

SWISS LIFE NETWORK PLATFORM  
FOR YOUR INFORMATION AND OUR COLLABORATION

## Network Searches Guide

### Login to EB-Life

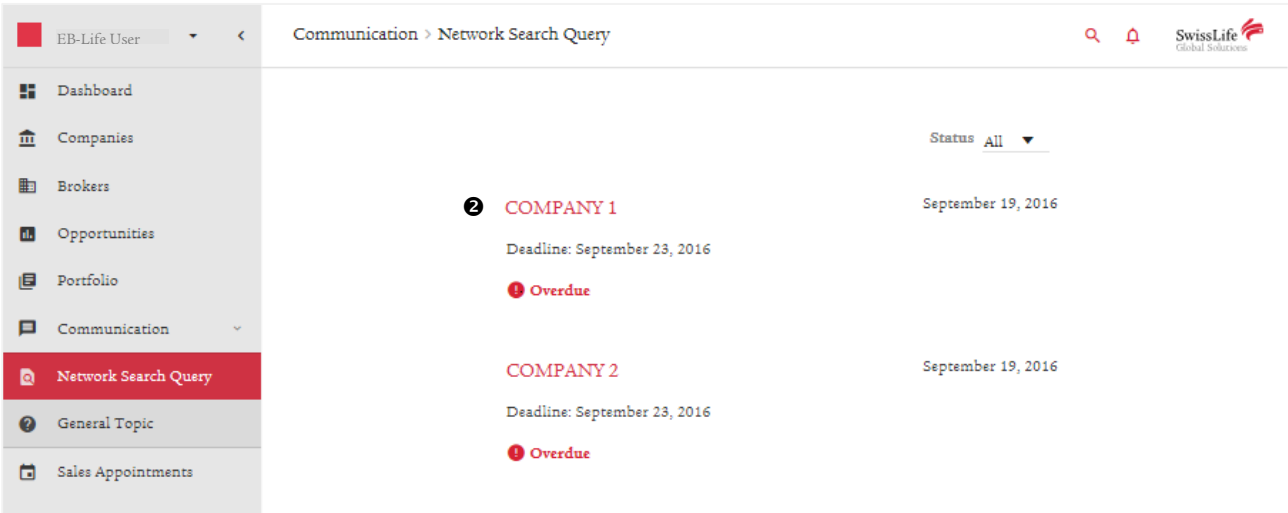
Connect on <https://www.swisslifecorporateclients.com> (Google Chrome recommended) and login with your Email, your Password and the Activation Code sent by sms.

➔ If you do not have access to *EB-Life*, please fill in the form on <http://www.swisslife-global.com/online-services/EB-Life/EB-Life-request.html>.

➔ If your access is denied or if you face login problems, please contact us via [employeebenefits@swisslife.com](mailto:employeebenefits@swisslife.com).

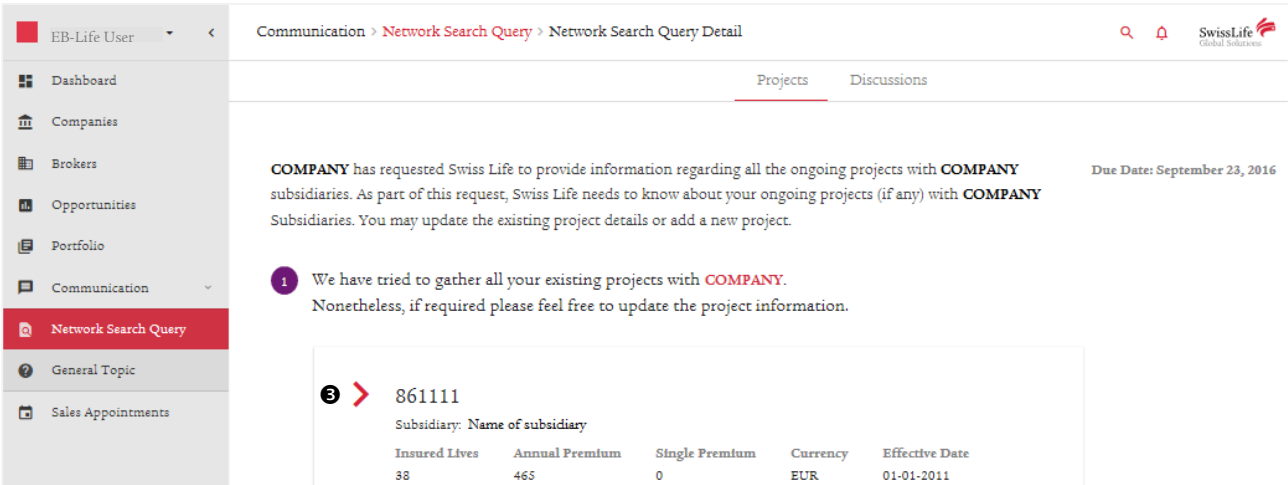
### Open the list of Network search queries

- ❶ Click on <Communication> and select <Network Search Query> to display the list of all queries.
- ❷ Click on the specific Multinational Company you would like to update.



### Change/update contracts information already registered

- ❸ Click on the arrow next to contract number to open the form.



Insured Lives	Annual Premium	Single Premium	Currency	Effective Date
38	465	0	EUR	01-01-2011

- 4 Update the respective fields and tick-boxes according to your latest information.
- 5 Fill in the <Remarks> field if you don't find the correct contract holder listed as subsidiary, if the contract number has changed or if you have any other relevant information such as in case a contract has been cancelled and is no longer in force.

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Subsidiary:

Insured Lives	Annual Premium	Single Premium	Currency	Effective Date
38	465	0	EUR	01-01-2011

**Benefits**

- 4  Accidental death and dismemberment
- Critical illness
- Disability pensions
- Endowment insurance
- Lump sum death
- Lump sum disability
- Medical
- Not yet defined
- Old age pensions
- Orphans' pensions
- Short term disability
- Waiver of premium
- Widow/er's pensions

Insured Lives

Currency

Annual Premium

Single Premium

Broker Name

Effective Date

5

**Add a new contract**

- 6 All contracts not yet listed in *EB-Life* can be added in Section 2 of a Network Search.
- 7 Click on the arrow to unfold the form to register a new contract.

In case the respective subsidiary is not available, please choose one and indicate the correct name in the <Remarks> field of the respective newly added contract.

EB-Life User
Communication > Network Search Query > Network Search Query Detail

- Dashboard
- Companies
- Brokers
- Opportunities
- Portfolio
- Communication
- Network Search Query
- General Topic
- Sales Appointments

6 2 Despite our best efforts, we might be missing some of your existing projects with **COMPANY**. Please be kind enough to add projects here if they are not shown in the list above.

7 >

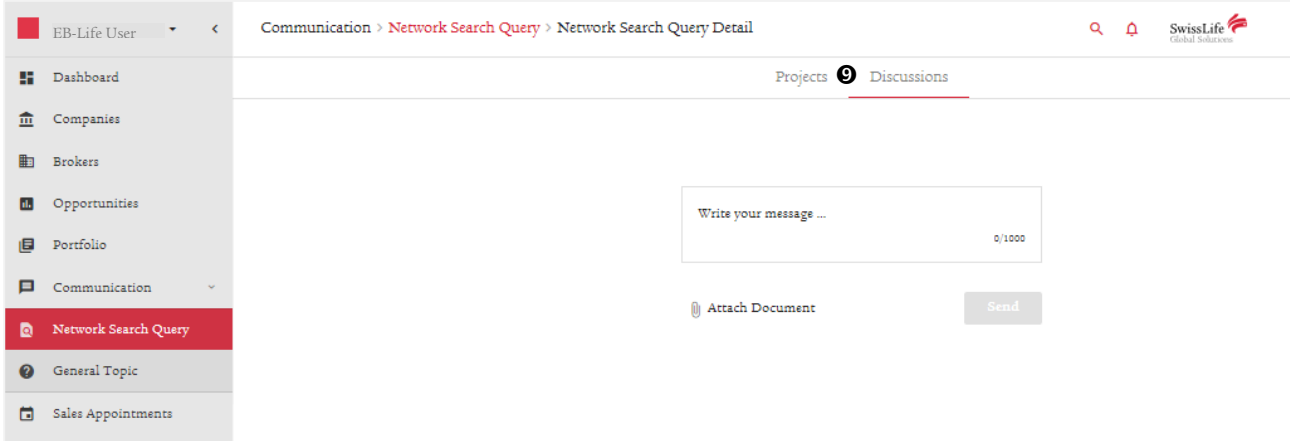
3 Congratulations for making it this far! By now you should be done with updating all your ongoing projects with **COMPANY**. Please click the button below to the send the updates to the parent responsible. If you have further queries, you can let us know through the discussions menu above.

8 SEND TO RM

**Submit a Network search query**

- 8 Once all updates are done and additional contracts have been registered (if applicable), click on the <Send to RM> button to transmit your summarized feedback to Swiss Life Network.

- ⑨ Send an additional message in the <Discussions> tab to inform us that there is currently no business in force if no contracts are registered or no additional contract need to be added.



The screenshot shows the user interface for a 'Network Search Query' in the 'Discussions' tab. The breadcrumb trail is 'Communication > Network Search Query > Network Search Query Detail'. The user is logged in as 'EB-Life User'. The left sidebar contains navigation options: Dashboard, Companies, Brokers, Opportunities, Portfolio, Communication (expanded), Network Search Query (selected), General Topic, and Sales Appointments. The main content area has two tabs: 'Projects' and 'Discussions' (active). Below the tabs is a text input field with the placeholder 'Write your message ...' and a character count '0/1000'. Below the input field are two buttons: 'Attach Document' and 'Send'.

### Follow up the outcome of a Network search query

All communication related to Network Searches is always accessible in the <Discussions> tab where you can follow up the outcome and next steps of the query. You can also always contact the respective Relationship Manager in relation to a multinational company.

### Important notice

Privacy and confidentiality of all your data is guaranteed. All of your information submitted via *EB-Life* cannot be viewed by any other Network Partner than you. Any of your local contracts, quotations and opportunities and its related information can only be seen by you.