

## AVIVA Life - How To Get Paid Instructions

### 1. **Get Contracted with AvivaUSA Life Insurance**

Download, print and complete Aviva appointment forms:

<http://www.theusbroker.com/products/aviva.html#appoint>

*(note: separate forms available on TheUSBroker.com are needed to get appointed in New York)*

Fax completed appointment paperwork with copy of E&O policy face page and state insurance license (plus voided check for EFT of commissions).

### 2. **Download New Business Application Forms:**

<http://nettrac.ipipeline.com/link.asp?cin=1896&npt=38>

### 3. **Fax Completed New Business Application to Aviva:**

- Fax completed apps to : **1-866-295-0061**
- For questions call Aviva Call Center:**1-888-284-8287**

### 4. **Mail checks to Aviva:**

Aviva Life Insurance Company  
Attn: New Business Dept  
108 Myrtle St.  
North Quincy, MA 02171-1753

### 5. **Record your agent code when received (approx. 7 days)**

- Use to access [www.AvivaEdge.com](http://www.AvivaEdge.com) website for materials, pending business, commission reports, and other important AvivaUSA information.

### 6. **Download Aviva IRIS Proposal System Download:**

(requires agent code and can be found on AvivaEdge.com).

If any questions or problems - call USBroker at 877-341-3342 or email: [sfp@theusbroker.com](mailto:sfp@theusbroker.com)