Illustration reference guide - EVO

Traditional insurance and critical illness insurance

CLIENTS

Individuals entered on the *Clients* page can be used in one or more scenario as insured, applicant, beneficiary and/or a child covered under a child coverage. It may therefore be relevant to import and/or add all family members at the beginning to be able to reuse their information throughout the sales process.

IMPORT CONTACT(S) (CAREER ONLY)

The *Import contact(s)* functionality allows you to import your existing and potential clients' information from Client Manager. Once imported, you will be able to access these clients in your *Clients* list.

SCENARIO NAME

You can change the name of your illustration scenarios to give them meaningful names. The scenario name cannot contain more than 35 characters. The name chosen will also appear in the left-hand menu in the illustration and the electronic application.

DISPLAY OF PREMIUMS

PREMIUM PAYMENT FREQUENCY

To change the premium payment frequency, click on the desired frequency at the bottom of the Scenario page. The option selected will be revealed in blue. The option selected here will apply to the rest of the illustration scenario.

PREMIUM DETAILS

The premium associated with the illustration scenario will be displayed in two parts. The *Coverage(s)* section of the *Scenario* screen shows the details for each coverage separately. Policy fees are not included. The premium shown at the bottom of the screen, in the *Premium payment frequency* section, corresponds to the total premium for all coverages included in the illustration scenario and includes policy fees.

COVERAGES

ADDITIONAL COVERAGES

To display all coverages, you must first add a basic coverage for an insured or a group of joint insureds. One the basic coverage has been added, the *Disability* and *Riders and additional coverages* categories become available to allow you to add an additional coverage beside the life and critical illness insurance products.

WAIVERS OF PREMIUMS

Waivers of premiums are no longer grouped with the other coverages. To add a waiver of premiums, go to the *Applicant(s)* section of the *Scenario* page and click on the *Add waiver of premiums link.* To be able to add a waiver of premiums, the illustration scenario must include at least one coverage.

TRANSITION RIDERS

Transition riders are found under the basic coverage options. They are only available of the basic coverage in your illustration scenario is a traditional insurance product.

If the illustration scenario does not yet have a coverage, you must add the riders after adding the basic Transition coverage. If the illustration scenario already has a Transition product, you must modify the Transition coverage, then select the rider(s) you want to add.

TYPE OF INSURANCE

To change the type of insurance for the basic coverage (individual, joint first-to-die, etc.), the coverage must first be deleted then the new type of coverage added. There is no other way to change the type of insurance.

FACE AMOUNTS

The face amounts shown under the different categories of coverage are always set to a default value. When changing categories of life insurance products, it is important to remember that the face amount shown will be reset to the default value for the new coverage selected.

EFFECTIVE DATE

PROPOSED DATES

The *Effective date* section includes a selection of dates to allow you to backdate the illustration scenario. A date is suggested for each insured in the scenario who has a birthday within the next six months.

- It is possible that an effective date is not suggested for an insured whose birthday is more than six months away.

PASSAGE OF TIME

The dates suggested in the *Effective date* section may change over time. For example, if the illustration is opened two months after it is created, one or more dates may no longer be available.

- In other cases, new dates may be suggested.

AMOUNT TO BE PAID AT ISSUE

When the premium payment frequency is monthly, the amount payable corresponds to the initial premium to be paid plus any retroactive premiums, if applicable.

When the premium payment frequency is annually, the amount payable corresponds to the annually premium calculated using the insured's/insureds' new age.

SAVINGS BY PREMIUM

Corresponds to the difference between the premium calculated using the insureds' age on the current date and the premium calculated using the insureds' age on the effective date chosen.

RETURN ON INVESTMENT

The return on investment is only available when the premium payment frequency is monthly.

It corresponds to: (value from the Amount to be paid at issue field – amount of the total monthly premium)

NEXT PREMIUM PAYMENT

The next premium payment is only available when the premium payment frequency is annually.

Corresponds to the date on which the client must pay the next annually premium.

The further away the effective date is in the past, the nearer the next payment date.

PREMIUMS VALID UNTIL

Premiums valid until is only available when an effective date other than the default date is selected.

Corresponds to the earliest date on which an insured's real or insurance age will change.

NEXT AGE CHANGE

Next age change is only available when an effective date other than the default date is selected.

Corresponds to the day before the birthday of an insured affected by the change of effective date that is closes to the current date.

PASSAGE OF TIME

The dates suggested in the *Effective date* section may change over time. For example, if the illustration is opened two months after it is created, one or more dates may no longer be available. In other cases, new dates may be suggested.

PRINTING THE ILLUSTRATION REPORT

To print the illustration report, go to the Report page and click on the *Produce report* button to generate a printable PDF.

MANAGING THE LANGUAGE

To change the language for the entire application, go to the EVO home page. The language for all illustration scenarios created from the home page will be in the same language used before the illustration is created.

It is also possible to change the language of an illustration scenario via the *Summary* screen. Once the language has been selected for a scenario, the scenario will always be in the language selected, even when the scenario is reopened.

The language of the illustration scenario can always be changed at the *Summary* step so long as the *Declaration of insurability* step of the electronic application has not been started. At this step, the language can no longer be changed. If a change is required, you must create a new illustration.

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