



Worksite Advantage

Account Reenrollment Required Forms Packet

Agent _____

Account Name _____

AO Number _____ **Agency Number** _____

Agency Owner _____

Company _____

Attach all forms and employee list to the Worksite Account in EPIC.
Tag (@WorksiteApproval) for all communication concerning the Worksite Account.
Tag (@FranchiseActivity) when attaching an updated employee list.

Things to Remember at Re-enrollment Time

Print a copy of the Management Information Report

- Is the account paid to the month you are enrolling? If not, do not enroll. Contact the business to see if there is a problem. *For example, if the enrollment period is 3/1-3/31, the business must be paid to March.*

Check to see if any of the account's information needs to be updated

(Primary Contact name, phone number, email, etc.)

Full updated Employee Roster

Typed employee list with hire dates must be signed by the employer/bookkeeper. List only those employees who work 28 or more hours per week. Please email updated roster to worksite@libnat.com when you take the first application.

Utilize the Promote Online Billing Enrollment for Worksite Advantage Customers Form (R-3750)

Go to www.globelifeworksiteadvantage.com, click 'Payroll & Billing', then 'Worksite Online Billing System', and click 'Register'.

- Must be signed by business owner or bookkeeper
- Give a copy to the bookkeeper
- The agent should assist the bookkeeper with registration for online billing. The bookkeeper will already have the account number and PIN on their bill. Go to www.globelifeworksiteadvantage.com, click 'Payroll & Billing', then 'Worksite Online Billing System', and click 'Register'.

Liberty National Life Insurance Company

Online Billing System Enrollment for Worksite Advantage Customers

REQUEST FOR ENROLLMENT

Globe Life Liberty National Division's Worksite Advantage customers can visit www.globelifeworksiteadvantage.com to access our Online Billing System. Our Online Billing System is offered as a convenience to make paying and reconciling invoices easier than it's ever been. Online Billing System features include:

- Pay directly from your company's bank account using a secure, encrypted web service
- Add or remove employees instantly
- Paperless invoicing
- Manage invoices for multiple companies at once
- Update company information online
- Assign roles to other employees; restrict employees to do specific tasks, or have another employee handle everything

All of these great features reduce the time required to reconcile and pay your invoices. To enroll in the Online Billing System, check yes below. If you would prefer to use paper invoices, check no below. Sign and print your name, along with the date and your current title at the bottom of this page.

Would you like to enroll in the Worksite Online Billing System? (check one)

- YES**, I would like to enroll in the Liberty National Division's Worksite Online Billing System and take advantage of its convenient services

- NO**, I would like to receive a paper invoice and opt not to sign up for the Worksite Online Billing System

For more information on Liberty National Division's Online Billing System, and to complete the enrollment process, simply go to www.globelifeworksiteadvantage.com, click 'Payroll & Billing', then 'Worksite Online Billing System', and click 'Register'.

Signature

Printed Name

Title

Date

Company Name

Typed employee list with hire dates must be signed by the employer/bookkeeper. List only those employees who work 28 or more hours per week.

XYZ BUSINESS

1234 STREET AVE, SUITE 321
DALLAS, TX 75000
p: 123.555.1234 f: 123.555.2345
www.xyzbusiness.com

Below is a complete list of XYZ Business employees and their hire dates:

Adams, Chris	February 12, 1992
Douglas, Marsha	September 2, 2000
Dugan, Janelle	March 17, 2002
Evans, Dan	August 28, 1999
Frank, Jim	January 15, 1997
Gregory, Nancy	March 22, 2000
Hudson, Mary	November 5, 2006
Jackson, Sam	October 2, 2003
Jones, Mark	July 21, 2001
Lawton, Judy	April 3, 2009
Michaels, Eric	December 11, 2004
Peterson, Tom	March 21, 2009
Smith, Jay	June 10, 2005
Wilson, Wendy	May 4, 2007

Jane Smith

Employer/Payroll Administrator Signature

SAMPLE