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EssentialLTC Upload Documents Update

Effective immediately, agents who have access to their own electronic signature program may use it to submit an EssentialLTC application via the Upload Documents function in the Agent Resource Center at www.ngl-essentialtc.com.

Previously, electronic signatures were only accepted if an EssentialLTC application was submitted through the EssentialLTC E-APP process.

Requirements:

1. All required signature lines on an application must each correctly display an electronic signature and date.
2. The original electronic application document from the electronic signature program must be uploaded via the Upload Documents function in the Agent Resource Center.
3. A signature certification from the electronic signature program must be included as part of the application document (cannot be separate), and the signature certification must, at a minimum, include the following information:
 - Document identification
 - Proof that the application document was secured/encrypted and then the electronic signature was applied to the secured/encrypted document
 - Proof of consent to electronic signatures
 - Name of signer for each signature event
 - Date & time for each signature event
 - IP address for each signature event

Electronic Signatures Not Accepted:

- Hard copy (paper) applications containing electronic signatures.
- Scanned, uploaded copies of electronically signed applications.
- Any application electronically signed and dated without the appropriate signature certification.

If you have any questions about the signature certification your electronic signature program provides, please reach out to our Agent Services Team at 888.505.2332 or status@ngl-essentialtc.com prior to submitting an application using your own electronic signature program.