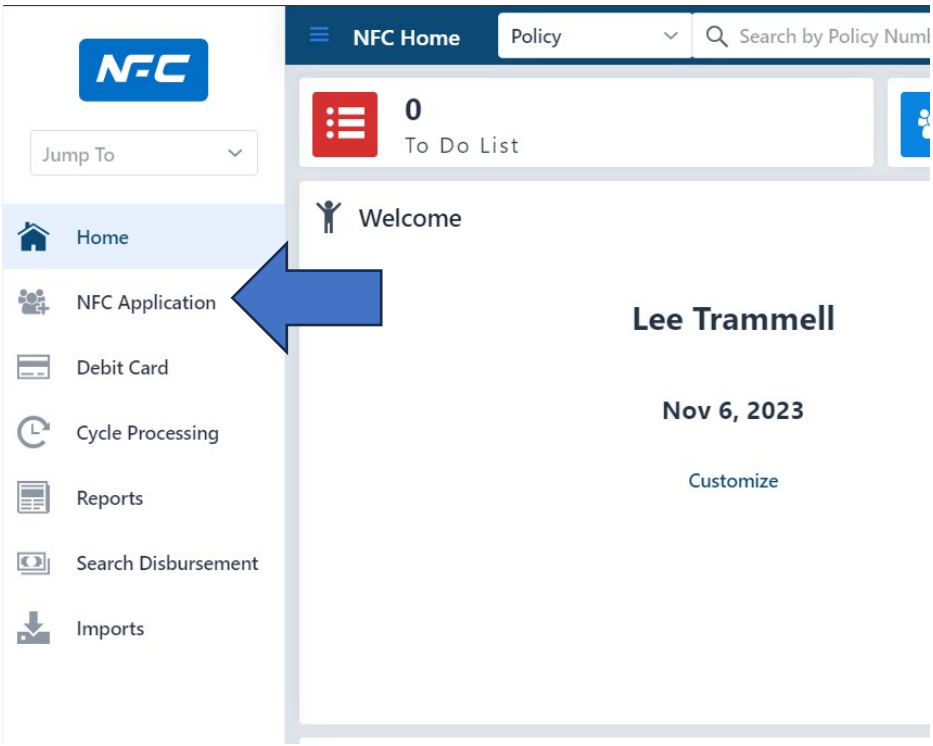
Entering a New Policy into CalcFocus

Summary

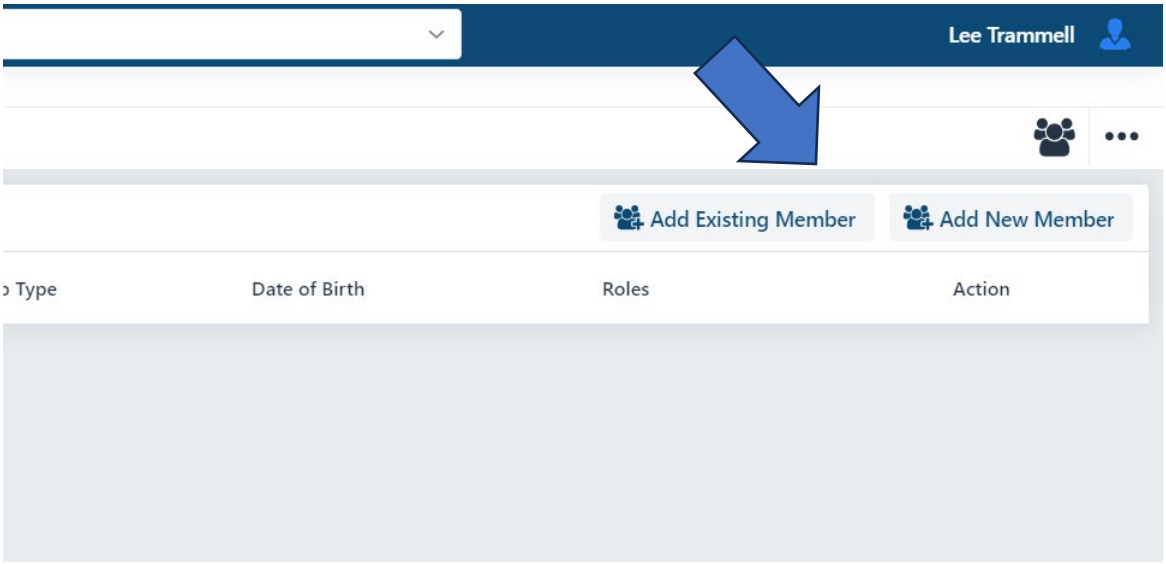
1. Log in to CalcFocus by visiting our website at www.nfcbenefits.com > Portal Access Link
2. Click on NFC Application
3. Choose either New Member or Existing Member
4. If New Member, enter their information and press OK and Next. If existing, choose the member, press Next and go to step 5.
5. Choose the policy from the list and click on the appropriate premium to select the policy.
6. Answer any questions regarding exclusions of family members from the policy and press OK, and then press Next.
7. Enter the policy information and press Next.
8. Enter the billing information and Press Next.
9. Enter the agent information and press Next.
10. Enter the last 4 of the social security number for confirmation.
11. Click Do Not Receive Application Form(s)
12. Click Apply and Confirm
13. Policy Application is Complete

Detailed Instructions

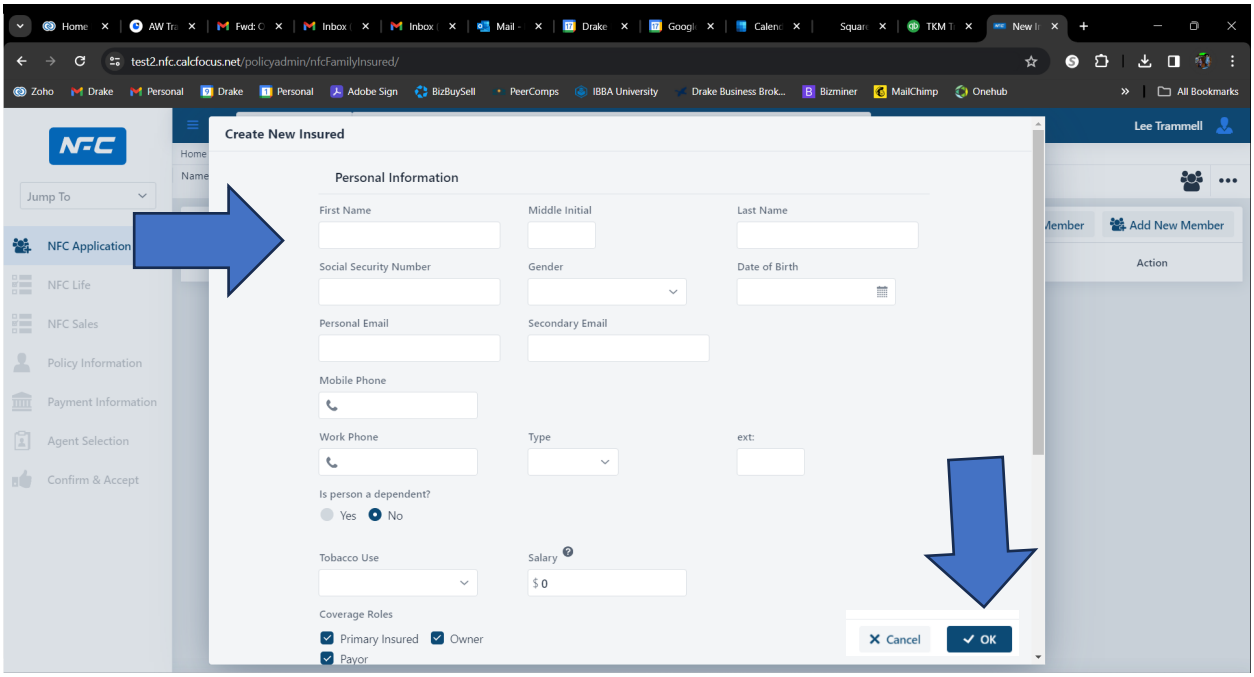
1. Log in to CalcFocus by visiting our website at www.nfcbenefits.com > Portal Access Link
2. Click on NFC Application



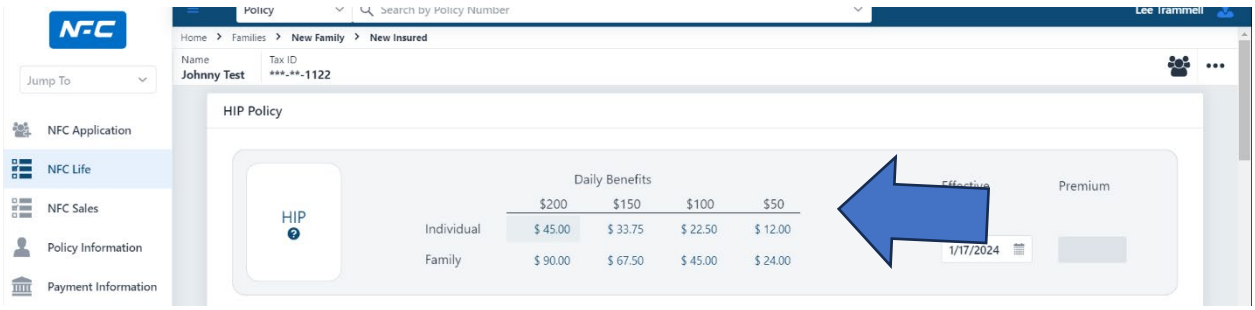
3. Choose either New Member or Existing Member



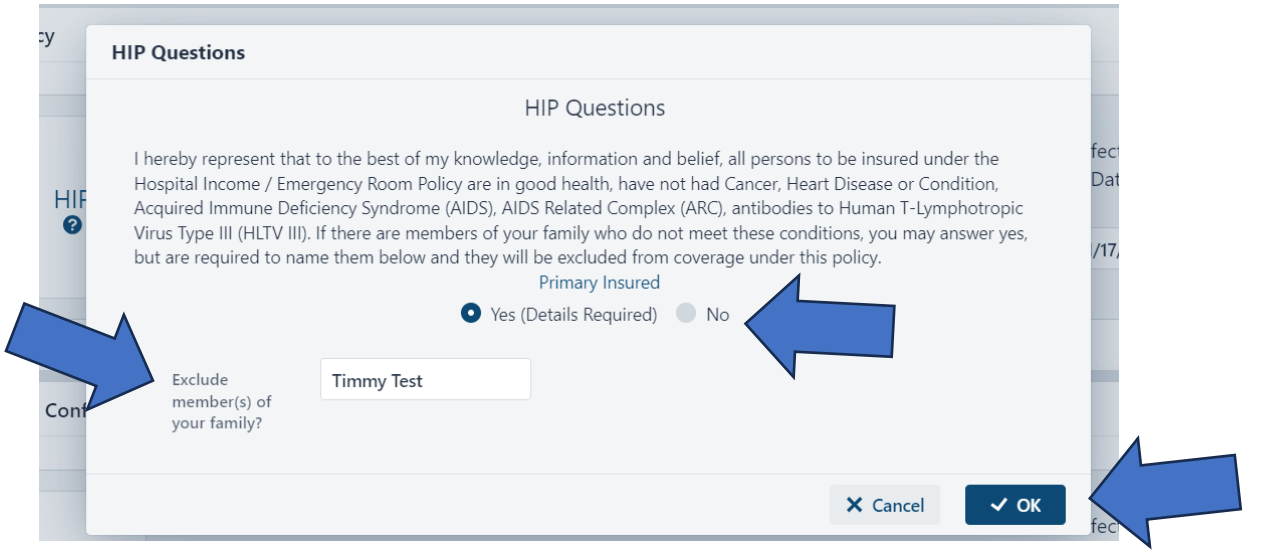
4. If New Member, enter their information and press OK and Next. If existing, choose the member, press Next and go to step 5.

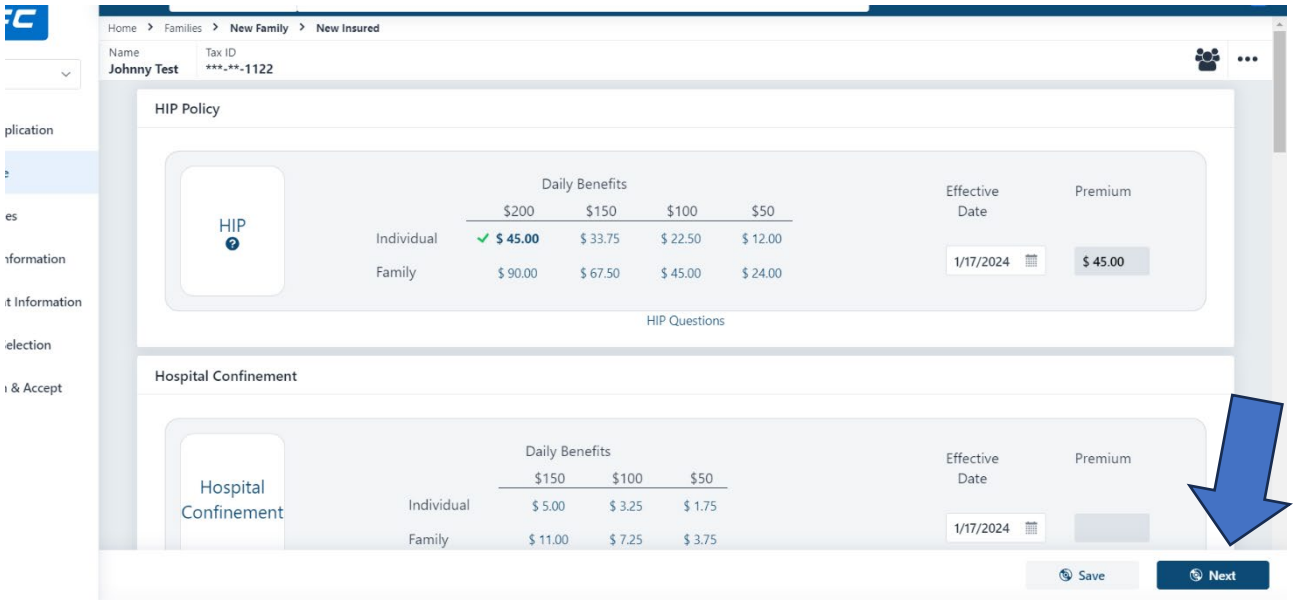


5. Choose the policy from the list and click on the appropriate premium to select the policy.

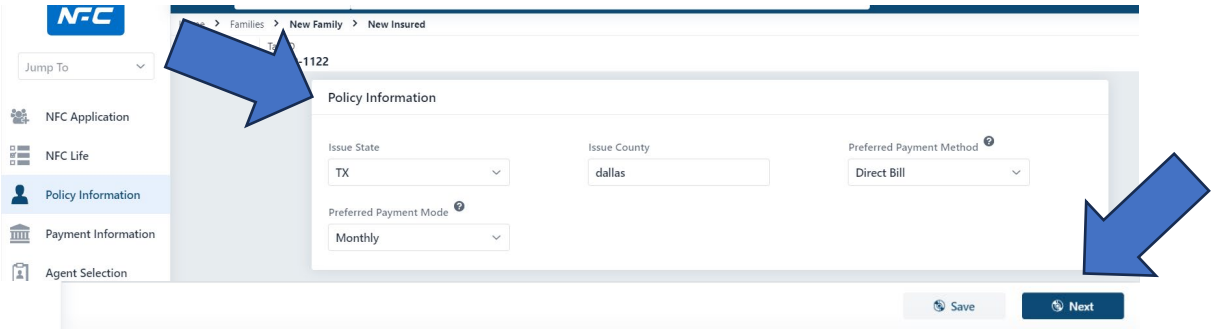


6. Answer any questions regarding exclusions of family members from the policy and press OK, and then press Next.

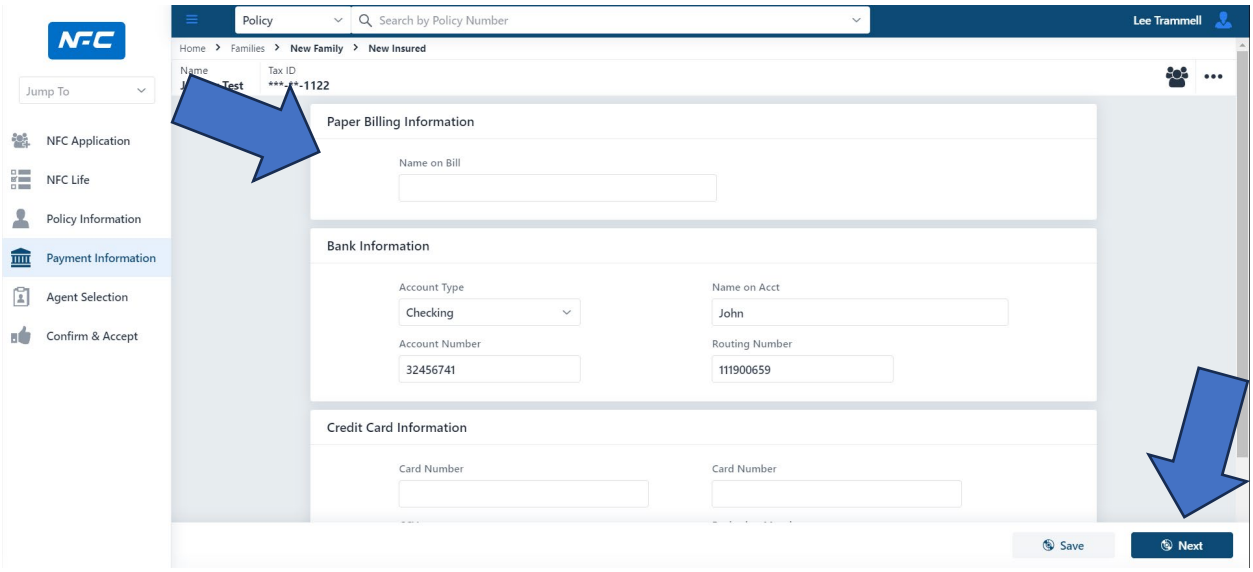




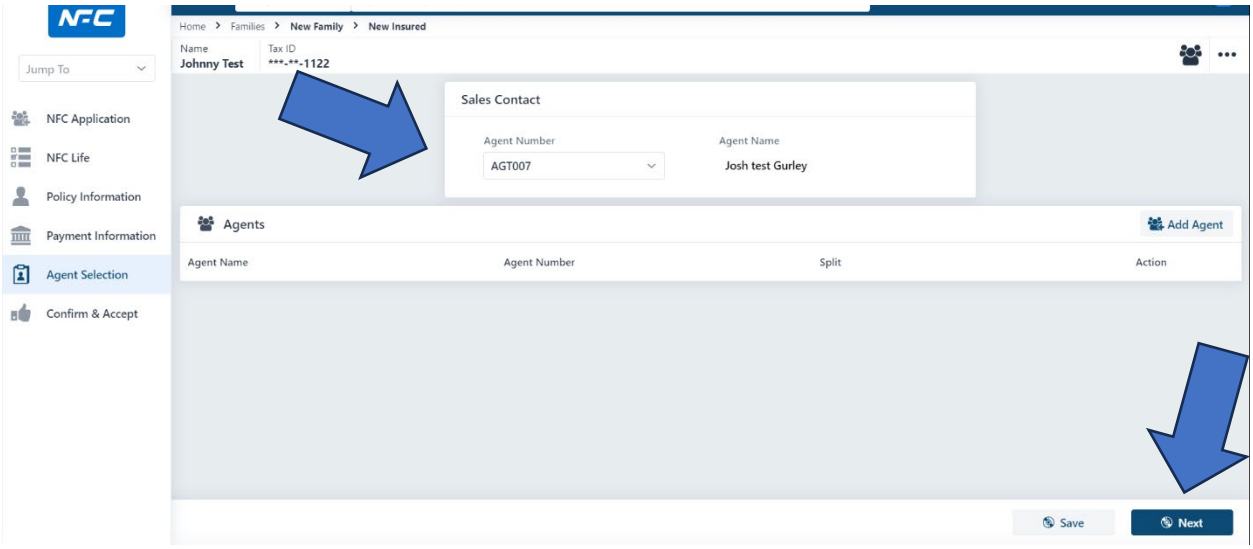
7. Enter the policy information and press Next.



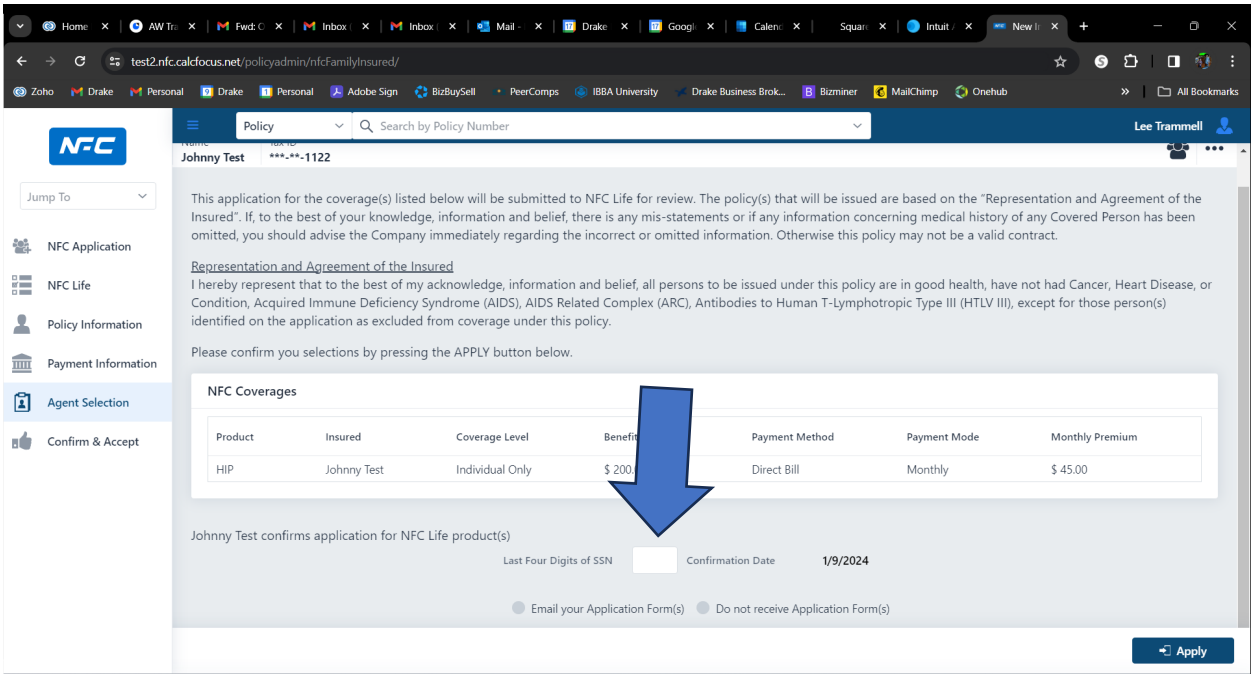
8. Enter the billing information and Press Next.



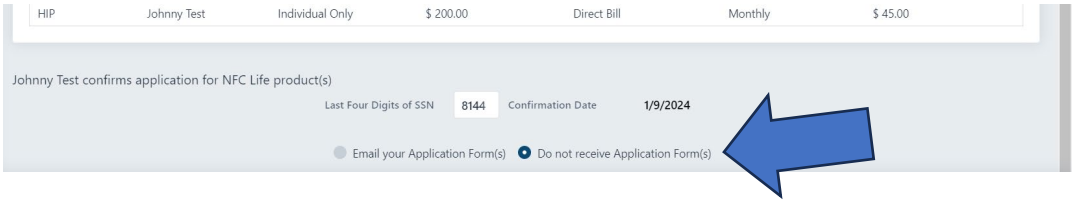
9. Enter the agent information and press Next.



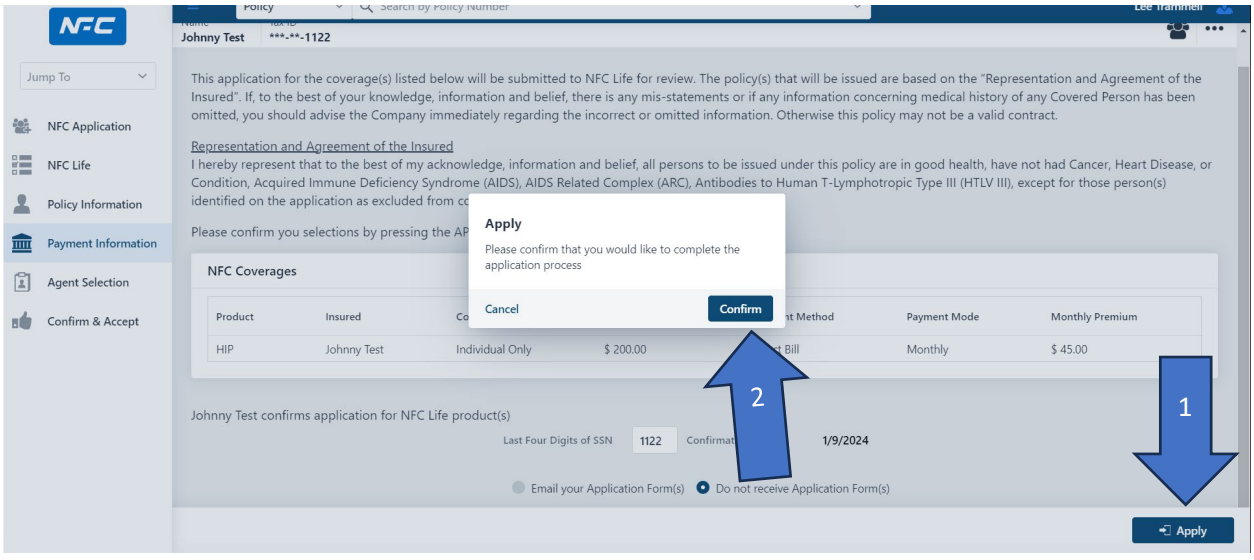
10. Enter the last 4 of the social security number for confirmation.



11. Click Do Not Receive Application Form(s)



12. Click Apply and Confirm



13. Policy Application is Complete