboard until 10/05/2021.' There are two main sections: 'Electronic Consent' with a link 'Review Electronic Signature Consent' and 'Review Application' with a link 'Review Client Application'. Both links are accompanied by a document icon and an external link symbol.

Congratulations, you're finished! If you have further questions, please contact your producer or [sales.support@mutualofomaha.com](mailto:sales.support@mutualofomaha.com).