



## **Carrier Product Training: Annuities**

1. Begin by informing your contracting specialist at [Contracting@bpim.com](mailto:Contracting@bpim.com) so they may send you the Oxford Life e-vite.
  - a. Oxford Life no longer accepts paper contracting forms. Instead, they require new agents to complete their contracting through the Oxford Life online contracting system.
2. **ALL STATES** are Pre-appointment. This means, **ALL** agents need to complete contracting and annuity trainings before taking new client applications.
3. You now have an e-vite email from [contracting@oxfordlife.com](mailto:contracting@oxfordlife.com) (if you do not see this email in your inbox please check your junk folder).
  - a. There will be a link for you to click called "[I Want to Contract](#)" which will direct you to the Oxford Life e-contracting system.
  - b. Then, select the "[Create an Account](#)" located on the right in the blue. From there simply fill in your information to register and proceed by following the prompts to complete your new contracting request.
4. Product Training:
  - a. Oxford Life product specific training will be completed during the contracting process.
5. If you completed the contracting process correctly you will receive an email from [webmaster@oxfordlife.com](mailto:webmaster@oxfordlife.com) stating "Thank you (Agent Name), for submitting an online contract with Oxford Life Insurance Company".
6. Finally, again inform your contracting specialist at [Contracting@bpim.com](mailto:Contracting@bpim.com) of your contracting request and product training completion.

*Disclaimer: It is important to understand that **ALL** agent annuity trainings **MUST** be completed prior to taking a new client application. If a new client application is signed and dated before agent trainings are completed a new application will be required.*