AMERICAN NATIONAL

Software Tooltip

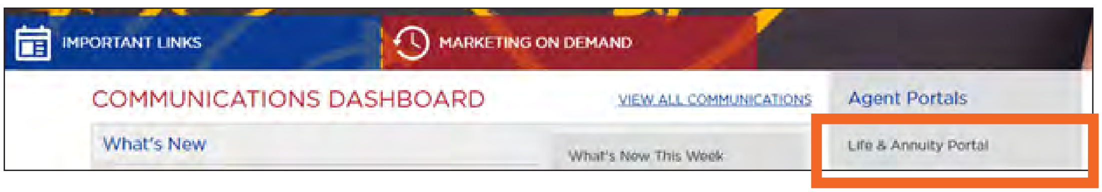
Managing Communications

ExpertOffice

1 Accessing the Life & Annuity Agent Portal

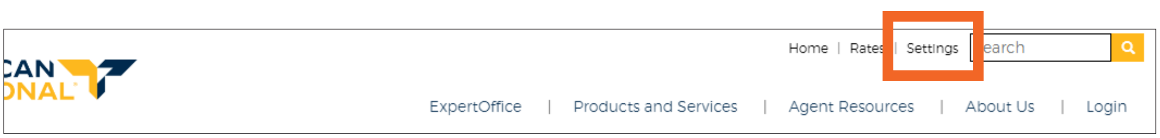
A If using the Life & Annuity Distribution website: lad.americannational.com, and are already logged in, proceed to step two.

B If using Agent Central, select the **Life & Annuity Portal** link located on the Agent Central homepage.



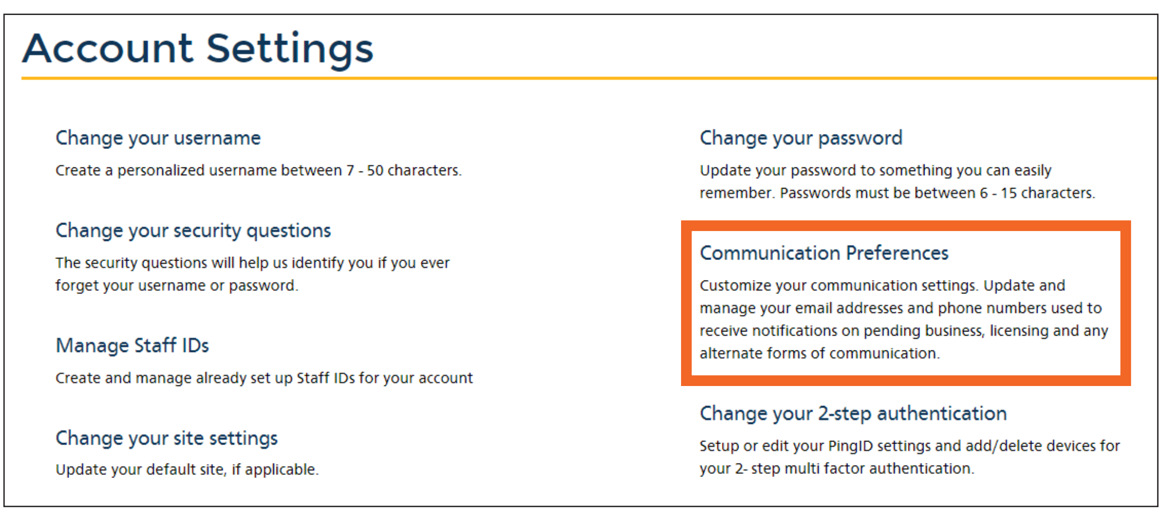
2

Select **Settings** at the top of the Life & Annuity Agent Portal.



3

Within the agent settings, select **Communication Preferences**.



4 Communication Preferences

Agents have the ability to personalize communication preferences by customizing emails specifically for Annuity and Life Business. Additionally, this feature provides the option to customize communications for reports and marketing notifications. Agents can easily **enable** or disable each of these features.