

Product & Service Notice



Date: March 24, 2023
To: Ameritas Field Associates
RE: Updates to Licensing Process

Form Number: PS 4412

Summary:

To improve the licensing process turnaround time, as long as a field associate's contract paperwork is received **in good order**, the field associate's file will be activated while the background check is still pending.

Additional Information:

Field associates will receive a new, provisional acceptance letter, complete with their agent number, situation code, agency number and information on getting started with Producer Workbench (our agent portal). Field associates will not receive additional communications regarding their new contract unless there is an issue found when the background check completes.

If background issues are found, we will contact the field associate and agency to discuss next steps up to and including termination of the agent's contract.

Note: This updated process does not apply to agency management contracts or field associates applying for a finance plan.

If you have any questions about the licensing process, please contact field licensing at 800-388-8802

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