



**The Net Placed report is updated weekly with applications from OPT!
 *Make it a habit to update daily until your policies are issued!**

STEPS IN UPDATING THIS REPORT:

1. Check for your name

2. CALL THE CARRIER DIRECTLY TO SPEAK TO AN UNDERWRITER If your case has not issued, speak directly to an underwriter, don't rely on the website or emails for communication. Find out exactly what they need and ask clarifying questions to make sure you get the information you need for issuing the policy ASAP. Speak with your upline mentor to discuss any questions. REMEMBER - We are here to help you get your policies issued to help you be profitable.

3. MARK THE STATUS : **IP** - Issue Paid **PR** - Pending (still at carrier with requirements needed) **NI** - Not Issued **INP** - Issued NOT Paid (Approved but commissions have not been paid **make sure to make the note of the DATE it WILL be drafted in the notes section)

IP = Issue Paid	PR = Pending/Requirements	NI= Not Issued (Declined, Withdrawn, Postponed) Make any Notes in "Notes" column	INP= Issued NOT Paid (You haven't been paid. List draft date in "notes" Column J)
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EXAMPLE :

05/08/201	Mr. Client	Agent A	UpLine	Foresters	Strong Foundation (15)	(apv)\$3,128.88	This is where you enter status	Date you are entering update	NOTES ON THE CASE
05/08/2019	Mrs. Client	Agent A	Upline	Foresters	Strong Foundation 15	(apv)\$3,128.88	PR	5/9/2019	
03/19/2019	John Doe	Agent B	Elizabeth Maddox	Mutual of Omaha	Living Promise (Level Death Benefit)	(apv)\$1,139.48	INP	3/29/2019	Issued with requirements, must receive first quarterly premium
04/23/2019	John Smith	Agent B	Elizabeth Maddox	Mutual of Omaha	Living Promise (Level DB)	\$1,471.92	IP	5/1/2019	First draft 5/1/2019