NAVIGATING ONLINE EVIDENCE OF INSURABILITY (EOI)

# **Submitting** your online EOI application

Policyholder Name: City of Mansfield Client ID: 612375LI38

You deserve to know quickly whether you're approved or declined for insurance coverage when evidence of insurability (EOI) is required. That's why OneAmerica<sup>®</sup> provides a secure and convenient way to submit an EOI application online 24/7\*.

## Getting started

Register to use our online EOI website by going to *www.eoi.oneamerica.com/register* from any computer that supports the latest versions of Google Chrome (preferred) or Microsoft Internet Explorer.

- **1.** Enter the Client ID listed on the top right-hand side of this document.
- **2.** Provide the requested information to complete the registration process.
- **3.** A User ID and temporary password will be sent to the email you provided.
- **4.** Go to *www.oneamerica.com* and click "Login" in the top right corner and enter the User ID and temporary password you received via email.
- **5.** Change your temporary password.
- **6.** Enter your new password to login and click "Begin EOI."

## Steps to submit EOI

**Step 1: Personal demographic information** You will be asked additional information. If you are requesting spouse/domestic partner coverage when EOI is required, please provide his/her email address so they can be prompted to complete the EOI process.

\*Except during maintenance periods.

**Step 2: Coverage information** You will be asked to provide your current and requested amount of coverage.

**Step 3: Health information** You will be asked to answer a series of "Yes" or "No" questions about your health history.

### Step 4: Review and sign

Please read the "Fraud Notice and Notice of Information Practices" information. Review the electronic copy of your application. Provide an electronic signature and click "Finish" to submit.

### **Step 5: Confirmation**

Once submitted, you will receive a confirmation screen noting your application status. If approved, you and your employer will be notified by email. If declined, you will receive a letter via U.S. Mail with more information.

**Note:** Products issued and underwritten by American United Life Insurance Company<sup>®</sup> (AUL), Indianapolis, IN, a OneAmerica company.

If you have questions about the registration or EOI process, please contact our Group Contact Center at **1-800-553-5318**.

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