



## Agent Contracting Instructions

### First Time Applicant

- Go to [www.imo.anicoweb.com](http://www.imo.anicoweb.com) (User Name: **imoagent** • Password: **imoagent1**)
- Click on the **e Licensing** link.
- Log on using the **First Time User** section.
  - Enter first name (ALL CAPITAL LETTERS)
  - Enter last name (ALL CAPITAL LETTERS)
  - Enter social security number (no dashes or spaces)
  - Create a personal password (3 to 12 characters)
  - Confirm the password
  - Enter the **Client Package Code (ALL CAPITAL LETTERS) BSBWGA**
  - Click on the **Log on to nomoreforms** button.

### Specifics on Answering Forms: *General Instructions found on next page.*

- You are the General Agent
- Recruiting Agency is **The Fisher Agency, Inc** PC# **K4010** Email **Danny@MrAnnuity.com**
- On Form 4737(GA Contract) Recruiting Org. By: **Danny Fisher, CLU ChFC**  
Submitted by: **The Fisher Agency, Inc.** Recruiter Personal Code **K4010**  
Under Date Field, type in **GA Z2** (Compensation Schedule)

### Returning Applicant

- Go to [www.imo.anicoweb.com](http://www.imo.anicoweb.com) (User Name: **imoagent** • Password: **imoagent1**)
- Click on the **e Licensing** link.
- Log on using the **Returning Applicant** section.
  - Enter social security number (no dashes or spaces)
  - Enter the personal password
  - Enter the **Client Package Code BSBWGA**
  - Click on the **Log on to nomoreforms** button.

### Forgotten Password for Returning Applicants

- Go to [www.imo.anicoweb.com](http://www.imo.anicoweb.com) (User Name: **imoagent** • Password: **imoagent1**)
- Click on the **e Licensing** link.
- Go to **Returning Applicant** section.
- Click on the **Forgot** your Password link.
  - Enter social security number (no dashes or spaces)
  - Enter last name
  - Enter birthday in mm/dd/yyyy format
  - Click on the **Continue** button
  - Enter new password
  - Enter new password again
  - Click submit
  - Click **Exit**
- Log on using the **Returning Applicant** section.
  - Enter social security number (no dashes or spaces)
  - Enter the personal password
  - Enter the **Client Package Code**
  - Click on the **Log on to nomoreforms** button.

## Completing Applicant Forms

***\*\*Every form MUST be completed before the applicant can submit forms, or attachments***

***\*\*You WILL NOT see the forms in the Applicant Processing Center until the applicant has completed and saved every form, submitted and then digitally signed their forms.***

- Click on the first form in the listing to open it to the screen.
- Complete the entire form – Note that **ALL RED FIELDS** are required fields and must contain data.
- Click on the **SAVE YOUR INFO** button to save the form.
- If you have not completed all mandatory fields, you will be directed to return to the form and complete the required field that is missing information.
- Complete the required item and again click on the **SAVE YOUR INFO** button.
- If all required fields are complete, you will be returned to the listing of forms.
- Repeat this process for each form in the listing.

### Adding Attachments

- Click on the **Here** link in the sentence stating, “If you would also like to attach a file for company name click here.”
- Click on the **Browse** button.
- Locate the file you wish to attach in the pop up window.
- Select the file and click **Open**, (or Double Click on the file).
- Type an easy to understand description for the file in the **Provide a descriptive name** box.
- Click on the **Add Attachment** button.
- Click on the **Return to Forms** button to be returned to the forms listing.

### Digitally Signing and Submitting Applicant Forms

- Click on the **Submit Forms** button (this will only be visible after EVERY form has been completed and saved).
- Enter personal password.
- Click **Submit**.

If you have questions regarding **nomoreforms**, please contact Opal Reyes, Brokerage Sales at 888 501-4043 x5826 OR you can contact **nomoreforms**, directly at 800 686-8279.

Thank you for using **nomoreforms**



For Brokerage Sales – Agent Use Only

